

Lake Havasu MPO

METROPOLITAN PLANNING ORGANIZATION

Executive Board (EB) Meeting Tuesday, December 13, 2022



900 N. London Bridge Rd., Bldg. B
Lake Havasu, AZ 86404
(928)-453-2824

Disclaimer: This is not a legal document. Although much care was taken to ensure the accuracy of the information presented in this document, The Lake Havasu Metropolitan Planning Organization does not guarantee the accuracy of this information.

Cal Sheehy, Chairman
Buster Johnson, Vice Chairman
Nancy Campbell, Secretary/Treasurer
Jeni Coke, Board Member
Gary Knight, Board Member



www.LHMPO.org
Lake Havasu City Police Facility
Meeting Room
2360 McCulloch Blvd. N
Lake Havasu Cit, AZ 86403

Lake Havasu Metropolitan Planning Organization (LHMPO) Executive Board Meeting Agenda

Tuesday, December 13, 2022, 2:00 P.M.

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

1. **Call to Order-** (Cal Sheehy)

2. **Pledge of Allegiance-** (Cal Sheehy)

3. **Roll Call-**(Sarah Lojewski)

4. **Call to the Public**

This item is to provide an opportunity for citizens wishing to address the Executive Board on issues within the jurisdiction of the LHMPO planning area that are not on the Agenda. Comments SHALL be limited to five (5) minutes or less.

5. **Meeting Minutes: October 11, 2022**

Cal Sheehy, Chairman

6. **2023 Officer Elections**

Cal Sheehy, Chairman

7. **2023 Executive Board Meeting Schedule**

Justin Hembree, Chairman

8. **WACOG Coordination Plan**

Justin Hembree, LHMPO Director

9. **Lake Havasu City & LHMPO Lease Agreement**

Justin Hembree, LHMPO Director

10. **Lake Havasu MPO Director's Report**

Justin Hembree, LHMPO Director

11. **Rural Transportation Advocacy Council (RTAC) Report (Information Only)**

Kevin Adam, RTAC Executive Director

12. ADOT District Report (Information Only)

Todd Steinberger, ADOT NW District Engineer

13. Arizona Transportation Board Report (Information Only)

Gary Knight, District Representative

14. Future Agenda Items

15. Upcoming Meetings Schedule

State Transportation Board Meeting: **December 16, 2022 – Chinle**

LHMPO TAC Meeting **January 24, 2023, 10:00 AM**

LHMPO Executive Board Meeting: **February 14, 2023, 2:00 PM or possibly 10:00 AM**

Adjournment

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at hembreej@lhcaz.gov. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con el Director Ejecutivo de la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) en hembreej@lhcaz.gov. Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) tenga la oportunidad de hacer los arreglos necesarios.

The following link provides access to a voluntary but highly important survey; by completing this survey, the Lake Havasu MPO will be able to determine who attends our public meetings and how we can improve participation:
https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsFDZjqlBpbTwqsl6HLwFXL5Xy-Q/viewform

El siguiente enlace proporciona acceso a una encuesta voluntaria pero muy importante; al completar esta encuesta, la MPO del lago Havasu podrá determinar quién asiste a nuestras reuniones públicas y cómo podemos mejorar la participación:
<https://docs.google.com/forms/d/e/1FAIpQLSe6l7IM8eKfcf9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4CQXb0g/viewform>

Item #5

ACTION ITEM

Meeting Minutes of October 11, 2022

Cal Sheehy, Chairman

Agenda Item # 5

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 13, 2022**

SUBJECT: Action to Approve the Consent Agenda

SUBMITTED BY: Justin Hembree, MPO Director

AGENDA TYPE: Public Hearing – Discussion / Possible Action

ATTACHMENTS:

Executive Board meeting minutes of October 11, 2022

SUMMARY/BACKGROUND:

Approve the minutes from the Executive Board meeting held October 11, 2022

ACTION OPTION:

Motion to approve the Executive Board meeting minutes of October 11, 2022

OR

Motion to approve the Executive Board meeting minutes of October 11, 2022, with the noted changes

RECOMMENDATION:

Motion to approve the Executive Board meeting minutes of October 11, 2022.



