

CITY OF HELENA

Greater Helena MPO | TTAC

April 21, 2025 - 3:00 PM

Zoom Meeting Recording: [April 21, 2025 Meeting](#)

(City/County Building Room 226)

Call to Order

Roll Call

Public Comment on the Agenda / General Public Comment

- A. Comment in person.
- B. Comment online.

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> TTAC Members provide updates on MPO Projects	TTAC Members	3:00 – 3:15
Old Business		
<input type="checkbox"/> Update on Scope and Fee from RPA to develop three Ty Weingartner transportation plans. <ul style="list-style-type: none">• Attachment: GHAMPO_TransportationPlans_Scope_2025		3:15 – 3:40
<input type="checkbox"/> Transportation Alternative Funds <ul style="list-style-type: none">• Sub committee	Ty Weingartner and	3:40 – 3:50
New Business		
<input type="checkbox"/> Functional Classification	Ty Weingartner	3:50 – 4:15

Member Communications and Discussion Topics

Adjournment

Memorandum

To:	Transportation Technical Advisory Committee Members											
From:	MPO Manager											
Subject:	Consider approving the Scope and Fee from RPA to develop three transportation plans.											
Meeting Date:	4/21/2025											
Agenda Item Type:	Public Involvement, Long Range Plan, Planning Area, Data, TIP											
Background	<p>On March 3, 2025, the Transportation Policy Coordinating Committee (TPCC) approved the initiation of negotiations with RPA, the top-scoring vendor, for the development of three transportation plans: the Public Participation Plan, the Long-Range Transportation Plan, and the Comprehensive Safety Action Plan.</p> <p>Between March 11 and March 14, members of the Technical Transportation Advisory Committee (TTAC) engaged in discussions to determine the scope of work and associated fees for RPA's involvement in these projects. The Metropolitan Planning Organization (MPO) Manager requests the TTAC to consider ratifying this negotiation and to forward the recommendation to the TPCC for final approval.</p>											
Recommendation	Approve the negotiation and forward the recommendation to the TPCC for final approval.											
Unresolved Issues:	Traffic Model Solution.											
Alternatives:	N/A											
Fiscal Effects:	<p>Federal Fiscal Year 2025 UPWP Allotment:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Transportation Plan</th> <th style="width: 50%; text-align: center;">PL Funds</th> </tr> </thead> <tbody> <tr> <td>Public Participation Plan</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>Long-Range Transportation Plan</td> <td style="text-align: right;">\$350,000</td> </tr> <tr> <td>Comprehensive Safety Action Plan</td> <td style="text-align: right;">\$50,000</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: right;">\$420,000</td> </tr> </tbody> </table>		Transportation Plan	PL Funds	Public Participation Plan	\$20,000	Long-Range Transportation Plan	\$350,000	Comprehensive Safety Action Plan	\$50,000	Total	\$420,000
Transportation Plan	PL Funds											
Public Participation Plan	\$20,000											
Long-Range Transportation Plan	\$350,000											
Comprehensive Safety Action Plan	\$50,000											
Total	\$420,000											

	Reserve	\$205,342.80
Decision	<p>The TTAC has decided that members are to provide any proposed modifications to the Scope and Fee provided by RPA regarding the development of the three transportation plans by Friday, March 21. Subsequently, the MPO Manager will coordinate with RPA to address these requested revisions. Should RPA accept the proposed changes, and if the fee remains at or below \$500,000.00, the MPO Manager will proceed with the TPCC.</p>	
Notes	<p>Change to the Scope and Fee document: It is proposed that the Greater Helena Area MPO adopt the Montana Department of Transportation’s model as the foundational program for traffic modeling.</p> <p>RPA has updated the Scope and Fee to reflect this update.</p> <p>Scope and Fee contract amount: \$435,000.000</p> <ul style="list-style-type: none"> • \$12,000.00 allocated allowance for supplemental traffic data collection. 	

Task	Description	Total Labor Hours	Estimated Cost
1.0	PROJECT MANAGEMENT AND ADMINISTRATION	160 \$	38,987.52
2.0	PUBLIC PARTICIPATION PLAN	102 \$	19,921.33
3.0	COMMUNITY ENGAGEMENT	360 \$	72,846.90
4.0	NEEDS ASSESSMENT AND BASELINE CONDITIONS	400 \$	68,090.37
5.0	VISIONING AND GOALS	90 \$	16,081.60
6.0	COMPREHENSIVE SAFETY ACTION PLAN	270 \$	49,788.16
7.0	STRATEGIES AND RECOMMENDATIONS	260 \$	46,890.18
8.0	LRTP REPORT PREPARATION	180 \$	33,548.18
	DIRECT DIRECT EXPENSES	\$	19,477.50
	SUB OUTSIDE SERVICES AND SUBCONSULTANTS	360 \$	69,368.00
TOTAL		2182 \$	435,000



CIVIL ENGINEERING / PLANNING / SURVEYING

TO: Ty Weingartner
MPO Manager

FROM: Scott Randall
Vice President

DATE: April 17, 2025

SUBJECT: **Scope of Services**
Greater Helena Area MPO Transportation Plans

Scope of Services

The Greater Helena Area is entering a significant and exciting transition into a large metropolitan planning area, requiring a comprehensive look at its long-term transportation planning. As part of this shift, the newly established Greater Helena Area Metropolitan Planning Organization (GHAMPO) is tasked with developing a Long-Range Transportation Plan (LRTP) to guide the region's transportation investments over the next 20 years. The LRTP will address a variety of transportation needs across multiple modes—including personal vehicles, public transit, biking, walking, freight, and emerging technologies—while aligning with broader community goals such as economic development, sustainability, and public safety. The LRTP will be supported by other key initiatives, including a Comprehensive Safety Action Plan (CSAP) focused on reducing traffic fatalities and serious injuries, and a Public Participation Plan (PPP) ensuring robust community involvement throughout all stages of the transportation planning process.

