

**CHATTANOOGA-HAMILTON COUNTY/NORTH  
GEORGIA TRANSPORTATION PLANNING ORGANIZATION  
(CHCNGA TPO)**



**MINUTES**

JANUARY 31, 2012 1:30 PM EASTERN

DEVELOPMENT RESOURCE CENTER  
1250 MARKET STREET  
CHATTANOOGA, TN 37402

<b>MEETING CALLED BY</b>	Chairman John Bridger
<b>TYPE OF MEETING</b>	Technical Coordinating Committee (TCC)
<b>FACILITATOR</b>	Ms. Karen Rennich, Chattanooga-Hamilton County Regional Planning Agency (RPA)
<b>NOTE TAKER</b>	Ms. Rozanne Brown, RPA
<b>QUORUM</b>	Present
<b>ATTENDEES</b>	See Attachment

<b>ANNOUNCEMENTS</b>	The meeting was called to order by Chairman John Bridger and introductions were made.
<b>PUBLIC COMMENTS</b>	
<b>OTHER ITEMS OF IMPORTANCE</b>	

**Agenda Topics**

**ITEM #1. APPROVAL OF OCTOBER 18, 2011 TPO TCC MEETING MINUTES**

**CHAIRMAN JOHN BRIDGER  
RPA**

<b>DISCUSSION</b>		
	There was no discussion and no changes were submitted. Chairman John Bridger called for a motion which was made, seconded, and the motion carried.	
<b>CONCLUSIONS</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
Approval of the October 18, 2011 TCC Meeting minutes.	Mr. Steve Leach City of Chattanooga	Mr. Todd Leamon Hamilton County
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #2. APPROVE FOR PUBLIC COMMENT AND RECOMMEND TO APPROVE THE PREQUALIFICATION OF CONSULTANT FIRMS FOR PROFESSIONAL TRANSPORTATION PLANNING SERVICES FOR A FOUR-YEAR TERM AS RECOMMENDED BY THE TPO CONSULTANT SELECTION SUBCOMMITTEE**

**MS. KAREN RENNICH  
RPA**

<b>DISCUSSION</b>		
<p>Ms. Rennich said that the TCC was informed on October 18, 2011 that the TPO would be undergoing the process to procure consultants, and an email was sent requesting that TCC members advise her should they wish to serve on the TPO Consultant Selection Subcommittee. An RFQ for consultant procurement (reviewed by TDOT and provided to GDOT for review) was issued through the City of Chattanooga in November, 2011. The RFQ included two parts: (1) having a pool of prequalified consultants to issue work over a four-year term; (2) proceeding with some immediate service needs related to the Travel Demand Model, Air Quality Model and various transportation planning services. Ms. Rennich said that a list of criteria was used to evaluate the consultant proposals and that information is available for review upon request. The Subcommittee recommendation was to prequalify all seven of the firms who submitted, feeling that they were all able to offer services described (as provided on the sheet contained in the meeting packet). The seven firms are: Alliance Transportation Group, Cambridge Systematics, Inc., The Corradino Group, Inc., Kimley-Horn and Associates, Inc., Parson Brinckerhoff, TranSystems and CDM Smith (originally submitted by Wilbur Smith, which firm combined with CDM Smith during the procurement process). Ms. Rennich stated that the Subcommittee is glad to recommend all of the firms and looks forward to having them on board. Mr. Steve Leach suggested that perhaps it should be stated that these are the seven firms, but he inquired whether or not the language should be broadened to account for changes if these firms realigned with another organization(s) and/or incurred a name change during the four-year period. Ms. Rennich welcomed the suggestion and recommended addressing this issue in the Board resolutions. She also said that, if there is a "letter of needed services" for work to be done, it would be reviewed by the TPO Consultant Selection Subcommittee (a vetting process for submitting recommendations to the TPO TCC and TPO Executive Board).</p>		
<b>CONCLUSIONS</b>		
<p>Ms. Rennich thanked all of those who participated on the TPO Consultant Selection Subcommittee (first identified by the TPO Executive Board during the 2008 process). She thanked Ms. Deborah Fleming for traveling several times to meet with the Subcommittee and for lending TDOT's voice to the work. She also thanked Mr. Todd Leamon (Hamilton County Engineer and TCC Vice-Chairman), Mr. Bill Payne (City of Chattanooga Engineer), and the other members (RPA Staff).</p>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
<p>Approve for Public Comment and Recommend to Approve the Prequalification of Consultant Firms for Professional Transportation Planning Services for a Four-Year Term as Recommended by the TPO Consultant Selection Subcommittee, with the caveat that these are the seven firms selected but, should these firms realign with another organization(s) and/or incur a name change, the language in the resolution should be broadened to account for the change.</p>	<p>Mr. Todd Leamon Hamilton County</p>	<p>Mr. Steve Leach City of Chattanooga</p>
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p>Staff will add the caveat as outlined above to the proposed resolution prior to the February 21, 2012 TPO Executive Board meeting.</p>	<p>Ms. Karen Rennich RPA Staff</p>	<p>2/14/2012</p>

