



**SOUTHWEST OKLAHOMA
REGIONAL TRANSPORTATION
PLANNING ORGANIZATION**

**SORTPO Technical Committee Meeting Agenda
August 19, 2021
10:00 a.m.**

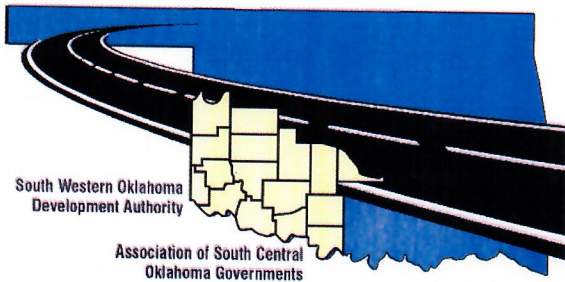
**SWODA Building
420 Sooner Dr.
Burns Flat, OK 73624
580-562-4882**

**ASCOG Conference Room
800 W. Main St.
Duncan, OK 73533
580-736-7971**

Technical Committee Members	Location	Attendance A/P	Technical Committee Members	Location	Attendance A/P
Danny Britton			Julie Sanders		
Bryce Bohot			Cole Vondfeldt		
Elesia Church			Basil Weatherly		
Chris Hartman			Kim Whaley		
Rodger Kerr			Tom Zigler		
Roland Mower					

1. Call to Order.
2. Roll Call.
3. Introduction of Guests.
4. Approval of the minutes for the May 20, 2021
5. Old Business.
6. Discuss and recommend to the SORTPO Policy Board approval of Amendment #1 to the FFY 2021 Planning Work Program (PWP).
7. Discuss and recommend to the SORTPO Policy Board that the SPR transportation mini planning grants be approved in the amount of Anadarko - \$25,000; Chickasha - \$36,000; Duncan - \$34000 and that ASCOG develop subrecipient agreements between ASCOG and these municipalities.
8. Discuss and recommend approval to the SORTPO Policy Board approval of the Short-Range Transportation Planning Grant Application and Procedures.
9. New Business.
10. Reports and Comments
 - A. Reports from members
 - B. ODOT news.
 - C. ASCOG news.
 - D. SWODA news.
 - E. SORTPO news.
 - F. SORTPO news.
11. Adjourn.

Notice of this meeting was made to Washita County Clerk by annual posting and this agenda was visibly displayed on the front door of the SWODA office at 420 Sooner Dr., Burns Flat, OK and ASCOG office at 802 W. Main Street, Duncan, OK on August 16th at 8:00 a.m. If individual with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting, notification to SWODA Director of Transportation at (580)-562-4885 at least 48 hours prior to the scheduled meeting is encouraged to make necessary accommodations. Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for LEP individual are not necessary accommodation.



SOUTHWEST OKLAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

SORTPO Technical Committee Minutes May 20, 2021 10:00 a.m.

**SWODA Conference Room
420 Sooner Drive
Burns Flat, OK 73624**

**ASCOG Building Conference
Room 802 W. Main St.
Duncan, OK 73533**

Technical Committee Members	P/A	Technical Committee Members	P/A
Bohot, Bryce	A	Sanders, Julie	P
Britton, Danny	A	Vonfeldt, Cole	P
Church, Elesia	P	Weatherly, Basil	A
Hartman, Chris	A	Whaley, Kim	A
Kerr, Rodger	A	Zigler, Tom	P
Mower, Roland	P		
		A=Absent/P=Present	

- Call to Order:
Meeting called to order by Julie Sanders, Director of Transportation SORTPO.
- Roll Call:
Elesia Church, SWODA
- Guests:
Amy Crowe, SWODA
Ryan Reynolds, SODA
- Approval of Minutes:
Motion to approve meeting minutes from the January 21, 2021 meeting was made by Julie Sanders and second by Roland Mower.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bohot, Bryce	Absent	Sanders, Julie	YES
Britton, Danny	Absent	Vonfeldt, Cole	Abstain
Church, Elesia	YES	Weatherly, Basil	Absent
Hartman, Chris	Absent	Whaley, Kim	Absent
Kerr, Rodger	Absent	Zigler, Tom	YES
Mower, Roland	YES		

Motion Passed

Old Business:

5. Discuss and provide recommendations to staff and the SORPTO Transportation Policy Board on a formal name for the Regional Long Range Transportation Plan.

Motion to approve recommendations to staff and the SORTPO Transportation Policy Board the name "Southwest Oklahoma: Moving People and Goods" by Cole Vonfeldt 2nd by Tom Zigler.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bohot, Bryce	Absent	Sanders, Julie	YES
Britton, Danny	Absent	Vonfeldt, Cole	Yes
Church, Elesia	YES	Weatherly, Basil	Absent
Hartman, Chris	Absent	Whaley, Kim	Absent
Kerr, Rodger	Absent	Zigler, Tom	YES
Mower, Roland	YES		

Motion Passes

New Business:

6. Discuss and provide recommendations to staff on the draft Federal Fiscal Year (FFY) 2021-2022 Planning Work Program (PWP).

No changes recommended except if awarded the "Raise Grant". Will be sent to ODOT in September for final approval.

7. Discuss and consider recommending approval to the SORTPO Transportation Policy Board Resolution #2021-1 supporting the submission a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the purpose of development of a Regional Freight Plan.

Recommend approval to the SORTPO Transportation Policy Board Resolution #2021-1 supporting the submission a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the purpose of development of a Regional Freight Plan.

8. Discuss and provide comments to staff on the US Bicycle Route 66 nomination.

Provide comments to staff on the US Bicycle Route 66 nomination. We were missing the Custer Co. Map showing Weatherford, Julie to email this to us after the meeting.

9. Reports and Comments:

- A. ODOT News - Eight year rebalance district engineers in September/October.
- B. ASCOG/SWODA news – Finished CDBG water/wastewater. 2022 REAP and ARPA for 2021.
- C. Staff news – Julie-Final day Census redefining urban area based on housing units of 10,000 or more this designation was 2,500 or more. This change will have an impact on federal funding.
- D. Reports from members – Ryan -SODA working on building his Technical and Policy boards.

10. Adjourn

Motion to adjourn the SORTPO Technical Committee meeting on May 20, 2021 was made by Tom Zigler and second by Julie Sanders.

Technical Committee Members	Yes/No	Technical Committee Members	Yes/No
Bohot, Bryce	Absent	Sanders, Julie	YES
Britton, Danny	Absent	Vonfeldt, Cole	Yes
Church, Elesia	YES	Weatherly, Basil	Absent
Hartman, Chris	Absent	Whaley, Kim	Absent
Kerr, Rodger	Absent	Zigler, Tom	YES
Mower, Roland	YES		

Motion Passed

ATTEST:

(Chairman)

SORTPO TRANSPORTATION TECHNICAL COMMITTEE**AGENDA ITEM COMMENTARY****August 19, 2021**

Agenda Title: Discuss and recommend to the SORTPO Policy Board approval of Amendment #1 to the FFY 2021 Planning Work Program (PWP).