Task Descriptions

Developing the GHAMPO Transportation Plans will establish a comprehensive framework that addresses both immediate and future transportation needs while aligning with the community's vision and priorities. The following key tasks will guide the development of the LRTP, PPP, and CSAP:

- Task 1: Project Management and Administration
- Task 2: Public Participation Plan
- Task 3: Community Engagement
- Task 4: Needs Assessment and Baseline Conditions
- Task 5: Visioning and Goals
- Task 6: Comprehensive Safety Action Plan
- Task 7: Strategies and Recommendations
- Task 8: LRTP Development

This structured approach will ensure a well-informed, data-driven plan that supports the region's long-term transportation and mobility goals.



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HELENA / KALISPELL / BOZEMAN

Task 1: Project Management and Administration

This task encompasses all project management activities necessary to effectively oversee the planning effort. Key responsibilities include coordinating with the project team and external partners, facilitating team meetings with the MPO, and managing consultant activities such as scope, schedule, and budget oversight. It also includes project setup, ongoing monitoring, and closeout efforts, as well as the development of the final work plan and contract documents between RPA and the MPO.

An initial client meeting will be held to review the proposed scope of work, allowing for adjustments to task components, level of effort, MPO and partner agency reviews, and timelines. The preliminary scope will then be shared with key stakeholders and project partners for review and feedback before finalization.

Once the workplan is approved, RPA will develop comprehensive project plans for the PPP, LRTP, and CSAP, detailing scope, schedule, budget, and resource allocation. A detailed Microsoft Project schedule will outline key work tasks, deliverables, outreach activities, and review periods, with updates made as needed.

The following groups will provide primary project oversight.

- Project Management Team (PMT): The PMT will meet regularly to ensure the project stays on track and progresses efficiently through each work task. The PMT will consist of key project representatives (to be identified during scoping) who will help guide the planning process and provide direction to the consultant team. Biweekly PMT check-in meetings, anticipated to last 30 minutes, will be held to facilitate ongoing communication, discuss progress, and receive direction on technical elements and public/stakeholder engagement efforts. These meetings will be informal, with discussion topics and follow-up action items communicated via email before and after each session.
- Transportation Technical Advisory Committee (TTAC): The overall development of the PPP, LRTP, and CSAP will be overseen by the TTAC, the MPO's technical advisory body. Comprised of subject matter experts, the TTAC provides guidance to the Transportation Policy Coordinating Committee (TPCC). RPA will attend TTAC meetings in person at key milestones to present information, receive feedback, and ensure alignment with MPO objectives. These meetings will serve as critical touch points, allowing TTAC to provide valuable input and direction on plan development.

TASKS:

- 1.1. General management and coordination duties
- 1.2. Project scoping and contracting
- 1.3. Project plans
- 1.4. Project invoicing and progress reports (18)
- 1.5. PMT meetings (up to 36)
- 1.6. TTAC meetings (up to 9)

DELIVERABLES:

- Contract documents
- Project plans (PPP, LRTP, and CSAP)
- PMT materials (as needed)
- TTAC meeting materials (as needed)
- Invoices and progress reports (monthly)

Task 2: Public Participation Plan

The Greater Helena Area MPO's first objective is to develop a thorough PPP that meets federal, state, and local requirements while effectively guiding the MPO in fostering meaningful engagement with the public and stakeholders throughout the transportation planning process. The PPP will be developed in full compliance with 23 CFR 450.316, ensuring a transparent, inclusive, and effective public participation process.

- **Project Initiation:** The process will begin with project initiation and scoping, during which the core project team will define goals, establish roles, and develop a structured project timeline. This phase will include a thorough review of existing plans and regulatory requirements, identifying best practices to enhance public participation.
- **Stakeholder Identification and Outreach Strategy:** Following project initiation, a comprehensive stakeholder identification and outreach strategy will be developed to ensure broad and inclusive representation. This will encompass citizens, public agencies, transportation stakeholders, advocacy groups, and traditionally underserved communities. The plan will also outline consultation procedures with agencies involved in environmental protection, economic development, and land use planning to enhance coordination efforts.
- **Public Engagement Framework:** A structured public engagement framework will be established, integrating a range of outreach methods such as public meetings, online engagement tools, printed materials, and visualization techniques to maximize accessibility and transparency. The framework will include clear strategies for ensuring public access to transportation planning information and will define a structured process for collecting, documenting, and responding to public comments.
- **Drafting the Public Participation Plan:** A draft PPP will be developed, outlining public involvement strategies and participation goals. To ensure broad input, the draft PPP will undergo a mandatory 45-day public review period. This phase will include publishing the draft plan, hosting outreach events, and providing multiple avenues for public comment, ensuring that feedback is actively considered and incorporated where appropriate.
- **PPP Adoption:** Following the integration of public input, the final PPP will be presented to the TPCC for approval. Once adopted, the plan will be submitted to FHWA and FTA for informational purposes. The final PPP will be made publicly accessible online and distributed to relevant stakeholders. Additionally, the plan will include a framework for ongoing monitoring, evaluation, and periodic updates to ensure its continued effectiveness in meeting the evolving needs of the community.