**ITEM #3. APPROVE FOR PUBLIC COMMENT AND RECOMMEND TO APPROVE BY RESOLUTION THE CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY, THE PLANNING ENTITY OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION, TO ENTER INTO WORK ORDER CONTRACT(S) FOR TRANSPORTATION PLANNING SERVICES FOR UP TO A FOUR-YEAR PERIOD WITH SELECTED CONSULTANT(S) AS RECOMMENDED BY THE TPO CONSULTANT SELECTION SUBCOMMITTEE**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Karen Rennich said that, as part of the RFQ, the immediate service needs firms were determined through an interview process and three very good firms were interviewed. Through those interviews, further discussion and evaluation by the Subcommittee, the two firms selected are Cambridge Systematics, Inc. (recommended to be tasked with Air Quality Model, and various transportation planning services - many related to getting the Long Range Transportation Plan underway); and Kimley-Horn and Associates, Inc. (recommended to be tasked with the Multimodal Travel Demand Model – considering some of the items from the FHWA Model Peer Review of last spring/summer, and various transportation planning services). The TPO Consultant Selection Subcommittee is making these recommendations to the TPO TCC for further recommendation to the TPO Executive Board. Responding to an inquiry regarding the splitting of modeling tasks, Ms. Rennich said that Cambridge Systematics, Inc. was the primary firm for Travel Demand and Air Quality modeling through the last cycle. However, through this review period, it was determined that the recommendation of the Subcommittee would be for Kimley-Horn and Associates, Inc. to be tasked with the Travel Demand modeling (working with the existing model). Ms. Rennich said that, as part of the process, the Subcommittee spoke to both firms about the possibility of tasks being split between firms (perhaps by Air Quality modeling and Travel Demand modeling), and asked how they felt it would work (strengths/weaknesses). Both firms identified that this is a common practice, stated that they would be able to work with other firms, and it would not be a conflict. There were no additional questions or comments.</p>		
<b>CONCLUSIONS</b>		
<p>Ms. Rennich welcomed the consultant firms who were attending this TCC meeting (Parsons Brinckerhoff and The Corradino Group, Inc.), and thanked them for traveling and attending.</p>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
<p>Approve for Public Comment and Recommend to Approve by Resolution the Chattanooga-Hamilton County Regional Planning Agency, the Planning Entity of the Chattanooga-Hamilton County/North Georgia Transportation planning organization, to Enter into Work Order Contract(s) for Transportation Planning Services for up to a Four-Year Period with Selected Consultant(s) as Recommended by the TPO Consultant Selection Subcommittee</p>	<p>Mr. Todd Leamon Hamilton County</p>	<p>Mr. Steve Leach City of Chattanooga</p>
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<p>Pending TPO Executive Board approval of a resolution, staff will work with TDOT, GDOT and the City of Chattanooga Attorney on contracts for the selected firms (the letter of intent was drafted in the RFQ). Updates will be given to the TPO TCC and Executive Board moving forward through the consultant process.</p>	<p>Ms. Karen Rennich RPA Staff</p>	