Background: The PWP represents the budget and work tasks necessary to accomplish and maintain the transportation planning process within SORTPO's region. The PWP is developed to coordinate transportation planning activities for a cooperative, continuing, and comprehensive (3C) planning process. This document includes a description of what work is to be accomplished, who will perform the work, the schedule for completion of the work, the intended products and funding. The PWP is a one-year scope of work.

Amendment #1 is an end of the year action. The approved funding limits by Elements in the PWP were estimates based on staff's knowledge of activities and tasks and by approving the amendment existing funding will be redistributed to the PWP Elements to allow for full expenditure of funds.

ODOT, SAPM has reviewed the request and is in concurrence with the proposed Amendment.

Attachment: Resolution 2021-2; FFY 2021 PWP Amendment

Recommended Action: Recommend to the SORTPO Policy Board approval of Amendment #1 to the FFY 2021 Planning Work Program (PWP).

Work #	Element	Budget	SWODA	ASCOG	SORTPO TOTAL
1	Program Support & Admin.				
	Personnel		\$31,000	\$17,000	\$48,000
	Travel		\$1,000	\$500	\$1,500
	Supplies/Printing/Copies		\$3,000	\$1,500	\$4,500
	Advertising/Public Awareness		\$500	\$ -	\$500
	Equipment		\$ -	\$2,000	\$2,000
	Indirect/ Bldg Allocation		\$8,343	\$6,825	\$14,575
			\$43,250	\$27,825	\$71,075

SWODA Amendment #1	ASCOG Amendment #1	SORTPO TOTAL
\$45,000	\$10,475	\$55,475
\$ -	\$ -	\$ -
\$2,000	\$ -	\$2,000
\$ -	\$ -	\$ -
\$1,400	\$3,096	\$4,496
\$11,374	\$4,411	\$15,785
\$59,774	\$17,982	\$77,756

2	Data Acquisition & Management				
	Personnel		\$24,185	\$34,500	\$58,685
	Travel		\$ -	\$ -	\$ -
	Supplies/Printing/Copies		\$ -	\$ -	\$ -
	Advertising/Public Awareness		\$ -	\$ -	\$ -
	Consultant		\$25,000	\$ -	\$25,000
	Equipment		\$1,500	\$1,500	\$3,000
	Indirect/ Bldg Allocation		\$11,911	\$11,700	\$17,259
			\$56,731	\$47,213	\$103,944

\$19,500	\$9,000	\$28,500
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$6,000	\$ -	\$6,000
\$4,000	\$4,000	\$8,000
\$6,933	\$4,225	\$11,158
\$36,433	\$17,225	\$53,658

3	Long Range Trans. Planning				
	Personnel		\$28,037	\$7,000	\$35,037
	Travel		\$ -	\$ -	\$ -
	Supplies/Printing/Copies		\$ -	\$ -	\$ -
	Advertising/Public Awareness		\$ -	\$ -	\$ -
	Consultant		\$ -	\$ -	\$ -
	Equipment/Software		\$ -	\$ -	\$ -
	Indirect/ Bldg Allocation		\$6,589	\$2,275	\$9,284
		\$35,046	\$9,275	\$44,321	

\$14,603	\$0	\$14,603
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$3,432	\$0	\$3,432
\$18,035	\$0	\$18,035

4	Short Range Trans. Planning				
	Personnel		\$12,000	\$7,234	\$19,234
	Travel		\$500	\$500	\$1,000
	Supplies/Printing/Copies		\$ -	\$ -	\$ -
	Advertising/Public Awareness		\$ -	\$ -	\$ -
	Equipment		\$ -	\$ -	\$ -
	Consultant		\$ -	\$ -	\$ -
	Indirect/ Bldg Allocation		\$2,938	\$2,514	\$5,514
		\$15,500	\$10,248	\$25,748	

\$20,000	\$2,000	\$22,000
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$94,742	\$94,742
\$4,700	\$650	\$5,350
\$24,700	\$97,392	\$122,092

5	Public Education & Participation				
	Personnel		\$17,000	\$10,000	\$27,000
	Travel		\$ -	\$ -	\$ -
	Supplies/Printing/Copies		\$1,000	\$500	\$1,500
	Advertising/Public Awareness		\$ -	\$ -	\$ -
	Consultant		\$ -	\$ -	\$ -
	Equipment		\$ -	\$ -	\$ -
	Indirect/ Bldg Allocation		\$4,230	\$3,413	\$7,663
		\$22,250	\$13,913	\$36,163	

\$2,000	\$210	\$2,210
0	0	\$0
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$5,047	550	\$5,597
\$1,656	\$247	\$1,903
\$8,703	\$1,007	\$9,710

Total Expenses	\$172,778	\$108,473	\$281,250
SPR Funds	\$138,222	\$86,778	\$225,000
Match	\$34,556	\$21,695	\$56,250

\$147,644	\$133,606	\$281,250
\$118,115	\$106,884	\$225,000
\$29,529	\$26,721	\$56,250

**SORTPO TRANSPORTATION TECHNICAL COMMITTEE
AGENDA ITEM COMMENTARY
August 19, 2021**

Agenda Title: Discuss and recommend to the SORTPO Policy Board that the SPR transportation mini planning grants be approved in the amount of Anadarko - \$25,000; Chickasha - \$36,000; Duncan - \$34,000 and that ASCOG develop subrecipient agreements between ASCOG and these municipalities.

Background: This year there is an estimate of \$95,000 in unexpended State Planning & Research (SPR) funds (ASCOG - \$69,600 and SWODA \$25,000). This is the first year that there has been such a large amount of unexpended funds. During meetings with ODOT, SWODA and ASCOG development of mini transportation planning grants were discussed. The purpose of the mini grant will be to provide municipalities a funding avenue to collect/develop data supporting the regional transportation planning process. Funding for the projects will be derived from SPR identified in the annual Planning Work Program (PWP). The grant requires a 20% local match with the SPR funds providing 80% of the eligible project costs. With the majority of the unexpended funds in ASCOG's budget and short time frame in which to encumber the funds staff recommended that ASCOG contact five municipalities: Anadarko, Chickasha, Duncan, Hinton, and Purcell to discuss this potential grant opportunity. Three municipalities submitted information for the program:

Anadarko - \$25,000 – Citywide Trail Plan. Data will be collected and community involvement information will be used to develop an understanding of the community's support for this Project. This information will be used to guide development of the final route(s), types of surfaces to be used, what amenities to include along the trail(s) and whether the project will need to be completed in multiple phases.

Chickasha - \$37,500 – GIS Development. The City of Chickasha would like to develop a GIS Program. Content will need to be developed along with the installation of ESRI GIS Enterprise software. The City Planning Department would like to begin with locating existing data from the source locations listed as Target Data Selection. These layers that will be converted into an ESRI File Geodatabase utilizing the ArcGIS for Local Government solution and hosted as a GIS Service on the City's own GIS Enterprise Portal.