TASKS:

- 2.1. Review of existing plans and documents
- 2.2. Stakeholder identification and analysis
- 2.3. Draft Public Participation Plan
- 2.4. Final Public Participation Plan

DELIVERABLES:

- Meeting materials (as needed)
- Draft Greater Helena Area MPO PPP
- Final Greater Helena Area MPO PPP

Task 3: Community Engagement

Community and stakeholder involvement are important components in this planning process. Our team will use a variety of tools, techniques, and activities to share information about the planning process, understand the community's needs and concerns, solicit input, and incorporate feedback in

the plan recommendations. This task will be supported by our subconsultant **Crescendo Planning & Design**. This task will be completed through four phases:

Phase 1: Initiation

The initial community engagement phase aims to refine the project work plan, ensuring alignment with community and stakeholder goals and needs.

- Branding: RPA will develop branding materials for the MPO. This will include development of a logo and style/color guide. The branding guidelines will be used on all public-facing materials.
- Public Involvement Plans: PIPs will be developed for the LRTP and CSAP. These plans will align with the overall MPO PPP (see **Task 2**) and will outline key informational and engagement strategies.
- Kickoff Meetings: Our team will develop a comprehensive stakeholder list to ensure inclusive representation from public agencies, community groups, private sector partners, and other key stakeholders. A kick-off meeting will be organized and facilitated to review project objectives, align expectations, and establish roles, responsibilities, and milestones.
- Project Website: Our team will collaborate with MPO agencies to develop a project website serving as the central hub for online engagement. The website will include contact information, meeting announcements, FAQs, finalized documents, interim memorandums, and host virtual public meetings and interactive engagement activities.
- Video Presentation: We will create a concise introductory video outlining the purpose of the planning effort, its necessity, and ways for community members to get involved.

Phase 2: Needs Assessment

This community engagement phase will be coordinated with the analysis of existing conditions and identification of community needs and areas of concern. This phase will occur before potential solutions are identified and will focus on understanding what is important to the community and key stakeholders.

- Stakeholder Interviews: Our team will conduct individual and small-group interviews with key stakeholders to identify critical transportation needs and priorities.
- Open House Events: We will host an in-person public open house to present existing conditions and engage the community in discussions about transportation needs. Interactive tools such as Mentimeter or Mural may be utilized to capture feedback. A live or pre-recorded virtual presentation via Zoom will also be available for those unable to attend in person.
- Wikimap Commenting: An interactive commenting map will be developed, allowing community members to identify issues, concerns, and needs by leaving notes, drawing routes, and highlighting areas of interest. This tool will be linked to the project website.
- Community Preference Survey: To supplement the Wikimap, an online survey will be developed to gather insights into community travel habits, opinions on traffic and safety, and transportation priorities. The survey will be accessible via the project website.

Phase 3: Visioning

This phase will focus on defining a clear vision for the community's future transportation system and establishing goals to achieve that vision. The results will inform scenario planning and the identification of recommendations.

- CSAP Safety Summit: Our team will conduct a Safety Summit with key stakeholders, focusing on transportation and community safety. The summit will include representation from the E's of safety: Enforcement, Education, Emergency Services, and Engineering.

- Scenario Planning: Scenario evaluation results will be presented on the project website, allowing community members to provide feedback and indicate preferences for various scenarios.
- Open House Events: An open house will be conducted both in person and virtually to discuss the community's transportation vision and gather feedback.

Phase 4: Validation and Approval

The final phase of community engagement will focus on presenting and soliciting feedback on the draft recommendations and overall LRTP. During this phase we will encourage public comments, engage with stakeholders and committees, and work toward plan approval and adoption.

- Recommendations Review: An interactive map will be developed to display preliminary transportation system recommendations, allowing for community feedback to refine and prioritize them before finalizing the LRTP.
- Open House Events: A public open house, both in person and virtual, will be conducted to present and discuss preliminary recommendations.
- Public and Agency Review: Following the release of the Final Draft LRTP, a formal 45-day public and agency review period will be offered. Comments received will be compiled into a public comment matrix and considered in the final plan.
- Adoption Meetings: RPA will attend meetings with elected officials as needed to facilitate LRTP adoption. Presentations to the Commissions and the TPCC are anticipated.

Ongoing Engagement Strategies and Noticing

Beyond the activities outlined previously, RPA will employ diverse communication methods to notify the public and stakeholders of engagement opportunities and key developments throughout the transportation planning process.

- Stakeholder Outreach: We will compile a list of key stakeholders, including neighborhoods, government agencies, business owners, special interest groups, and local officials. Email updates will be sent at key milestones to solicit feedback and keep stakeholders engaged in the planning process.
- Social Media: RPA will create content for existing social media channels to promote public engagement opportunities, share important reports, and provide general updates about the planning process.
- Media Outreach & Coordination: Before each public outreach event, RPA will prepare press releases detailing meeting logistics, an overview of the planning process, participation deadlines, and other relevant information. These press releases will be distributed to local newspapers, television stations, and radio stations to encourage media coverage and public participation. Press releases will be distributed by Public Information Officers for the MPO agencies. No costs are included in this scope for paid advertisements.

TASKS:

- 3.1. Kickoff meetings
- 3.2. Public Involvement Plans (LRTP/CSAP)
- 3.3. Electronic content and materials
- 3.4. Stakeholder workshops
- 3.5. Community open houses
- 3.6. Virtual outreach
- 3.7. Miscellaneous public and stakeholder meetings
- 3.8. Public comment documentation and response

DELIVERABLES:

- Meeting materials and electronic content
- LRTP Public Involvement Plan
- CSAP Public Involvement Plan

TASK 4: Needs Assessment and Baseline Conditions

This task will provide a comprehensive assessment of both the existing and projected transportation conditions within the study area, identifying key transportation needs and opportunities. Through a systematic approach, we will review a variety of data sources, conduct data evaluations, and utilize traffic modeling and analysis tools to develop a clear understanding of current and future transportation challenges.