**Lake Havasu Metropolitan Planning Organization (LHMPO)
Executive Board Meeting Agenda
Tuesday, October 11, 2022, 2:00 P.M.**

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

1. Call to Order

Chairman Sheehy called the meeting to order at 2:00 pm.

2. Pledge of Allegiance

Chairman Sheehy led in the Pledge of Allegiance.

3. Roll Call

The Roll Call was performed by Sarah Lojewski

Present: Chairman; Cal Sheehy, Board Member Nancy Campbell, Gary Knight, and Vice Chairman; Buster Johnson arrived after Roll Call. Absent: Member Jeni Coke

4. Call to the Public

There was no request to address the Board.

5. Meeting Minutes: August 9, 2022

Board member Nancy Campbell motioned to approve the August 09, 2022, Meeting Minutes. The motion was seconded by member Buster Johnson.

6. Lake Havasu MPO Director's Report

Justin Hembree, LHMPO Director updated the Board on the following items:

Traffic Counter Purchase :

- 15 MH Corbin Bluestar Plate Counters and 1 software user license has been delivered to City Staff

SR95/Lake Havasu Ave. Signal Enhancement Project,

- Traffic Count Data Collection - Contract finalized with FDS, their goal is to deploy traffic counters on either Friday, October 21st, or Friday, October 28th. We should have the traffic count data in hand by mid-November.
- City staff are currently working on finalizing the scope and schedule for the project

McCulloch & Jamaica Signal

- ADOT and City working on final scoping details and specs for preferred signal type, ROW maps, and Underground utility maps for power tie-in.
- IGA is expected sometime in Late December or Early January.

FY25-26 Call for HSIP applications

- 5 applications were submitted in total on Sept. 19th
- Next steps are for ADOT TSS to establish a review panel to rank and award projects.

State Transportation Board Dinner

- Date: Thursday, October 20, 2022
- Time: 6:00 PM Reception, 6:30 PM Dinner o Location: Shugrue's Restaurant - 1425 McCulloch Blvd N, Lake Havasu City, AZ 86403

7. Rural Transportation Advocacy Council (RTAC) Report (Information Only)

Kevin Adam, RTAC Executive Director – Mr. Adam provided state and federal legislative updates.

8. ADOT District Report (Information Only)

Todd Steinberger, ADOT NW District Engineer updated the Board on the advertisement for the SR95 pavement preservation.

Todd added ADOT and LHC will be coordinating shortly on the traffic ITS project and he will continue to provide updates as they come.

9. Arizona Transportation Board Report (Information Only)

Gary Knight, District Representative provided an update on the State Transportation Board meeting as well as providing an update on the projects within the region.

10. Future Agenda Items

No future agenda items were discussed.

Upcoming Meetings Schedule

- State Transportation Board Dinner: **October 20, 2022 – 6:00 PM at Shugrue's – Lake Havasu City**
- State Transportation Board Meeting: **October 21, 2022 – Lake Havasu City**
- LHMPO TAC Meeting **November 15, 2022, 1:30 PM**

- LHMPO Executive Board Meeting: **December 12, 2022, 2:00 PM**

Adjournment

Adjourned at 2:45 pm

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El siguiente enlace proporciona acceso a una encuesta voluntaria pero muy importante; al completar esta encuesta, la MPO del lago Havasu podrá determinar quién asiste a nuestras reuniones públicas y cómo podemos mejorar la participación:
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Item #6

ACTION ITEM

2023 Officer Elections

Cal Sheehy, Chairman

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 13, 2022**

SUBJECT: Discussion Possible Action to Hold Elections or Make Appointments of Chair, Vice-Chair, and Secretary/Treasurer

SUBMITTED BY: Justin Hembree, MPO Director

AGENDA TYPE: Public Hearing

ATTACHMENTS: Board Roster

SUMMARY/BACKGROUND:

Executive Board elections or appointments are performed annually, unless a need arises due to personnel changes. This action would be effective through the calendar year 2023.