Duncan - \$34,000 – Signalization Study. Data will be collected and analyzed for three project areas. The study will include capacity analysis, signal coordination, pedestrian equipment recommendations. The data collection, field observations, pedestrian infrastructure, capacity analyses, traffic signal coordination analyses, and traffic signal warrant analyses will be documented in a written report. It will include a summary of all reviews and analyses conducted and will be prepared in accordance with the requirements of the City of Duncan and Oklahoma Department of Transportation (ODOT).

Attachment: SPR Mini Transportation Planning Grants – FFY 2021

Recommended Action: Recommend to the SORTPO Policy Board that the SPR transportation mini planning grants be approved in the amount of Anadarko - \$25,000; Chickasha - \$36,000; Duncan - \$34,000 and that ASCOG develop subrecipient agreements between ASCOG and these municipalities.

Resolution No. 2021-2

**Adopting Amendment #1 to the Federal Fiscal Year 2021
Planning Work Program for the
Southwest Oklahoma Regional Transportation Planning Organization**

Whereas, the South Western Oklahoma Development Authority by Resolution 09-04 created the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO); and

Whereas, through a Resolution 16-06 the South Western Oklahoma Development Authority expanded the SORPTO transportation planning area to include the Association of South Central Oklahoma Governments (ASCOG); and

Whereas, Planning Work Program (PWP) defines SORPTO's planning priorities and describes all transportation-related planning activities anticipated in the program year; and

Whereas, the objective of the PWP is to ensure the transportation planning activities for SORTPO supports the regional transportation planning needs of the area; and

Whereas, the SORTPO Policy Board adopted the Federal Fiscal Year 2021 PWP at their September 24, 2020 meeting; and

Whereas, Amendment #1 redistributes existing funding to Elements 1 and 4; and

Whereas, Amendment #1 to the PWP was included on SORTPO's website for 10 days to allow the public an opportunity to review the PWP and provide comments; and

Whereas, the SORTPO Transportation Technical Committee at their August 19, 2021 meeting recommended approval of Amendment #1 to the Federal Fiscal Year 2021 PWP.

NOW, THEREFORE BE IT RESOLVED, that the SORPTO Policy Board hereby approves and adopts Amendment #1 to the Federal Fiscal Year 2021 Planning Work Program.

Approved and Adopted by SORTPO Policy Board and signed this 26th day of August, 2021.

Lyle Miller, Chairman SORTPO Policy Board

Anita Archer, Secretary SORTPO Policy Board

**SORTPO TRANSPORTATION TECHNICAL COMMITTEE
AGENDA ITEM COMMENTARY
August 19, 2021**

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Attachment: SPR Mini Transportation Planning Grants – FFY 2021

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City of Anadarko



Citywide Trail Planning



Transportation
Planning
Mini-Grant
Project Application
July 30, 2021

Engineer



Landscape Architect



CITY OF
Anadarko OK

6

City of Anadarko
Citywide Trails Project

The City of Anadarko proposes to conduct planning for a project to determine the feasibility of constructing a citywide trails project. This trail system could potentially serve as an alternative safe transportation route for pedestrians and bicyclists wishing to explore and enjoy the multiple parks, museums, the County Fairgrounds, Memory Lane Cemetery, Anadarko Municipal Airport and the various business districts in town. Connectivity from these many points of interest to residential areas will be explored. Our hope is to encourage more participation in outdoor activities to be a more Active, Healthy Community.

Randlett Park, a downtown Pocket Park, the Anadarko Heritage Museum, the pending Miller Theater Park and the downtown business district are all potential destinations of the trail system located in the northwest quadrant of town. Randlett Park is an historic park located adjacent to Central Boulevard west of SW 7th Street. The park offers many forms of recreation including RV camping, baseball fields, fishing, hiking, picnicking and other related activities. Miller Theater Park will serve as a multi-use facility in the downtown area commemorating the old Miller Theater.

Northeast quadrant destinations could include Rotary Park, the Caddo County Fairgrounds, the Southern Plains Indian Museum and the National Hall of Fame for Famous American Indians. Rotary Park contains a very popular Splash Pad, as well as other amenities. The Fairgrounds hosts many events throughout the year, including the American Indian Exposition. Fifteen tribes sponsor the event, which is one of the oldest and largest intertribal gatherings in the U.S. The Hall of Fame currently contains a walking path for viewing the dozens of busts of Famous American Indians located this park.

Potential areas of interest in the southwest part of town include the Anadarko High School, Anadarko Municipal Airport, Memory Lane Cemetery and a continuation of the business district along the highway. Memory Lane Cemetery is on land donated by the Department of the Interior and established in 1902. A centerpiece of the cemetery is the Bell Tower built in 1983 and recently renovated.

Community involvement will be stressed and encouraged through social media and public meetings. Additional information used to aid in the planning effort will include data obtained from the Oklahoma Department of Transportation (ODOT), U.S. Census Bureau, Oklahoma Department of Commerce, Association of South Central Governments (ASCOG) and Local Tribal Officials.

Data will be collected and used to develop an understanding of the community support for this project. Local Planning information such as any Comprehensive Land Use Plan, Transportation Plans, Parks and Recreation Master Plans and Zoning will be considered. Demographics of potential users will be analyzed to aid in determining the types of uses most beneficial to the community. Funding opportunities will be identified to understand the level of commitment available for future design and construction.

This information will be used to guide the future master plan for the Trail Corridor. These factors will impact the final route(s) of the trail(s), types of surfaces to be used, what amenities to include along the trail(s) and whether the project will need to be completed in multiple phases.

The planning efforts will be carried out by our Consultant, Chisholm Trail Consulting, LLC. The Consultant will ensure that SORTPO is fully informed and involved in the Planning Effort. This phase of the planning effort will take an estimated five months to complete at a cost of \$25,000.



Randlett Park

American Heritage Museum

Caddo County Fairgrounds

National Hall of Fame for Famous American Indians

Downtown Pocket Park

Rotary Park

Southern Plains Indian Museum

Hwy 27

Anadarko High School

Wal-Mart

Anadarko Municipal Airport

Memory Lane Cemetery





August 3, 2021

Rachel Bernish
Community Development Director
City of Chickasha
117 N. 4th Street
Chickasha, OK 73018

RE: GIS Enterprise Program

Dear Ms. Bernish,

Smith Roberts Baldischwiler, LLC (SRB) is pleased to submit a proposal for the development, creation and optional hosting/installation of Geographic Information System (GIS) layer deliverables and or specifically the City Limits and Zoning Layers. These layers will follow the ArcGIS for Local Government solution to improve government operations and enhance services provided to the public. The Statement of Understanding, Project Approach, Deliverables, and Cost Information for this project are as follows:

Statement of Understanding

The City of Chickasha is looking to begin development of a GIS Program to be utilized as a central platform across the City Government Organization. Content will need to be development along with the installation of ESRI GIS Enterprise software to host the content and make available the across the organization. The City Planning Department would like to begin with locating existing data from the source locations listed as Target Data Selection. These layers that will be converted into an ESRI File Geodatabase utilizing the ArcGIS for Local Government solution and hosted as a GIS Service on the City's own GIS Enterprise Portal (Option 1) or SRB's GIS Geospatial Portal (Option 2) that can be accessed, viewed, and edited via a web browser i.e., Google Chrome, Internet Explorer.