- Review Existing Plans and Documents: We will collect and analyze data from the City of Helena, East Helena, Lewis and Clark County, and MDT to support the development of the Plan. This will include a comprehensive review of key local documents—such as the most recent LRTP, MPO TIP, Joint Infrastructure Study, Lewis and Clark County Growth Policy Update, the City of Helena’s new Land Use Plan (replacing its 2019 growth policy), updated City of Helena zoning and subdivision standards to comply with Montana Land Use Planning Act (MLUPA), and other relevant planning materials—to ensure alignment with the community’s strategic objectives and established goals and priorities. This review will also help identify best practices, gaps, and opportunities for improvement. In addition, we will assess existing traffic data, development plans, and other available information from project partners. Locally adopted plans, subdivision plans, and traffic impact studies will be reviewed to incorporate existing conditions, future projections, and recommended improvements.
- Existing Conditions Assessment: We will compile current traffic data from local agencies and MDT to analyze existing traffic conditions, identify roadway capacity deficiencies, and assess congestion issues within the study area. In addition, we will conduct an on-site field review to perform a high-level evaluation of key transportation factors, including:
 - Non-motorized network and identification of gaps
 - Roadway capacity and congestion levels
 - Mobility and access to schools
 - Condition of bridges and roadway surfaces, with a focus on critical areas
 - Gaps in the transportation system
 - Truck and freight network considerations
- Socioeconomics and Land Use: We will coordinate with MPO agencies and their land use planning consultants to review and incorporate available socioeconomic and land use data for the study area, including land ownership patterns, land use, development status, population, income, housing characteristics, employment centers, and economic development potential. Historical growth trends, relevant socioeconomic data, and future projections will also be reviewed to support future forecasts. A thorough review of locally adopted community plans, growth policies, land use information, and zoning regulations will inform documentation of projected growth within the planning area. To further refine our understanding and ensure alignment with the work being conducted for the MLUPA effort, we will host a land use forecasting workshop with stakeholders familiar with planned growth in the area to incorporate key locations for expected growth within the planning horizon. We will clearly document the distribution of population and housing for the base scenario, future planning years, and any alternative scenarios considered in the travel demand model.
- Travel Demand Modeling: The existing regional travel demand model developed by MDT will be used for modeling of the MPO. MDT will conduct all modeling work in cooperation with

RPA, while RPA will assist with review, interpretation, and post-processing of model outputs. The land use forecasts discussed previously will be used to develop the projected conditions model. In addition, we will develop alternative modeling scenarios to evaluate the impact of transportation and policy decisions, with further details provided in Task 5. We will analyze the model results to assess travel patterns on a network-wide basis and identify problem areas and opportunities.

- Supplemental Traffic Data Collection: It is acknowledged that additional traffic data will be necessary to establish baseline conditions and aid in the calibration of the travel demand model. Currently, the specific amount, type, and locations where extra data may be required are not known. For this scope of services, we have assumed an allowance of \$12,000 for supplemental data collection. Below is an estimate of the costs associated with this supplemental data collection, which will be covered by the allocated allowance.
 - *Intersection Turning Movement Counts*: \$25/hour (processing) + \$250/location (labor and equipment)
 - *Roadway Volume Count*: \$2/hour/lane (processing) + \$250/location (labor and equipment)
- Existing and Projected Conditions Report: A comprehensive technical report will be developed to document both existing and projected transportation conditions. This report will identify current and anticipated transportation needs, including areas of congestion, safety concerns, and gaps in multimodal connectivity, as revealed through the baseline conditions analysis. Once drafted, the report will be circulated among partner agencies for technical review and feedback before finalizing.

TASKS:

- 4.1. Review of existing plans and documents
- 4.2. On-site field review of transportation system
- 4.3. Alternative transportation modes evaluation
- 4.4. Supplemental traffic data collection
- 4.5. Existing and collected data analysis
- 4.6. Socioeconomics and land use evaluation
- 4.7. Existing conditions modeling
- 4.8. Projected conditions modeling
- 4.9. Draft Existing and Projected Conditions Report
- 4.10. Final Existing and Projected Conditions Report

DELIVERABLES:

- Existing transportation conditions GIS data
- Supplemental traffic data
- Land use forecasts
- Existing conditions travel demand model
- Projected conditions travel demand model
- Draft Existing and Projected Conditions Report
- Final Existing and Projected Conditions Report

TASK 5: Visioning and Goals

This task focuses on establishing a unified vision for the LRTP by reviewing existing plans, policies, and stakeholder input, and identifying transportation needs. The vision will be shaped through collaboration with stakeholders and the public, ensuring it reflects the community's priorities.

We will create up to five (5) future scenarios that explore different growth patterns, transportation investments, and policy decisions. These scenarios will be modeled using the travel demand model to assess the potential impacts of changes to the major street network, land development, and transportation mode shifts. The analysis will evaluate the potential effectiveness of infrastructure improvements, policy adjustments, network-wide investments, and alternative growth projections.

The outcomes from these scenarios will provide valuable insights into the effectiveness of various strategies, helping to inform the development of a clear vision for the LRTP. This will culminate in a primary vision statement, supported by overarching goals and targeted objectives, that will guide the future direction of the transportation system.

TASKS:

- 5.1. Scenario planning (up to 5)
- 5.2. Alternatives development and modeling
- 5.3. Draft Goals and Objectives Report
- 5.4. Final Goals and Objectives Report

DELIVERABLES:

- Transportation scenarios for modeling (up to 5)
- Vision statement with goals and objectives
- Draft Goals and Objectives Report
- Final Goals and Objectives Report

TASK 6: Comprehensive Safety Action Plan

The development of the Comprehensive Safety Action Plan (CSAP) will be a collaborative and holistic effort aimed at addressing critical safety concerns across the MPO's multimodal transportation network. The plan will identify strategies to create a safer, more inclusive environment for all modes, including vulnerable road users, while adapting to the challenges posed by demographic shifts and infrastructure changes. The following key tasks outline the process for developing the CSAP.