ACTION OPTION:

Motion to move forward with appointments or elections of Chair, Vice-Chair and Secretary/Treasurer, individually or as a slate

OR

Action as a result of the discussion of the Board

RECOMMENDATION:

Motion to move forward with appointments or elections of Chair, Vice-Chair and Secretary/Treasurer, individually or as a slate



Executive Board
2022 Roster

Cal Sheehy, Chairman

Lake Havasu City – Mayor

Office: (928) 453-4152

SheehyC@lhcaz.gov

Buster Johnson, Vice-Chairman

Mohave County, Supervisor District 3

Office: (928) 453-0724

johnsbd@frontiernet.net

Nancy Campbell, Secretary/Treasurer

Lake Havasu City, Councilmember

Office: (928) 453-4140

campbelln@lhcaz.gov

Jeni Coke, Member

Lake Havasu City, Councilmember

Office: (928) 453-4152

cokeJ@lhcaz.gov

Gary Knight, Member

State Transportation Board

Gary.Knight@yumaaz.gov

Item #7

ACTION ITEM

2023 Executive Board Meeting Schedule

Justin Hembree, LHMPO Director

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 13, 2022**

SUBJECT: Discussion and Possible Action to Approve the 2023 Executive Board Meeting Schedule

SUBMITTED BY: Justin Hembree, MPO Director

AGENDA TYPE: Public Hearing

ATTACHMENTS:

2023 MPO Executive Meeting Schedule

SUMMARY/BACKGROUND:

The 2023 Executive Board meeting schedule will hold six meetings per year on the second Tuesday of every other month. The MPO would like to recommend that all meetings now be held at 10:00 am. If a meeting needs to be canceled, rescheduled, or added to the 2023 schedule, the Executive Board and others will be notified.

ACTION OPTION:

Motion to approve the 2023 Executive Board Meeting Schedule with six Meetings per year held at 10:00 am.

OR

Motion to approve the 2023 Executive Board Meeting Schedule with six meeting start times per year that **would remain at 1:30 pm.**

RECOMMENDATION:

Motion to approve the 2023 Executive Board Meeting Schedule with six Meetings per year held at 10:00 am.

**LAKE HAVASU METROPOLITAN
PLANNING ORGANIZATION (LHMPO)
EXECUTIVE BOARD
2023 MEETING SCHEDULE**

The following is the 2023 meeting schedule for the Lake Havasu Metropolitan Planning Organization (LHMPO) Executive Board

MEETINGS –SECOND (2ND) TUESDAY EVERY OTHER MONTH

February 14	August 8
April 11	October 10
June 13	December 12

LOCATION OF MEETING: Lake Havasu City Police Facility Meeting Room
2360 McCulloch Boulevard N, Lake Havasu City, AZ 86403

TIME: 2:00 PM or 10:00 AM

All meeting times and locations are subject to change with adequate notice given

Adequate notice will be provided if a scheduled meeting is canceled

LHMPO endeavors to make all public meetings accessible to persons with disabilities. Please call (928) 453-2823 or e-mail lojewskis@lhcaz.gov, 72 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

**** Meeting date changed from the regular schedule due to a conflict.**

Item #8

ACTION ITEM

WACOG Coordination Plan

Justin Hembree, LHMPO Director

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 13, 2022**

SUBJECT: Discussion and Possible Action to Accept the 2023 Update to the 2021-2024 WACOG Transportation Coordination Plan

SUBMITTED BY: Justin Hembree, Director

AGENDA TYPE: Public Hearing

ATTACHMENTS:

2021-2024 WACOG Transportation Coordination Plan Update

SUMMARY/BACKGROUND:

The WACOG Transportation Human Service Coordination Plan identifies the transportation needs of seniors and individuals with disabilities. The Coordination Plan is a prioritization of transportation services for funding and implementation through the available programs throughout the WACOG region within Mohave and La Paz Counties, and includes services in the LHPMO region. The Coordination Plan serves two specific purposes:

First, it serves as a framework to improve coordination among transportation service providers and human service agencies in the WACOG region to enhance transportation services for seniors and individuals with disabilities.