Project Approach

The City of Chickasha will supply SRB with the Target Data listed below and SRB will convert the files into an ESRI File Geodatabase utilizing the ArcGIS for Local Government solution. The advantage of using the ArcGIS for Local Government solution is that it will create a geodatabase foundation for future layers while maintaining the existing City standards and creates topology rules that will ensure the standards are upheld.

Once the files are converted to a geodatabase, layer attributes are added which match current city planning districts and boundary information, then symbolized to match (or close to matching) existing City symbology.

The Target Data Selection is as follows:

Streets	Source
Right of way width	ODOT (US/SH highways), 911, Tiger Files
Lane Width	ODOT (US/SH highways), 911,
Functional Classification	ODOT
Land Use	Accessor
Topography	ODOT
Ownership	Accessor
Address (range)	911
Buildings/Structures	County
Railroad Crossings and railroads	ODOT
Signalization	ODOT (US/SH Highways)
Traffic control signs	ODOT (US/SH Highways)
Trails	SORTPO
Sidewalks	Chickasha
Utilities	
Street Lights	AEP/PSO
Gas lines	Reliant
Water - line size, material, age, valves	Chickasha
Sewer - line size, material, age	Chickasha
Fire hydrants	Chickasha
Drainage Structure	Chickasha
Other	
Parks	Chickasha
Subdivision	Chickasha - require ESRI files
Commercial Permits	Chickasha - require ESRI Files
FEMA flood hazard	FEMA

each layer can be completed within 30 days of a notice to proceed. After which, a 30-day review and acceptance period will begin before the final datasets will be uploaded to the GIS Portal and marked as "authoritative".

Deliverables

Deliverables will consist of a File Geodatabase, as well as a web link to a GIS Portal that will host the City of Chickasha GIS data with an easy-to-follow user interface. The user interface will look similar to the attached (Exhibit B) and can be accessed through any web browser.

Option 1 - ESRI ArcGIS Enterprise Standard Edition License with an annual software maintenance fee.

Option 1a – Installation and stand up of ESRI ArcGIS Enterprise Standard Edition as a single server deployment on the City of Chickasha’s hardware. Architecting disaster recovery and maintenance would be an additional fee depending on city requirements, if needed.

Option 2 – SRB Hosting of Target Data layers. After layers have been finalized and marked as authoritative, a web editor application will be created for use by the City Planner in order to make zoning map and attribute updates.

Cost Information

Option 1 – ESRI ArcGIS Enterprise Standard Edition (4 core; Unlimited viewers; 5 Creator) license – \$20,000 with an Annual maintenance of \$5,000 (cost pending)

Option 1a – hourly rate of \$260/per hour (provides 2 on-site technicians) with an estimated of 10-20 hours

Option 2 – a hosting fee of \$100/month per layer will begin 30 days after final layers have been approved

The cost to create the Target Data Layers is as follows:

Streets	\$5,000	Gas Lines	\$5,000
Buildings	\$2,500	Water Lines	\$8,000
Railroad	\$1,000	Sewer Lines	\$8,000
Signalization	\$1,000	Fire Hydrants	\$5,000
Traffic Control signs	\$1,000	Drainage Structure	\$5,000
Trails & sidewalks	\$1,000	Parks	\$1,000
Streetlights	\$1,500	Subdivisions	Cad file dependent
Permit Application	\$10,000		

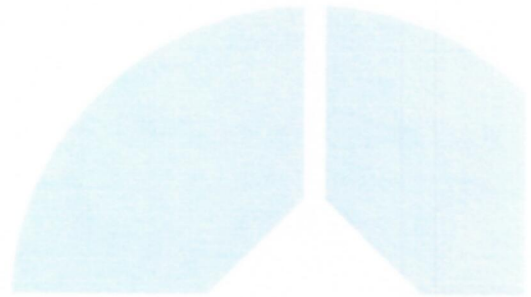
Sincerely,

Smith Roberts Baldischwiler, LLC



Taylor Denniston, PLS GISP
Director of Survey and Mapping

Exhibit B





November 3, 2020

David Yeager
City of Duncan
1600 Highway 81
Duncan, OK 73533

RE: Traffic Operational Analysis – 3 Project Areas in Duncan, Oklahoma

Dear Mr. Yeager,

Traffic Engineering Consultants, Inc. (TEC) is pleased to submit this Letter Agreement to provide transportation engineering services to City of Duncan (Client) on the project referenced above. TEC proposes to conduct a Traffic Operational Analysis on three (3) project areas in Duncan, Oklahoma. The project areas include Oklahoma State Highway 7A (Main Street), US-81, and Oklahoma State Highway 7. Our proposed scope of services, schedules and fees are described below.

Scope of Services

Data Collection

TEC will collect the current traffic data within each project area. A.M. and P.M. peak hour turning movement traffic and pedestrian counts will be collected at each signalized intersection within the project area. Twenty-four bi-directional traffic volume tube counts will be collected at one location within each project area which will be utilized to identify the a.m. and p.m. peak hours of the day. This approach would reduce the data collection costs in half versus collecting the typical 7-9 a.m. and 4-6 p.m. peak periods to identify the one peak hour period.

Field Observations

TEC will take a site visit to each project area to verify existing traffic signal and pedestrian equipment, collect existing signal timing parameters and observe traffic and pedestrian patterns. The observations will be used to make recommendations on improvements necessary to bring the signalized intersections up to ADA compliance and identify ways to improve the overall operation of the signalized intersections within each project area.

Traffic Engineering Consultants, Inc.

6000 S. Western Avenue, Suite 300 | Oklahoma City, Oklahoma 73139 | Ph. 405-720-7721
6931 S. 66th E. Avenue, Suite 100 | Tulsa, Oklahoma 74133 | Ph. 918-481-8484
217 E. Dickson Street, Suite 106 | Fayetteville, Arkansas 72701 | Ph. 479-335-5636
website: www.tecusa.com



Pedestrian Infrastructure

TEC will evaluate the existing pedestrian equipment at each signalized intersection and make recommendations on additions/modifications to the equipment based on ADA compliance, age of equipment, or safety.

Capacity Analysis

Capacity analyses will be conducted on each signalized intersection within the project area. The analyses will utilize the existing traffic signal timing parameters currently in operation. Each intersection will then be “optimized” to determine the reduction of approach and overall intersection delay which could result by implementing updated traffic signal timing parameters.

The analyses will be conducted in *Synchro* which is a macroscopic analysis and optimization software application utilized throughout our industry. The analyses will determine individual approach and overall intersection vehicle delay.

Traffic Signal Coordination Analyses

The signalized intersections within each project area which are coordinated will be identified. A traffic signal coordinability factor analysis will be conducted on the project area to determine whether a traffic signal should or should not be included within the traffic signal coordination system.