- Safety Risk Assessment: A comprehensive transportation safety assessment will be conducted to identify and evaluate existing and potential safety concerns within the MPO area. This will involve collecting data from local, state, and federal sources to pinpoint hazards such as multimodal infrastructure deficiencies, environmental factors, and unsafe behaviors. To thoroughly understand key trends and contributing factors, we will conduct an on-site field review alongside a data-driven analysis of the past five years of crash data. By using both location-based and systemic safety analysis methods, we will investigate fatal and serious injury crashes, develop a High Injury Network to highlight high-risk areas, and assess broader system-wide safety issues and behavioral trends. The integration of crash data with traffic and roadway information will help identify priority corridors and intersections, providing a deeper understanding of operational and infrastructure factors influencing multimodal safety.
- Gap Analysis: We will conduct a detailed review of existing safety programs and procedures to assess their compliance with applicable regulations and alignment with best practices. This review will highlight deficiencies or gaps, particularly areas of non-compliance or practices that fall short of industry standards. Focus will be placed on multimodal system connectivity (including pedestrian and bicycle infrastructure), transit access, and improvements in accessibility and visibility, ensuring an inclusive approach that prioritizes vulnerable populations.
- Recommendations and Implementation: Based on the identified safety needs, we will propose a range of multimodal strategies, projects, programs, and policies aimed at addressing these

concerns. We will prioritize evidence-based, cost-effective solutions that are innovative and feasible for the community. Recommendations will be based on factors such as crash data, existing planning efforts, community support, and cost. Each recommendation will be supported by a cost-benefit analysis, assessing the resource requirements and expected benefits. A prioritized list will be developed, followed by a detailed implementation plan that includes steps, timelines, and responsibilities. Opportunities for pilot projects—low-cost, quick-build solutions to test the effectiveness of permanent improvements—will also be explored. Stakeholder feedback will be integrated to ensure that the proposed recommendations are practical and actionable.

- **CSAP Reporting:** The CSAP will summarize the entire planning effort in alignment with SS4A program requirements, addressing critical components such as leadership commitment, goal setting, safety analysis, engagement and collaboration, equity considerations, policy and process changes, and project selection. By outlining proposed strategies and projects, the plan will provide a clear roadmap for reducing transportation fatalities and serious injuries within the MPO. A draft of the CSAP will be prepared, incorporating findings and recommendations, and undergo a thorough review process with stakeholders to ensure its accuracy and completeness. The plan will be highly visual, relying on mapping and graphics, with supporting technical details in appendices. Once finalized, the CSAP will be presented to the TTAC for approval, followed by the TPCC for final adoption.

TASKS:

- 6.1. Crash data review and analysis
- 6.2. Safety risk assessment
- 6.3. Gap analysis
- 6.4. Goal target development
- 6.5. Recommendations identification
- 6.6. Implementation planning
- 6.7. Cost estimating and benefit analysis
- 6.8. Admin draft CSAP Report
- 6.9. Public draft CSAP Report
- 6.10. Final CSAP Report

DELIVERABLES:

- Safety Assessment and Gap Analysis Memo
- Administrative Draft CSAP
- Public Draft CSAP
- Final CSAP

TASK 7: Strategies and Recommendations

A comprehensive list of recommendations and improvement projects will be developed for the multimodal transportation system, starting with a review of the previous LRTP recommendations to assess their relevance and make any necessary modifications. Completed projects will be removed, and new, committed projects will be identified. RPA will work with the project team and key stakeholders to evaluate current and future development plans, ensuring upcoming projects and trends are considered. This assessment will help identify where capital improvements and roadway maintenance are needed to support future growth.

Non-motorized transportation needs and recommendations will also be reviewed and updated to reflect current conditions, contributing to the development of a fully connected transportation network that offers diverse options. A visionary major street and non-motorized network will be designed to

address long-term infrastructure needs, guide land-use planning, and support future investments. RPA will also explore policies and best practices aligned with the MPO's goals, including emerging transportation technologies, complete streets initiatives, transportation equity, and coordination with local development.

An overview of available funding sources, along with project cost estimates based on recent local projects, will be provided. A fiscally constrained financial plan will be developed, taking into account project costs, committed expenditures, and anticipated revenue, ensuring compliance with federal funding requirements.

The final deliverable for this task will be a Recommendations and Funding Report, which will include detailed documentation of multimodal transportation recommendations, a fiscally constrained implementation plan, and additional considerations for policy, planning, and funding strategies to ensure the long-term success of the transportation network.

TASKS:

- 7.1. Existing and visionary network analysis
- 7.2. Transportation system improvements
- 7.3. Policy and maintenance recommendations
- 7.4. Planning-level cost estimating
- 7.5. Funding and fiscal analysis
- 7.6. Draft Recommendations and Funding Report
- 7.7. Final Recommendations and Funding Report

DELIVERABLES:

- Table of project recommendations and fiscal constraint
- Draft Recommendations and Funding Report
- Final Recommendations and Funding Report

TASK 8: LRTP Report Preparation

The preparation of the LRTP will synthesize all prior work and analyses. The plan will provide a comprehensive summary of the results from all planning activities, address identified issues, and outline recommended improvement projects and programs. It will include clear, concise summaries of the technical information found in the supporting memorandums, which will be appended to the report. The plan will utilize high-quality maps, photos, and graphics to present information in a straightforward and easily understandable format.

To ensure compliance with all applicable regulations, RPA will prepare a checklist of federal requirements. This will include evaluating conformity with air quality standards, establishing performance targets, and ensuring all federal regulations are met.