**ITEM #4. NOTIFICATION  
OF SUBMITTED FHWA  
DISCRETIONARY GRANT  
PROGRAM PROJECTS  
(TN & GA)**

**MS. KAREN HUNDT  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Ms. Karen Hundt said that, in response to a call for discretionary grant applications from the federal government, the City of Chattanooga submitted an application for the (2012) Public Lands Highway Discretionary Program for the "Moccasin Bend National Archeological District Gateway." The segment is approximately one mile long (Manufacturers Road from U.S. 27 to the Hamm Road intersection, and then from the Hamm Road intersection to the site of the (proposed) new Moccasin Bend National Archeological District Visitor &amp; Interpretive Center. The City of Chattanooga is requesting a 2.5M grant for this first phase of the project. This is part of the work being done by the RPA Staff with the National Park Service, Friends of Moccasin Bend, TDOT and other partners to look at the entire gateway area leading into the new National Archeological District in order to make those corridors beautiful, functional and befitting to be part of the National Park System. The work will involve some deconstruction and construction including some green infrastructure elements and Complete Streets multimodal elements (detailed in the Project Narrative contained in the meeting packet). The City of Chattanooga will match the grant dollars with \$500,000, and the Lyndhurst Foundation has contributed \$105,000 which is going toward schematic design work at the U.S. 27 / Manufacturers Road interchange, or Manufacturers Park. This proposal came out of the planning process, the park is within TDOT's right-of-way, and they are working with the RPA Staff on the concept.</p>		
<b>CONCLUSIONS</b>		
There were no questions or comments.		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
No Formal Action Required		
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ITEM #5 SPECIAL PRESENTATION:  
BIKE SHARE PROGRAM**

**MR. PHIL PUGLIESE  
BICYCLE COORDINATOR  
OUTDOOR CHATTANOOGA**

<b>DISCUSSION</b>
<p>For background, a video was viewed on the active "Bike Share" program in the City of Washington, D.C., and Mr. Phil Pugliese then gave an overview of the local bike share program (currently a pilot test), including the benefits and purpose. He reviewed the current investment, and planned launch of April 2012 for the <i>Bike Chattanooga – Bicycle Transit System</i> (30 Stations / 300 Bicycles). Mr. Pugliese said that locally the bike share program is about freedom of choice in transportation (multimodal options), and he provided national statistics (available upon request). Mr. Pugliese said that great progress has already been made in our area regarding development of Complete Streets and this is addressed through language and proposed funding streams in the 2035 Long Range Transportation Plan and Regional Bicycle and Pedestrian Plan, which address the needs of all road users and include bicycle facilities, sidewalks, transit stops, or shelters. The local public bike share system was created to encourage citizens to use "active" transportation and to help drive the dialogue toward Complete Streets. The system is supported through the Chattanooga-Hamilton County Regional Planning Agency, CARTA, TDOT, the City of Chattanooga, the University of Tennessee at Chattanooga (assisting with data collection and analysis), the Hamilton County Health Department, Office of Sustainability, and other agencies. Private funding has been received from the Lyndhurst Foundation, and the CDC assigned a Public Health Specialist to Chattanooga for two years to do data analysis groundwork, and to look at health benefits and potential barriers for using this system. In partnership with the Federal Transit Administration, TDOT and CARTA, the City of Chattanooga is implementing a CMAQ grant of \$2,075,000 for the initial capital acquisition and operation of the system. Alta Bicycle Share was selected by CARTA as the vendor to begin initial operations and launch the local system. They managed the Melbourne, Australia, Washington, D.C., and Hubway Boston systems, and have been awarded the New York City system scheduled to launch late summer 2012 with 10,000 bikes (one of the largest in the United States). Large scale systems in the U.S. today are located in Denver, CO, Minneapolis, MN, Washington, D.C., and Boston, MA, and now Chattanooga. Mr. Pugliese said that Chattanooga will have the only system with an On-Board GPS System to collect user choice and street use data, which will</p>