The coordinated traffic signal network will be analyzed utilizing the existing coordinated traffic signal timing parameters currently in operation. The coordinated network will then be “optimized” to determine the reduction of approach and overall intersection delay which could result by implementing updated coordinated traffic signal timing parameters.

Traffic Signal Warrant Analyses

A traffic signal warrant analysis will be conducted on the intersections of 10th Street and Walnut Avenue and 10th Street and Willow Avenue to determine if the existing traffic signals installed at the intersections are currently warranted. The analysis will be conducted using *PC-Warrants 2* which is a software package for evaluating unsignalized intersections to support the installation of a traffic signal in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD)*.

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Report

The data collection, field observations, pedestrian infrastructure, capacity analyses, traffic signal coordination analyses, and traffic signal warrant analyses will be documented in a written report with detailed appendix. It will include a summary of all reviews and analyses conducted and will be prepared in accordance with the requirements of the City of Duncan and Oklahoma Department of Transportation (ODOT). A digital PDF of the study will be provided in report format suitable for submittal to the reviewing agencies. The study will not include detailed design of any signal or roadway improvements, but specific recommendations will be made for any improvements to improve traffic operations and safety.

Project Areas

Project Area 1 – State Highway 7A (Main Street)

The State Highway 7A (Main Street) project area will span from 2nd Street to 12th Street as well as the intersections of 10th Street and Walnut Avenue and 10th Street and Willow Avenue. TEC will collect the current traffic volume data at the signalized intersections shown in the attached **Figure 1**. A.M. and P.M. peak hour turning movement traffic counts and pedestrian volume counts will be collected at:

- 1) SH-7A and 2nd Street
- 2) SH-7A and 5th Street
- 3) SH-7A and 7th Street
- 4) SH-7A and 8th Street
- 5) SH-7A and 9th Street
- 6) SH-7A and 10th Street
- 7) SH-7A and 11th Street
- 8) SH-7A and 12th Street
- 9) 10th Street and Walnut Avenue
- 10) 10th Street and Willow Avenue

Additionally, 24-hour bi-directional tube counts will be collected on SH-7A and on each approach at the intersections of 10th Street and Walnut Avenue and 10th Street and Willow Avenue.

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Project Area 2 – US-81

The US-81 project area will span from Camelback Road to Bois D’Arc Avenue. TEC will collect the current traffic volume data at the signalized intersections shown in the attached **Figure 2**. A.M. and P.M. peak hour turning movement traffic counts and pedestrian volume counts will be collected at:

- 1) US-81 and Camelback Road
- 2) US-81 and Plato Road
- 3) US-81 and Sonic/Legacy Bank
- 4) US-81 and Duncan Towne Square
- 5) US-81 and Elk Plaza
- 6) US-81 and Elk Avenue
- 7) US-81 and Spruce Avenue/Elder Avenue
- 8) US-81 and Pine Avenue
- 9) US-81 and Beech Avenue
- 10) US-81 and Oak Avenue
- 11) US-81 and SH-7A/Main Street
- 12) US-81 and Bois D’Arc Avenue

Additionally, 24-hour bi-directional tube counts will be collected on US-81.

Project Area 3 – Oklahoma State Highway 7

The Oklahoma State Highway 7 project area will span from 12th Street to C Street. TEC will collect the current traffic volume data at the signalized intersections shown in the attached **Figure 3**. A.M. and P.M. peak hour turning movement traffic counts and pedestrian volume counts will be collected at:

- 1) SH-7 and C Street
- 2) SH-7 and Halliburton Drive
- 3) SH-7 and 2nd Street
- 4) SH-7 and 12th Street

Additionally, 24-hour bi-directional tube counts will be collected on SH-7.

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Additional Services

TEC may perform additional services, as requested, if agreed upon by TEC and Client. Additional services outside of the proposed scope of work will be provided on an hourly basis as per the attached hourly rate schedule. These services will be determined at the time requested and may include additional traffic data collection, analyses, traffic signal timing implementation and/or attendance to any public/private meetings. Work under Additional Services will be agreed to in advance in writing. No work will be conducted hereunder until an agreement is reached.

Schedule

TEC proposes to complete each project within the specified timeframes stated below following written authorization to proceed.

- Project Areas 1 - 3 – 60 days following notice to proceed.
- Additional Services – Timeline to be agreed upon by TEC and Client in writing.

Fee and Billing

TEC proposes to provide the services as described above for a lump sum fee as shown below.

Task 1 - \$13,500
Task 2 - \$12,000
Task 3 - \$ 8,500
Total: \$34,000

TEC will not exceed these fees without your prior approval. Fees are payable upon monthly invoicing. Invoices will be due and payable within 30 days of receipt. Fees for services under Additional Services will be determined at the time requested.

Miscellaneous

This Agreement is a contract for services and shall not create an employee or agency relationship between the parties. Nothing herein shall create or constitute a partnership or joint venture between TEC and Client. There are no third-party beneficiaries under this Agreement. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one to the same agreement.

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In the event of any dispute between TEC and the Client concerning the terms and provisions or performance under this Agreement, the prevailing party shall be entitled to collect from the non-prevailing party all costs incurred in such dispute, including but not limited to attorney fees, expert witness fees, and court costs. Any dispute arising hereunder or related to TEC's performance under this Agreement shall exclusively be heard in the District Court of Oklahoma County, Oklahoma, and no other forum including federal forums.

Closure

If you are in agreement with the terms as stated above, please execute below and return this letter to our office. Fees and times stated in this agreement are valid for ninety (90) days from the date executed by the TEC project manager (the undersigned).

It is agreed that David Yeager shall represent the Client to TEC in the provision of services under this agreement.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Should you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "B.J. Hawkins", is written over a horizontal line.

B.J. Hawkins, P.E., PTOE
Principal

APPROVED

David Yeager
City of Duncan

BJH/bh

Date

Enclosure

Traffic Engineering Consultants, Inc.