An administrative draft of the LRTP will be prepared for review by the City of Helena, East Helena, Lewis and Clark County, MDT, and FHWA. Following internal review, a final draft will be created for public and compliance/conformity review. After the review period, necessary revisions will be made before the plan moves into the formal adoption process.

TASKS:

- 8.1. Admin draft LRTP
- 8.2. Final draft LRTP
- 8.3. Public/conformity/compliance review
- 8.4. Final LRTP and adoption

DELIVERABLES:

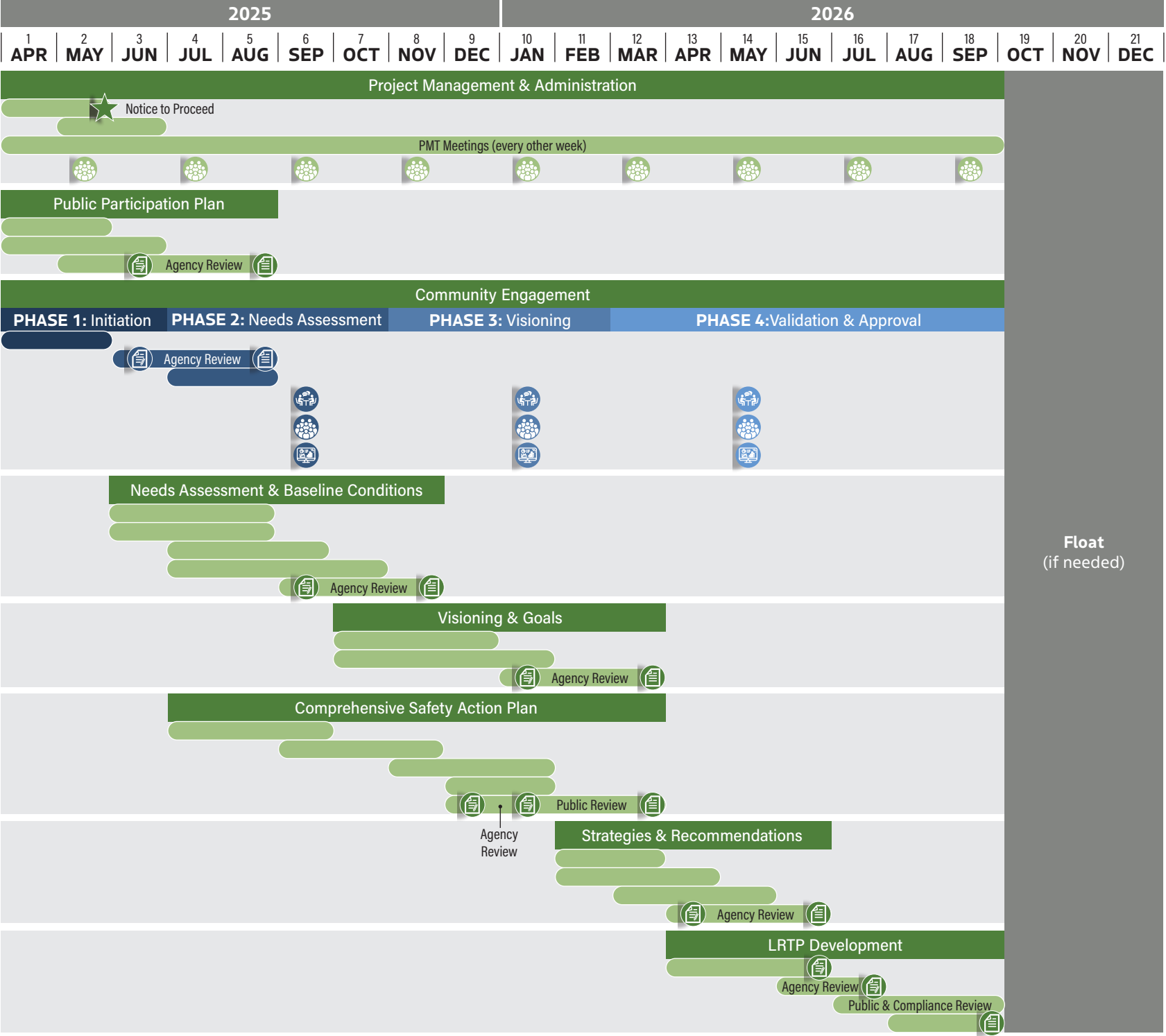
- Administrative Draft LRTP
- Compliance and Conformity Checklist
- Final Draft LRTP
- Final Adopted LRTP

Estimated Schedule

We understand that all plans must be finalized and adopted no later than December 29, 2026, with a target completion date of July 2026 to allow ample time for the adoption process. Our proposed schedule assumes a notice of award and project initiation by mid-May 2025, completion of the PPP by August 2025, a final CSAP by March 2026, and the final draft LRTP in July 2026. We anticipate a two-month review and adoption process for the LRTP, leading to completion by September 2026. Our schedule includes an additional three-month buffer to accommodate any unforeseen challenges or provide extra time for review and adoption if needed. A detailed schedule is attached.

Estimated Cost

RPA anticipates completing all work efforts for the lump sum of \$435,000. This cost estimate includes consultant labor fees, direct expenses, and subconsultant fees. A detailed cost estimate is attached.