assist the TPO in decision making. The Chattanooga bikes will also have a secondary lock for securing the bike during an interim stop. However, the system is designed for short-term use (under 60 minutes, or usage charges will be incurred). The system is designed for riding the bike one-way to the destination, then putting the bike back into the system for use by others. The bikes are also equipped with a 7-speed Hub for navigating our terrain. Individual stations can be adopted by local sponsors, and stations can be accessed via Smartphone application or a website browser to look real time at bikes (both available bikes and empty docking stations) anywhere in the system. Mr. Pugliese said that the bikes are picked up in the winter for snow removal in Denver, Minneapolis, Boston and Montreal. Bikes are available year-round in Washington, D.C., and will be available year-round in Chattanooga. The docking station for the Development Resource Center (DRC) will be on the corner of Cowart and Market Street. Mr. John Van Winkle (City of Chattanooga Traffic Engineer) said that this program has a lot of potential, he has seen other expert presentations on the subject, is encouraged about the GPS system which will help his department to determine where to build bike lanes and make other decisions, and he believes that the program will do well. Mr. Pugliese said that he is obtaining the written marketing plan for the City of Denver, and that social media will be used for promotion strategy (to reduce cost), along with free public information (including the Chattanooga Times Free Press, Nooga.com, and Chattanooga.com). Outdoor Chattanooga (with 3,000 people on their list) is positioned to serve as a promotional support structure, they will be dealing directly with downtown corporate partners (employers), and working with CARTA through a TDOT project (a mobile bicycle program has existed in the field since 2007). Work is being done with the University of Tennessee at Chattanooga to do student promotions and student/parent orientations, and the Convention & Visitors Bureau in terms of a broad outreach strategy to reach visitors (conventions in particular). The bike stations currently on the street are for private demonstration purposes only and are located near the Chattanooga Choo-Choo and the Walnut Street Bridge.

**CONCLUSIONS**

Density is a key element for a bike share system, and the initial Phase I operation of *Bike Chattanooga* will be centered on the downtown Chattanooga area (from the Southside on Main Street, across the river to the North Shore, then east to the University of Tennessee at Chattanooga campus). Initially, primary markets are downtown residents, workers, and visitors (through 1-day availability), and 10,000 students who do not have easy access to the core business district. Annual "membership" versus "1-day usage" varies with different communities. Every community with a bike share program has expanded the program to the larger suburban area. In North Georgia, Mr. Pugliese said that he has been working closely with the National Park Service to look at opportunities in the Military Park, and possibly connecting Chickamauga and Ft. Oglethorpe. He said that potential sites are identified in Collegedale (for residents and students), and the possibility of connecting over to V.W. is being evaluated. The work being done by TDOT on the road network there will enable citizens to access Enterprise South for work/play at the nature park. The City of East Ridge and the City of Red Bank have the potential for a bike share program (after testing on a smaller scale), and then potentially bike share programs can be extended further afield. Mr. Pugliese thanked everyone for their support for *Bike Chattanooga*.

TCC/BOARD ACTION/RESOLUTION	PERSON PRESENTED MOTION	PERSON SECONDED MOTION
No Formal Action Required		

STAFF FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
<i>Bike Chattanooga – Bicycle Transit System</i> will be showcased at the Tennessee Bike Summit (May 2-4, 2012) being held at the University of Tennessee at Chattanooga. Details will follow and everyone is invited to attend (Tennessee and Georgia partners). Other cities in the state are looking at bike share programs (Nashville, Memphis and the University of Tennessee in Knoxville has an electric bike program). The venue will allow sharing of information about how bike sharing can influence the development of Complete Streets.	Phil Pugliese	