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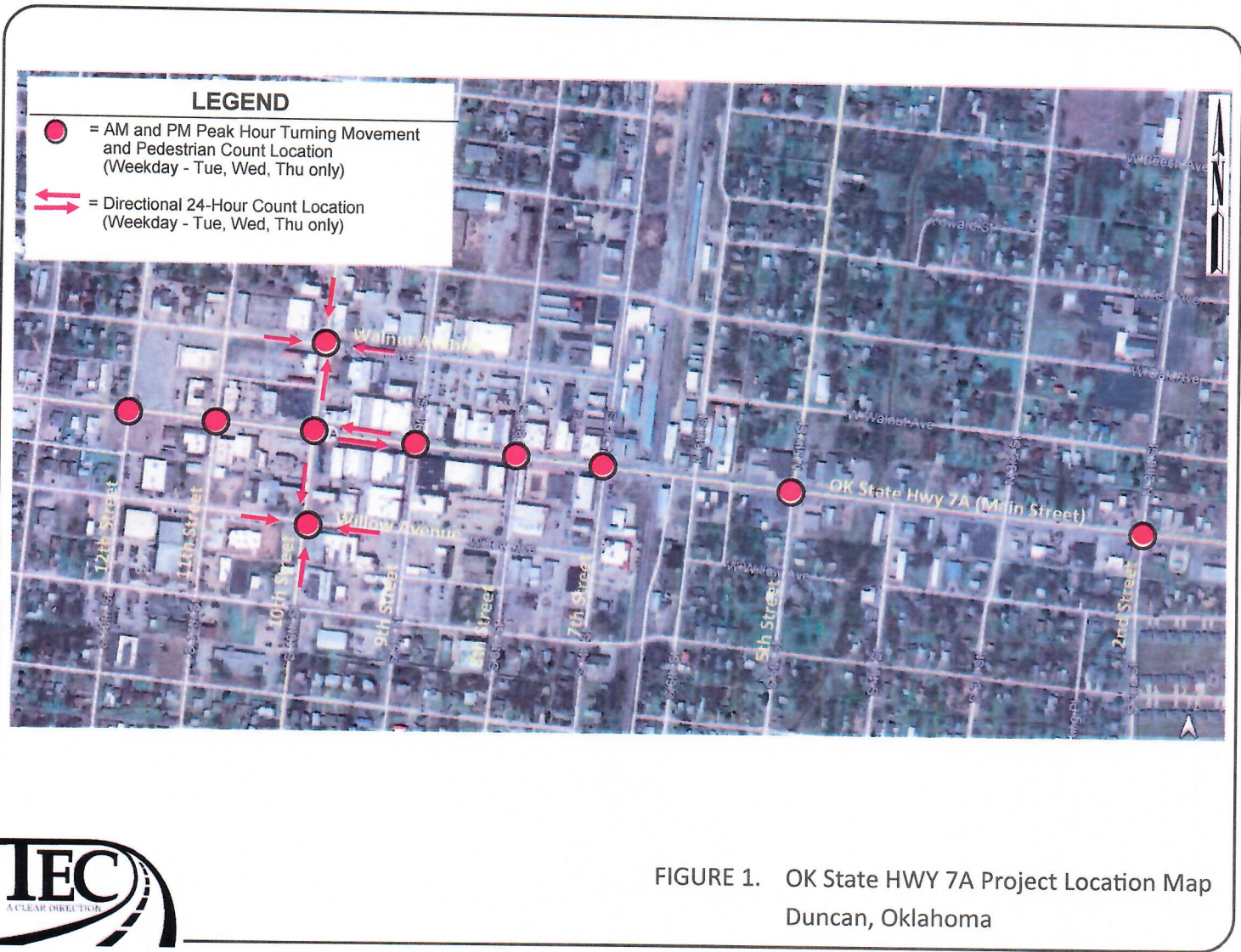