Float
(if needed)



ROBERT PECCIA & ASSOCIATES
Cost Estimate for Engineering and Planning Services

Project: Long-Range Transportation Plans

Client: Greater Helena Area MPO

Date: 4/17/2025

Task	Description	Total Labor Hours	Estimated Cost
1.0	PROJECT MANAGEMENT AND ADMINISTRATION	160 \$	38,987.52
2.0	PUBLIC PARTICIPATION PLAN	102 \$	19,921.33
3.0	COMMUNITY ENGAGEMENT	360 \$	72,846.90
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8.0	LRTP REPORT PREPARATION	180 \$	33,548.18
	DIRECT DIRECT EXPENSES	\$	19,477.50
	SUB OUTSIDE SERVICES AND SUBCONSULTANTS	360 \$	69,368.00
TOTAL		2182 \$	435,000

Memorandum

To:	Transportation Technical Advisory Committee Members
From:	MPO Manager
Subject:	Transportation Alternative (TA) Funding.
Meeting Date:	4/21/2025
Agenda Item Type:	Long-Range Transportation Plans
Appendices	<ul style="list-style-type: none">• Draft TA Fund Application• Draft TA Instructions• Montana Department of Transportation Schedule
Background	<p>The Bipartisan Infrastructure Law (BIL) continues the Transportation Alternatives (TA) set aside from the Surface Transportation Block Grant (STBG) program. Eligible applicants and projects of the set-aside funds include all capital improvement and pavement preservation projects previously eligible under the Transportation Alternatives Program under the Moving Ahead for Progress in the 21st Century Act (MAP-21). This encompasses a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. New to this application process is non-profit eligibility, project requests must come through the MPO.</p> <p>The BIL allows Metropolitan Planning Organizations (MPOs) to administer their own competitive application process (with approval and oversight from MDT). Applications from entities within the MPO and the MPO itself may also apply with MDT's Call for Application, as there is funding that is not population-based.</p> <p>Projects submitted must meet federal and state eligibility guidelines and identify a local, federal, or state sponsoring agency. Private individuals and organizations may recommend a project if it is sponsored by the governmental agency in which it is located. Examples of sponsoring agencies may include but are not limited to, the City of Helena, the City of East Helena, Lewis, and Clark County, and the Montana Department of Transportation.</p>

	The Greater Helena Area MPO must determine and approve the correct process for collecting TA Applications, the timeline, the scoring committee, and other pertinent information.
Recommendation	N/A
Unresolved Issues:	<ol style="list-style-type: none"> 1) Who should receive the TA Requests? 2) Who should score the requests? 3) Determine deadlines 4) Who should 3rd party applicants call to pair with on projects?
Alternatives:	
Fiscal Effects:	

Schedule

January 14, 2025	Call for Applications is released
April 9, 2025, 11:59 PM MST	Application deadline
July/August 2025	Application scoring is complete and tentative awarded projects announced
September/October 2025	Tentative awarded projects presented to the Transportation Commission for approval
November/December 2025	Funding, Construction & Maintenance Agreements are executed for each project
January 2026	Project development begins
2027 – 2029	Project bidding and construction

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Greater Helena Area Metropolitan Planning Organization

Transportation Alternatives (TA) Program

Please see the Program Description and Instructions for the TA Application before filling out the application (insert link).

Project Name: Provide a brief description of the project.

▼ Project Sponsor Contact Information

Project Sponsor: Name of the local entity proposing the project.

Contact Information: Provide the name, title, address, phone number of the primary point of contact for the Project Sponsor.

Name

Title

Address

City

State

Zip

E-Mail

Phone

▼ General Project Information

Please enter the general details of the project being submitted.

Sponsoring Entity

Attach Letter of Support From the Sponsor

Project Description: Describe the overall project.

Reason/Need for the Project: Explain why the project is needed.

Project Location: Provide the road, intersection, or facility name associated with the project (if applicable).

Project Extent: Enter the extent that the project will cover. For example, from intersection to intersection, or from one location to another (if applicable).

Project Eligibility: Describe how the project meets the eligibility requirements for TA Funding.

Project Cost Estimate: Provide as much detail as possible regarding funding.

▼ **Project Readiness**

This section should present the sponsor's understanding of the risks associated with the project, as well as how these risks will be mitigated. All projects have risks associated with them. This section will be evaluated on how well the sponsor understands the risks and how they are proposed to be mitigated.

Design level of detail: What design work has been completed on this project, if any?

Right of Way/Utility Impacts: Are the utility and right-of-way impacts documented? Has previous coordination with property owners and utility companies addressed these impacts?

Project Budget: What is the estimated cost, how was it derived, and what contingencies are included?

Local agency coordination - including ownership/maintenance responsibilities: Are there any established maintenance agreements? Has there been communication with the primary manager of the infrastructure, such as the Montana Department of Transportation or Helena Parks and Recreation?

▼ **Attachments**

Click on the "Add Files" button below to attach any supporting documents to the TA Application.