Second, the plan satisfies Federal requirements for a “locally developed, Coordinated Human Services Transportation Plan” – or Coordination Plan - that includes the following elements:

- An assessment of available services that identify current transportation providers (public, private, and non-profit);
- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and
- Priorities for implementation based on resources, time, and feasibility for implementing specific strategies and/or activities that have been identified.

Each year WACOG must update their Human Services Transportation Coordination Plan to include all new updated data collections; new providers; new services; and defined goals for the following year.

The plan will need to go through the 45 day public review period for comments, and if there are any changes, WACOG will provide an amendment outlining any changes, corrections or updates, to the LHMPMO and ADOT by early February, 2023.

Agenda Item # 8

The TAC is recommending the Executive Board accept.

ACTION OPTION:

Motion to accept the 2021-2024 WACOG Transportation Coordination Plan Update

OR

Motion to accept the 2021-2024 WACOG Transportation Coordination Plan Update with noted changes

RECOMMENDATION:

Motion to accept the 2021-2024 WACOG Transportation Coordination Plan Update

Item #9

ACTION ITEM

Lake Havasu City & LHMPO

5-Year Lease Agreement

Justin Hembree, LHMPO Director

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 13, 2022**

SUBJECT: Discussion and Possible Action to Approve a Lease Agreement between Lake Havasu City and Lake Havasu MPO

SUBMITTED BY: Justin Hembree, Lake Havasu MPO

AGENDA TYPE: Discussion/Possible Action

ATTACHMENTS:

Lease Agreement – 2022 - 2027

SUMMARY/BACKGROUND:

Since its designation as a planning organization, the MPO has routinely signed 5-year lease agreements with the “host agency,” Lake Havasu City, to use administrative office space within the transit building located at 900 London Bridge Rd. The 2017 lease agreement has lapsed, and a new agreement is needed for 2022 to 2027. The new lease term is for five (5) years, expiring June 30, 2027. The total annual rent amount is \$6,345.00 and includes phone service, excluding long distance, use of a shared color copier/printer, shared use of the conference room, building and ground maintenance, janitorial services, and all utility services.

The 2022-2027 lease agreement was approved by Lake Havasu City Council November 22, 2022

ACTION OPTION:

Motion to approve the 5-Year Lease Agreement with Lake Havasu City

OR

Motion to approve the 5-Year Lease Agreement with Lake Havasu City with the noted changes

RECOMMENDATION:

Motion to approve the 5-Year Lease Agreement with Lake Havasu City

LEASE AGREEMENT

Lake Havasu Metropolitan Planning Organization

This Lease Agreement (“Agreement”) is made and entered into _____, 2022, by and between Lake Havasu City, Arizona (“Landlord”) and the Lake Havasu Metropolitan Planning Organization (“Tenant”).

Recitals

Landlord is the owner of land and improvements located at 900 London Bridge Road, Lake Havasu City, Arizona (“Building”).

Landlord is making available for lease, a portion of the Building, further described as 493 square feet of the space currently allocated for general government use at the Lake Havasu City Transit Building, Building B (“Leased Premises”).

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental amount, and upon the terms in this Agreement.

NOW THEREFORE, the parties agree as follows:

1. Term.

Landlord agrees to lease the Leased Premises to Tenant for a term beginning July 1, 2022, and ending June 30, 2027.

2. Rental.

Tenant agrees to pay to Landlord during the term of this Agreement rental of \$6,345.00 per year payable in twelve (12) equal installments of \$528.75, commencing July 1, 2022. Tenant also agrees to pay each month the amounts billed by the Landlord for all charges incurred by the Tenant for use of the Landlord’s telephone system, including specific long distance charges. Landlord agrees to provide utility services, use of shared color copier/printer, shared use of a conference room, building and ground maintenance and janitorial services to the Leased Premises as part of the lease rental fee set forth above. The parties agree that payments identified in this Section are an in-kind match and will be applied only to the Transit - Section 5310 grant.

3. Use.

The use of the Leased Premises is for the operation of the Lake Havasu Metropolitan Planning Organization office.