FIGURE 1. OK State HWY 7A Project Location Map
Duncan, Oklahoma



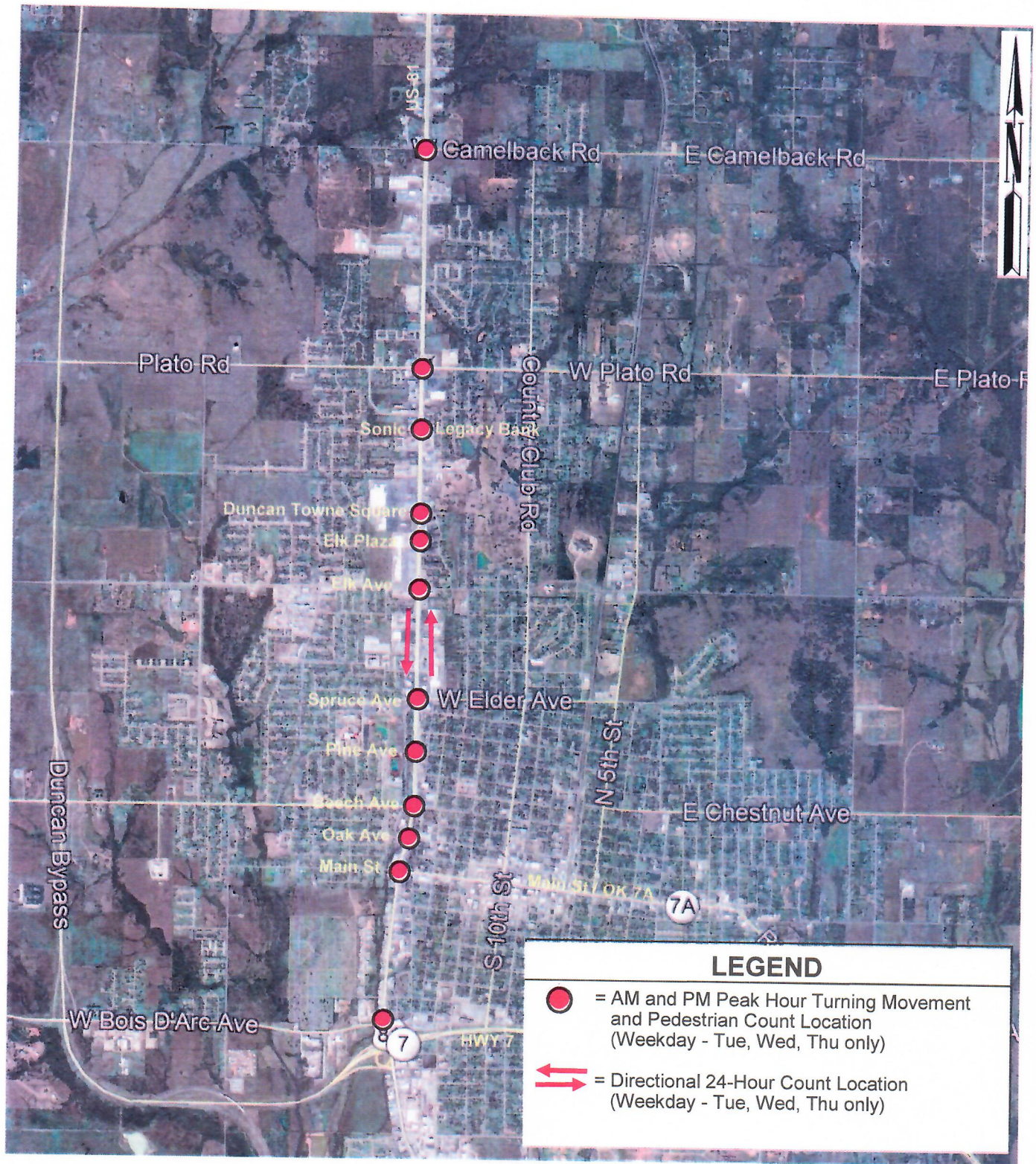


FIGURE 2. US-81 Project Location Map
Durant, Oklahoma

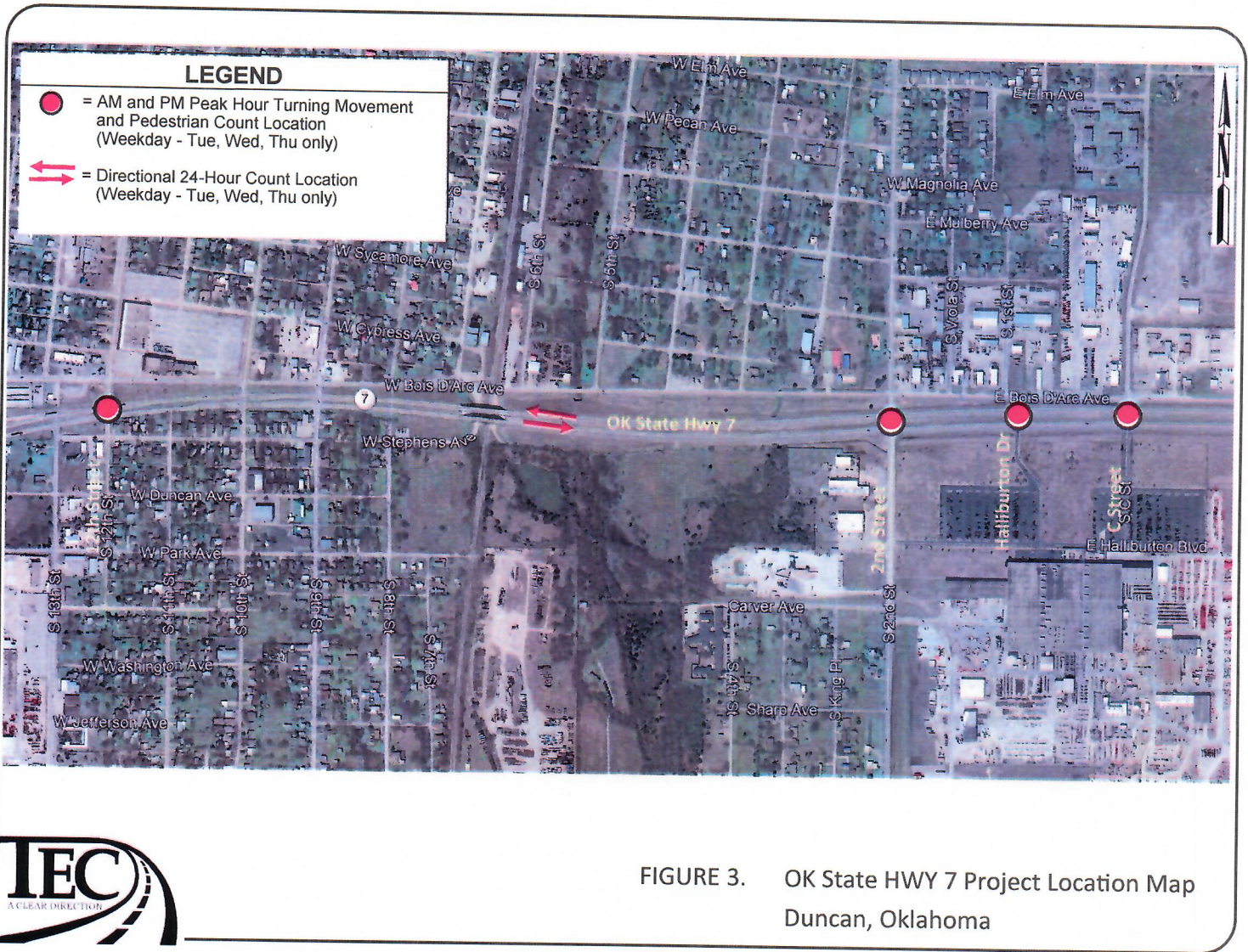


FIGURE 3. OK State HWY 7 Project Location Map
Duncan, Oklahoma





TRAFFIC ENGINEERING CONSULTANTS, INC.

Hourly Rate Schedule - 2020

Classification	Hourly Rate
Engineers	
Engineer I	\$ 190.00
Engineer II	\$ 155.00
Engineer III	\$ 130.00
Engineer IV	\$ 110.00
Engineer V	\$ 80.00
Designers	
Designer I	\$ 140.00
Designer II	\$ 110.00
Designer III	\$ 95.00
Technicians	
CAD Technician I	\$ 100.00
CAD Technician II	\$ 80.00
CAD Technician III	\$ 70.00
Data Collectors	
Data Collector	\$ 65.00
Administration	
Clerical	\$ 55.00

**SORTPO TRANSPORTATION TECHNICAL COMMITTEE
AGENDA ITEM COMMENTARY
August 19, 2021**

Agenda Title: Discuss and recommend approval to the SORTPO Policy Board approval of the Short-Range Transportation Planning Grant Application and Procedures.

Background: The SPR Transportation Mini Planning Grant program provides an opportunity for a portion of the SPR funding allocated to ASCOG/SWODA by ODOT to be made available to communities in the region for studies/plans that support the region's transportation planning program. Procedures for this program must be developed in anticipation of this new opportunity to continue with the FFY 2022 PWP. The SPR transportation planning mini grant is for transportation planning/data collection activities. Examples of studies: traffic studies in low income/minority/disabled communities, active living/trail plan, travel barriers in low-income communities, sign inventory, safety audit, intersection analysis, corridor studies, complete streets plan.

Funds for these activities include Federal Highway Administration/ODOT State Planning & Research (SPR) funds (80%) and local match (20%). Mini grant requests will be accepted annually in April. The communities selected for this program will be required to provide the local match.

Staff needs guidance on the following:

- a. What is point value for each scoring criteria?
- b. Will multiple applications from a single entity be submitted during a federal fiscal year?
- c. Will there be a minimum/maximum on amount of grant request?
- d. Will applications be based upon population? What is recommended minimum and maximum population threshold?

Attachment: SPR Mini Transportation Planning Grant Application and Procedures

Recommended Action: Recommend to the SORTPO Policy Board adoption of the SPR Transportation Planning Mini Grant application and procedures.



SORTPO MINI TRANSPORTATION PLANNING GRANT APPLICATION AND PROCEDURES

Date _____

Funding Amount Request _____

Municipality _____ **Population** _____

County _____ **Population** _____

Point of Contact Name _____

Title _____

Address _____

Phone (office) _____ **Cell** _____

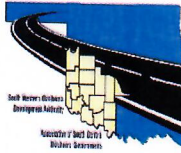
Email _____

1. Engineer(s)/Engineering Firm (Firm) contact information

2. Does the contract include transportation planning studies/transportation planning activities? ____ Yes ____ No
3. Provide Contract with Engineering firm/individual or provide documentation that the Engineer/firm is on Oklahoma Department of Transportation (ODOT), or Office of Management Enterprises (OMES) approved contractor's list.
4. Municipality meet with Engineer to identify potential transportation planning studies or transportation planning activities.
5. Documents to be submitted
 - a. Engineer's Scope of Work
 - b. Cost Estimate
 - c. Beginning/Completion Dates
 - d. Milestone Dates
 - e. Funding Commitment Letter/Council Resolution. Grantee will be responsible to provide a 20% Cash Match for their project.
6. SORTPO Transportation Technical Committee and Transportation Policy Board will review and approve the applications. Applicant will be notified in writing within 5 days of the Board's action.