Attachments

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Memorandum

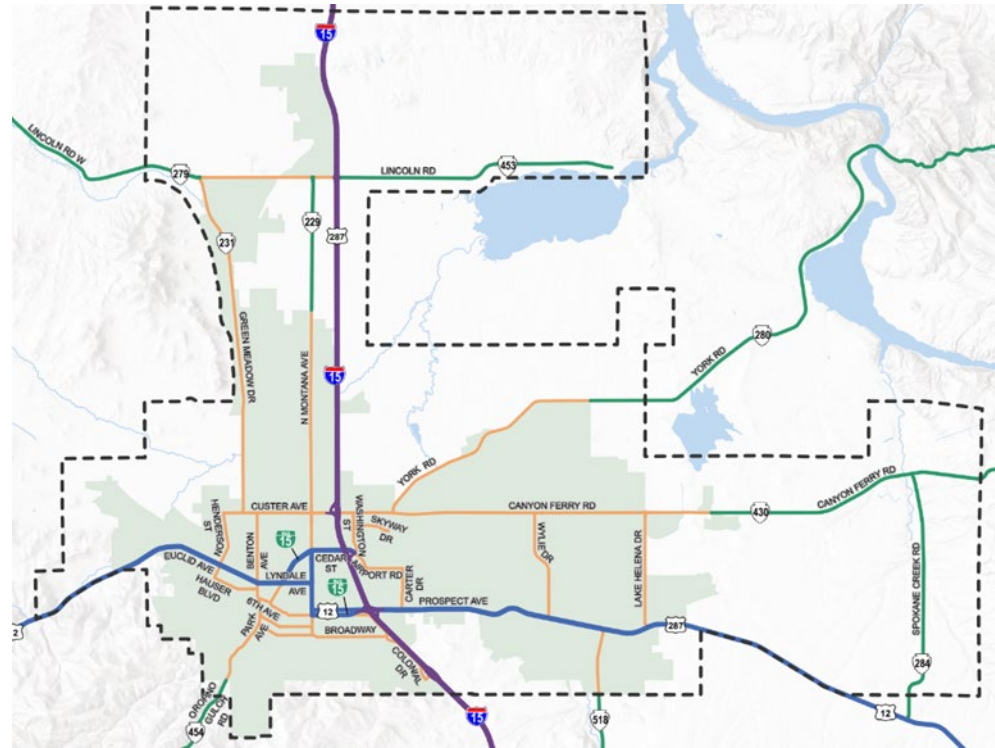
To:	Transportation Technical Advisory Committee Members
From:	MPO Manager
Subject:	MDT 2025/2026 Statewide Functional Classification
Meeting Date:	April 21, 2025
Agenda Item Type:	301 – Planning Area Transportation Plans
Background	<p>Functional classification involves categorizing roads based on the services they provide within the overall highway system. Most travel consists of moving through an interconnected network of roads. Functional classification helps to establish a clear and efficient understanding of how different roads or streets contribute to the flow of trips throughout the entire highway network.</p> <p>The Montana Department of Transportation (MDT) plans to review and update its functional classification system. This update is essential to reflect the evolving ways in which roadways are classified across the MPO (Metropolitan Planning Organization) and the state, taking into account changes in travel patterns and demands arising from shifts in land use, population dynamics, employment trends, and other socio-economic factors.</p> <p>MDT will schedule a kick-off call and a two-week commenting period in the coming weeks. In the meantime, MDT has granted the Greater Helena Area MPO the opportunity to begin providing comments and suggested changes to the current Functional Classification network and Highway System.</p> <p>Below are links to the current Functional Classification and Highway Systems maps from the MDT website.</p> <p>Montana Current Federal Functional Classification</p> <p>Montana Current Highway System Designation</p>
Recommendation	The MPO Manager proposes that the TTAC begin to review the current Functional Classifications and gather suggested changes.

Unresolved Issues:	N/A
Alternatives:	Wait until the project is launched.
Fiscal Effects:	None

APPENDIX

GREATER HELENA AREA MPO

Transportation Technical Advisory Committee



April 21, 2025 - 3:00 PM

Zoom Online Meeting: <https://us06web.zoom.us/j/85336314391>

(City/County Building Room 226)

Call to Order

Roll Call

Public Comment on the Agenda / General Public Comment

- A. Comment in person.
- B. Comment online.

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> TTAC Members provide updates on MPO Projects	TTAC Members	3:00 – 3:15
Old Business		
<input type="checkbox"/> Update on_Scope and Fee from RPA to develop three transportation plans. <ul style="list-style-type: none">• Attachment: GHAMPO_TransportationPlans_Scope_2025	Ty Weingartner	3:15 – 3:40
<input type="checkbox"/> Transportation Alternative Funds <ul style="list-style-type: none">• Sub committee	Ty Weingartner and	3:40 – 3:50
New Business		
<input type="checkbox"/> Functional Classification	Ty Weingartner	3:50 – 4:15

Member Communications and Discussion Topics

Adjournment

Roll Call

Resource Name	Title	Voting Member
David Knoepke	City of Helena Transportation Systems Director	Yes
Chris Brink	City of Helena Community Development Director	Yes
Kevin Ore	City of East Helena Public Works Director	Yes
Jeremy Fadness	City of East Helena Planning Staff (ask Kevin Ore)	Yes
Jenny Chambers	Lewis and Clark County Public Works Director	Yes
Greg McNally	Lewis and Clark County Community Development and Planning Director	Yes
Lauren Harms	City of Helena Transit Manager	Yes
Ellie Ray	City of Helena Americans with Disabilities Act (ADA) Coordinator	Yes
Dick Sloan	Non-Motorized Advocate at Large (TTAC will have to put out applications)	Yes
Geoff Streeter	Montana Department of Transportation (MDT) Statewide & Urban Planning Planner	Yes
James Combs	MDT Great Falls District Preconstruction Engineer	Yes
Rex Weltz	Helena Public Schools District No. 1 Superintendent	Yes
Dan Rispens	East Helena Public Schools District No. 9 Superintendent	Yes
Drenda Niemann	City-County Public Health Officer	No
Jeff Wadekamper	Helena Regional Airport Director	No
Brett Petty	Helena Police Chief	No
Clint Loss	Lewis and Clark Rural Fire Council Chair	No
Katie Potts	Federal Highway Administration (FHWA) Division, Statewide and Urban Planner	No
Emma Belmont	Federal Transit Administration (FTA) Region 8 Transportation Program Specialist	No
Harry Barnett	MDT Division Maintenance Chief	No

MPO Projects Update

- City of Helena
- Lewis and Clark County
- City of East Helena
- State of Montana Department of Transportation

TRANSPORTATION PLANS SCOPE AND FEE

TRANSPORTATION ALTERNATIVE (TA) FUNDS

Functional Classification

Questions and Answers