4. Indemnification.

Each party (as “Indemnitor”) agrees to indemnify, defend, save and hold harmless the other party (as “Indemnitee”) from and against any and all claims, losses, liability, costs or expenses including reasonable attorney’s fees, arising out of an act, omission, negligence, misconduct of the Indemnitor, its officers, officials, agents, employees, or volunteers.

5. Insurance.

Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

The insurance must be with a company licensed to transact business in the State of Arizona.

The insurance policies required by this Lease shall name Lake Havasu City, its agents, representatives, officers, directors, officials and employees as Additional Insureds. The Tenant agrees that the insurance required hereunder will be primary and that any insurance carried by the City will be excess and not contributing.

6. Damage rendering property untenable.

In the event that the Leased Premises becomes untenable due to damage from (not by limitation) flood, fire, accident or acts of God, Landlord has the option to restore or repair the premises or to terminate this Agreement entirely.

7. Assignment.

Tenant may not assign its rights or interests in this Agreement without written consent of the Landlord.

8. Improvements.

Tenant shall not construct any permanent improvements to the Leased Premises without the prior written consent of the Landlord and at the end of the Agreement by termination or otherwise the title to any improvements automatically vests in the Landlord. Tenant agrees to keep the Leased Premises free and clear from any liens for services, construction, or otherwise.

9. Termination.

This Agreement may be terminated, upon a material breach of its terms by the Tenant, and failure to cure the breach upon thirty (30) days’ written notice from Landlord. This Agreement may also be terminated by the Landlord, at any time, with or without cause upon six (6) months’ written notice. Tenant may terminate this Agreement by giving at least thirty (30) days’ written notice to the Landlord. It may be otherwise terminated upon the written mutual consent of the parties.

10. Notice.

Any notice required or permitted under this Agreement or required by law is considered sufficiently given or served if sent by United States certified mail, return receipt requested, and delivered to the following:

If to Landlord to:

Lake Havasu City Manager
2330 McCulloch Blvd., N.
Lake Havasu City, AZ 86403

If to Tenant to:

Lake Havasu Metropolitan Planning Organization
Metropolitan Planning Manager
900 London Bridge Road, Transit Bldg.
Lake Havasu City, Arizona 86404

11. Final Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter.

12. Conflict of Interest

This Agreement may be cancelled pursuant to Arizona Revised Statutes § 38-511.

13. Counterparts

This Agreement may be executed in multiple counterparts, including facsimile, email, or other electronic means, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties execute this Agreement effective as of the date written above.

Lake Havasu MPO

Lake Havasu City

Buster Johnson, Vice Chairman

Cal Sheehy, Mayor

Date

Date

ATTEST:

ATTEST:

Sarah Lojewski, LHMPO

Kelly Williams, City Clerk

Approved as to form:

Approved as to form:

LHMPO Attorney

Kelly Garry, City Attorney

Item #10

Director's Report

Justin Hembree, LHMPO Director

LHMPO Director's Report

1. RTAC Legislative Projects

- Project info sheets were created for each project and submitted on November 8th to RTAC / Kevin Adam for presentation to legislators during the upcoming 2023 legislative session.

2. FY25/26 HSIP Application Update

- December 8th - A safety review committee, of which the LHMPO Director will participate, will be held to review and approve the final list of HSIP projects for FY25/26

3. Signal ITS Update

- Due to high unknown variables between the ADOT and Local Traffic Signal System, Lake Havasu City Staff and the MPO have agreed to postpone the Joint Signal ITS project until in-depth Engineering Analysis/Modeling can be done to determine exactly what improvements need to be made along the Lake Havasu Ave, McCulloch Blvd, and State Route 95 Corridors. Lake Havasu MPO has agreed to hire a consultant to conduct a "Signal Optimization and Enhancement Study," which includes performing the engineering analysis/modeling. Attached you will find the tentative schedule for the study.

▪ Traffic Signal Optimization & Enhancement Study

Through a formal procurement process (RFP) scheduled for **FY 2024**, the LHMPO will hire a consultant to develop a plan for implementation of Adaptive Signal Control Technology (ASCT) or alternative traffic signal improvements to increase the overall efficiency and operations of three (3) main corridors (McCulloch Blvd, Lake Havasu Ave. & State Route 95). The final plan will include evaluation, analysis, need, and benefit of all existing and all necessary future improvements; including but not limited to, interim improvements, traffic signal timings, ASCT related improvements, hardware, servers, communications equipment, switches, system software and system integration services. The plan will also identify agency roles and responsibilities related to the installation and operation of fully-functioning ASCT or alternative systems for each roadway segment and individual traffic signal locations.