(24)

7. The applicant will be required to enter an agreement for funding and performance with ASCOG or SWODA. The agreement will be provided to the selected applicants. Work on the project cannot begin until the 2 original signed agreements have been signed by applicant and ASCOG or SWODA. One original signed agreement will be provided to the applicant.
8. Applicants awarded grants must submit a Monthly Report summarizing progress, changes to milestone or completion dates. Submit copy of final report/project. This includes electronic files such as maps, tables, and illustrations.
9. Submit paid project invoices for reimbursement to ASCOG or SWODA (depending on region) by the last day of the month. The invoice will be reviewed and submitted in a monthly claim to ODOT. The claims are submitted to ODOT on the 10th of each month and takes approximately 60-90 days for reimbursement. Within 10 days of receipt of the 80% reimbursement from ODOT; ASCOG or SWODA will issue a check to the municipality.



**SOUTHWEST OKLAHOMA
REGIONAL TRANSPORTATION
PLANNING ORGANIZATION**

SCORING SORTPO MINI TRANSPORTATION PLANNING GRANT APPLICATION

Date _____ Funding Amount Request _____

Municipality _____	Population _____
County _____	Population _____
Point _____	of _____
Contact _____	Name _____
Title _____	
Address _____	
Phone (office) _____	Cell _____
Email _____	

SCORING CRITERIA	POINTS (Possible 1-10)	AWARDED POINTS
Population Threshold	5	
County Seat	5	
Existing engineering contract	10	
Scope of Work (description, cost estimate, milestone dates, beginning/ending project date)	10	
Funding Commitment Letter/Council Resolution	5	
Does project address a health, congestion, environmental or safety need?	10	
Is project a part of CIP, Long Range Plan, Healthy Living?	10	
Can the engineer complete project in current Federal Fiscal Year?	5	
Does the municipality have ability to implement project results within 5 years?	10	
Does project support areas identified as low income/minority populations/disabled communities?	10	
Is project a part of multiyear program?	5	
Provide Letter of support from the ODOT District Engineer?	10	
Letters of Support.	5	
TOTAL	100	

- a. What is point value for each scoring criteria? _____
- b. Will multiple applications from a single entity be submitted during a federal fiscal year? _____
- c. Will there be a minimum/maximum on amount of grant request? _____

	80%	20%	Total
\$	4,000	\$ 1,000	\$ 5,000
\$	8,000	\$ 2,000	\$ 10,000
\$	12,000	\$ 3,000	\$ 15,000
\$	16,000	\$ 4,000	\$ 20,000
\$	20,000	\$ 5,000	\$ 25,000
\$	24,000	\$ 6,000	\$ 30,000

- d. Will applications be based upon population? What is recommended minimum and maximum population threshold?

Municipality	2010 Pop	2020 Pop Estimate	SPR Mini Grant Pop +3,000 Or County Seat	SPR Mini Grant Pop +7,000 Or County Seat
<i>(Beckham)</i>				
Carter	256	246		
Elk City	11683	11354	Y	Y
Erick	1052	976		
Sayre	4375	4435	Y	Y
Sweetwater	87	82		
Texola	36	35		
<i>(Caddo)</i>				
Anadarko	6762	6475	Y	Y
Apache	1444	1391		
Binger	672	628		
Bridgeport	116	110		
Carnegie	1723	1642		
Cement	501	471		
Cyril	1059	1002		
Eakly	338	324		
Fort Cobb	634	608		
Gracemont	318	302		
Hinton	3196	3219	Y	
Hydro	969	937		
Lookeba	166	162		
<i>(Comanche)</i>				
Cache	2796	2824		
Chattanooga	461	458		
Elgin	2156	3236		
Faxon	136	130		
Fletcher	1177	1140		

Geronimo	1268	1225		
Indiahoma	344	328		
Medicine Park	382	461		
Sterling	793	777		
<i>(Cotton)</i>				
Devol	151	135		
Randlett	438	414		
Temple	1002	915		
Walters	2551	2357	Y	Y
<i>(Custer)</i>				
Arapaho	796	788		
Butler	287	289		
Clinton	9033	8951	Y	Y
Custer City	375	380		
Thomas	1181	1178		
Weatherford	10833	11901	Y	Y
<i>(Grady)</i>				
Alex	550	545		
Amber	419	494		
Bradley	130	133		
Bridge Creek	336	314		
Chickasha	16036	16372	Y	Y
Minco	1632	1645		
Ninnekah	1002	1042		
Norge	145	154		
Pocasset	156	208		
Rush Springs	1231	1252		
Tuttle	6019	7634	Y	
Verden	530	536		
<i>(Greer)</i>				
Granite	2065	1956		
Mangum	3010	2690	Y	Y
Willow	149	136		
<i>(Harmon)</i>				
Gould	141	124		
Hollis	2060	1818	Y	Y
<i>(Jackson)</i>				
Altus	19813	18162	Y	Y
Blair	818	737		
E. Duke	424	383		
Eldorado	446	401		
Elmer	96	88		

Faxon	96	130		
Friendship	24	22		
Headrick	94	88		
Martha	162	148		
Olustee	607	550		
<i>(Jefferson)</i>				
Addington	114	106		
Cornish	163	154		
Hastings	143	131		
Ringling	1037	945		
Ryan	816	744		
Sugden	43	41		
Terral	382	382		
Waurika	2064	1865	Y	Y
<i>(Kiowa)</i>				
Cooperton	16	15		
Gotebo	226	209		
Hobart	3756	3435	Y	Y
Lone Wolf	438	400		
Mountain Park	409	384		
Mountain View	1002	744		
Roosevelt	248	233		
Snyder	1394	1281		
<i>(McClain)</i>				
Blanchard	7670	9114	Y	Y
Byars	255	274		
Cole	555	599		
Dibble	878	878		
Goldsby	1801	2536		
Newcastle	7685	11347	Y	Y
Purcell	5884	6391	Y	Y
Rosedale	68	73		
Washington	618	601		
Wayne	688	733		
<i>(Roger Mills)</i>				
Cheyenne	801	769	Y	Y
Hammon	568	555		
Reydon	210	205		
Strong City	47	38		
<i>(Stephens)</i>				
Bray	1209	1178		
Central High	1199	1171		

Comanche	1663	1551		
Duncan	23431	22259	Y	Y
Empire City	955	889		
Loco	122	118		
Marlow	4662	4417	Y	
Velma	620	595		
<i>(Tillman)</i>				
Davidson	315	289		
Frederick	3940	3528	Y	Y
Grandfield	1038	932		
Hollister	50	46		
Loveland	13	12		
Manitou	181	163		
Tipton	847	755		
<i>(Washita)</i>				
Bessie	181	163		
Burns Flat	2057	1881	Y	Y
Canute	541	517		
Colony	136	129		
Corn	503	467		
Dill City	562	527		
Foss	151	146		
New Cordell	2915	2708		
Rocky	162	151		
Sentinel	901	839		