**ITEM #6. STAFF REPORTS**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>		
<p>Status summaries and contact information for the following projects/programs were included in the meeting packet.</p> <ul style="list-style-type: none"> <li>• Senior Planner, Transportation &amp; Air Quality Process</li> <li>• Notice of 2011-2014 TIP Adjustments/Modifications</li> <li>• Safe Routes to School (SRTS)</li> <li>• Annual Obligated List of Projects</li> <li>• Intelligent Transportation System (ITS) Architecture Annual Update</li> <li>• 2035 Long Range Transportation Plan (LRTP) Amendment and Conformity Determination Report (CDR)</li> <li>• Education Campaign: Project Process Checklist</li> <li>• Green Trips Program</li> </ul> <p>Mr. Phil Pugliese said that Hamilton County is still working on SRTS grants received in 2009 (infrastructure projects at Big Ridge Elementary and the broader six-school pilot program). Work with the University of Tennessee at Chattanooga has been done to put student/teacher practitioners in the schools with 4<sup>th</sup> grade students, and 1,000+ students have been reached with bicycle/pedestrian safety education. TDOT has announced awards for the 2011 grants, and none were rewarded in Hamilton County. Mr. Hardie Stulce, City Manager, City of Soddy-Daisy, said that the City of Soddy-Daisy submitted an application, which was not awarded, and perhaps, in the future, more assistance could be provided with points calculation in order to reach the maximum number of points for the project. Mr. Pugliese said that applications are now open for the 2012 grants for up to \$250,000 (100% funding), which can be awarded for a mix of infrastructure improvements/education/encouragement. The TDOT 2012 Guidelines and Application were contained in the meeting packet, along with the TDOT website address. Mr. Pugliese asked that anyone with questions contact him, and said that he did not have any information regarding the Georgia 2012 SRTS grants program (which has a different process and schedule).</p> <p>Ms. Melissa Taylor reviewed in detail the "From Start to Finish: Getting a Project into the TPO's Process and Getting the Project Implemented Checklist" contained in the meeting packet. Ms. Taylor said that the checklist is a work in progress which is designed to assist everyone, and that she would appreciate receiving any questions or suggestions about the checklist or the process. Responding to an inquiry regarding a Town of Signal Mountain Functional Classification System of Streets change which has been requested, Ms. Taylor said that TDOT submitted the TPO's request for changes to the TDOT Functional Classification System of Streets to Federal Highway and issues arose regarding some proposed request for deletions. This matter has now been resolved (the deletions requested will remain "in" at this time), and the TPO should be receiving final maps from TDOT. Ms. Taylor advised that the Town of Signal Mountain should be okay to move forward. Ms. Taylor said that, if anyone else had questions, she could provide the proposed "list of changes" provided to TDOT by the TPO, as the current online map (TDOT site) has not yet been updated. Ms. Taylor said that "percentage" calculations did not seem to be an issue during this recent process (at least for the TPO), unlike in the past.</p>		
<b>CONCLUSIONS</b>		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
No Formal Action Required		
<b>STAFF FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Further information/maps will be provided to the TPO when received from TDOT.	Ms. Melissa Taylor	

**ITEM #7. PUBLIC COMMENTS AND OTHER ITEMS OF IMPORTANCE**

**MS. KAREN RENNICH  
RPA STAFF**

<b>DISCUSSION</b>
<p>The next TPO Executive Board Meeting is February 21, 2012. The next TPO Technical Coordinating Committee (TCC) meeting is March 6, 2012.</p> <p>Ms. Karen Rennich advised that TIGER IV grant information had been posted on 1/31/12, per Ms. Angie Midgett.</p>

<b>CONCLUSIONS</b>		
There were no other questions or comments.		
<b>TCC/BOARD ACTION/RESOLUTION</b>	<b>PERSON PRESENTED MOTION</b>	<b>PERSON SECONDED MOTION</b>
Meeting adjourned.	Chairman John Bridger	
<b>STAFF FOLLOW-UP</b>		
	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>





CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA  
TRANSPORTATION PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC)

January 31, 2012 (1:30 p.m. Eastern – DRC/1A)

<u>NAME</u>	<u>REPRESENTATION</u>
Melissa Taylor	RPA - TPO
DEBORAH FLEMING	TDOT
Jim Kerr	Wiser
Tim Gosble	East Ridge
Annie Powell	CARTA
Dennis Malone	CITY OF CHATTANOOGA
TODD LEAMON	HAMILTON COUNTY
STEVE LEACH	CITY OF CHATTANOOGA

**CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA  
TRANSPORTATION PLANNING ORGANIZATION**

**TECHNICAL COORDINATING COMMITTEE (TCC)**

**January 31, 2012 (1:30 p.m. Eastern – DRC/1A)**

<u>NAME</u>	<u>REPRESENTATION</u>
John Van Winkle	City of Chattanooga
Karen Hundt	RPA
Yuen Lee	RPA