4. Field Data Services (FDS) Traffic Count Update

- Traffic Data has been collected, the final reports were received November 30th. The MPO distributed the reports to City Staff via email during the first week of December.

Traffic Signal Optimization & Enhancement Study

Lake Havasu MPO – Request for Proposals (RFP) Timeline

Due Dates:	Description:
December - January	LHMPO to Draft Scope of Work
January - March, 2023	Distribute Draft Scope to TAC, Executive Board, and ADOT MPD for Review & Comment
March 10, 2023	Scope Comments Due to LHMPO
March 21, 2023	TAC Meeting – Scope/RFP Approval
April 11, 2023	Executive Board Meeting – RFP Approval <i>(Executive Board approval to advertise the RFP, authority for Selection Committee and LHMPO Director to select top candidate, and authority for LHMPO Director and Executive Board Chair (LHMPO Purchasing Agent) to Award Contract (Notice to Proceed and Professional Service Agreement).</i>
April - May, 2023	Submit RFP Packet to ADOT MPD Contracts for review, Request DBE Goal, & Project # from ADOT
June 5, 2023	1st Preliminary Notice <i>(30 calendar days before official advertisement date)</i> <i>*Send emails, post to website, and post to social media</i>
July 3, 2023	2nd Preliminary Notice <i>(7 calendar days before official advertisement date)</i> <i>*Send emails, post to website, and post to social media</i>
July 10, 2023	Official Procurement/Advertisement Date <i>*Send the request to publish the notice/announcement to the Newspaper 1-2 weeks prior. Post to Website and Social Media Sites.</i>
July 17, 2023	Questions Deadline <i>(5 business days after official advertisement date, consultants to submit all questions regarding the RFP to the LHMPO)</i>
July 24, 2023	Questions Response <i>(5 business days after consultant questions deadline, the LHMPO will respond, in writing (and posted to the LHMPO website), to all questions regarding the RFP)</i>
September 1, 2023	Proposal Submittal Deadline <i>(While not required, and in order to ensure comprehensive responses, the LHMPO will set a 45-60 day timeframe in which bidders have to respond to RFP)</i>
September 26, 2023	TAC Meeting - Proposal Ranking & Approval <i>(Each proposal will be reviewed & ranked/scored by selection committee members per the RFP evaluation criteria. Final ranking to be completed 10 business days after the proposal submittal deadline)</i>
October 2 - 13, 2023	Interviews – If Necessary <i>(Interviews may be scheduled if needed, Interviews will be conducted per the RFP interview evaluation criteria. Locations for Interviews may be conducted in-person or virtually (e.g., Zoom, GoToMeeting, or Teams) pending availability and or other factors.</i>
October 10 or December 12, 2023	Executive Board – Final Approval
October – December, 2023	Professional Service Agreement – Contract & Negotiations. <i>(Once a top firm has been selected, the LHMPO and that Consulting firm will finalize the Professional Service Agreement (Contract) and make any necessary revisions to the Scope of Work (Budget, Tasks, and or Timeline).</i>
October – December, 2023	Notice to Top Firm <i>(Notify the top-ranked firm/selected bidder within 5 business days of last interview or proposal ranking of the selection committee’s final decision).</i>
January 2024 – June 2025	Study timeframe – 12 to 18 Months

Please note that many of these dates are estimates. The timeline may proceed more quickly or slowly depending on how certain events unfold.

Item #11

Rural Transportation Advocacy Council (RTAC) Report *(Information Only)*

Kevin Adam, RTAC Executive Director

Item #12

ADOT District Report ***(Information Only)***

Todd Steinberger, ADOT NW District Engineer

Item #13

Discussion and Update of the Arizona State Transportation Board Activities.

Gary Knight, District Representative