



UNIFIED PLANNING WORK PROGRAM

CY-2020 & 2021

January 1, 2020 through December 31, 2021

Final approved by the BACTS Policy Committee on September 17, 2019

Amended by the BACTS Policy Committee on September 15, 2020

TASK 10 – METROPOLITAN TRANSPORTATION PLAN UPDATE

Objective: To begin the process of updating the long-range Metropolitan Transportation Plan (MTP). The current MTP was adopted January 2018. Development of the updated MTP will begin in this UPWP, with most of the work being completed in the first year of the next UPWP.

Activities

1. *MTP Development.* Prepare a tentative schedule and outline for the completion of the MTP update.
2. *Public Outreach.* Prepare and publish Public Notice of Intent to Develop MTP.
3. *Data Collection.* Begin data collection and inventorying of demographic data and existing conditions of the current transportation system.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
MTP Update Schedule and Outline	BACTS	October 2021
Notice of Intent to Develop MTP	BACTS	November 2021

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$5,000	FHWA PL	\$4,000
		MaineDOT	\$750
TOTAL	\$5,000	Local	\$250

TASK 11 – SYSTEM PERFORMANCE METRIC DATA COLLECTION, TRACKING AND REPORTING

Objective: To collect and maintain data required to evaluate transportation system condition and performance with respect to performance metrics and track progress toward attainment of critical outcomes for the metropolitan area.

Activities

1. *Performance Data Collection.* Collect data from appropriate MaineDOT departments, or obtain as available, from the State Asset Management Plan, HSIP, SHSP, State Freight Management Plan, or other relevant plans and documents.
2. *Performance Database Development.* Create databases to track annual condition and/or performance of systems for each performance measure.
3. *Performance Data Reporting.* Develop a performance report card (or dashboard) for each performance measure describing baseline data, performance targets, progress, and current condition/performance.
4. *Safety Performance Targets.* Develop, or agree to support the MaineDOT-developed, PM1 Safety performance targets; Submit performance targets to MaineDOT

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
PM1- Safety Performance Targets	BACTS	February 2020 February 2021
PM1 – Safety Database	BACTS	Ongoing
PM2 – Pavement and Bridge Condition Database	BACTS	Ongoing
PM3 – System Performance Database	BACTS	Ongoing
PM1 – Safety Report Card	BACTS	April 2020 April 2021
PM2 – Pavement and Bridge Condition Report Card	BACTS	July 2020 July 2021
PM3 – System Performance Report Card	BACTS	July 2020 July 2021

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$12,000	FHWA PL	\$9,600
		MaineDOT	\$1,800
TOTAL	\$12,000	Local	\$600

TASK 12 – STUDIES

Objective: To conduct studies to improve transportation in the BACTS area.

Activities: Hire consultants to: 1) conduct a study of the I-395/Odlin Road intersection to improve safety and efficiency ; and 2) conduct a study to develop a coordinated traffic signals system in Orono and Old Town before and after major University of Maine events and also provide a transportation plan to be used in the event of an emergency evacuation of the University of Maine campus.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Reports and plans from the above-mentioned consultant studies with findings and recommendations.	BACTS, Consultants	Early 2020-early 2021

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$46,000	FHWA PL	\$124,800
Consultants	\$110,000	MaineDOT	\$23,400
TOTAL	\$156,000	Local	\$7,800

TASK 13 – TRANSIT PLANNING

Objective: To coordinate, support, and implement the transit elements of the MPO core functions and planning products, including providing assistance to the BACTS Municipal Partners Transit Committee. Short- and long-range metropolitan transit planning and analysis; including monitoring public transportation ridership and overall system operation and service performance in the BACTS area.

Activities

1. *Transportation Improvement Program.* Assist Community Connector with development of annual Program of Projects/Workplan; Submit transit POP/Workplan to MaineDOT; Prepare BACTS TIP; Prepare description of anticipated effect of TIP toward achieving performance targets, linking investment priorities to performance targets; Prepare revisions/amendments to the BACTS TIP, as required.
2. *Biennial Unified Planning Work Program.* Prepare annual progress reports; Develop 2022-2023 UPWP.
3. *Metropolitan Transportation Plan Update.* Develop schedule for update of MTP; Provide Notice of Intent to Develop MTP; Begin data collection.
4. *Financial Plans.* Work with City of Bangor/Community Connector to cooperatively develop 3-Year Projected Operations Financial Plan and 10-Year Capital Plan.
5. *Obligated Projects Listing.* Request list of obligated projects from MaineDOT and City of Bangor Community Connector; Review and compile annual listing of obligated projects.
6. *Title VI/EJ/LEP Plan.* Review and update BACTS Non-Discrimination Plan; Prepare annual report of BACTS Goals and Accomplishments; Review Community Connector Title VI Plan.
7. *Public Participation Plan.* Review and update BACTS' Interested & Affected Parties List; Provide public notice of activities and projects in accordance with PPP; Review and update PPP as needed; Answer inquires and provide guidance as requested; Attend public meetings; Attend local group meetings as requested; Review agendas and minutes of local group meetings; Review Community Connector Public Participation Plan.
8. *Transit System Performance Analysis.* Prepare fiscal year report of system performance to show analysis of ridership, fares, expenses, revenues, miles, and hours; Collect and maintain data required to evaluate transit system condition and performance with respect to TAM and Safety performance metrics and track progress; Develop performance report cards, or dashboards, for each federally mandated transit performance measure describing baseline data, performance targets, annual progress, and current condition/performance.
9. *Ongoing Implementation of Performance Based Planning and Programming.* Continue working with City of Bangor/Community Connector to implement timely and cooperative process for sharing and developing information required to track progress toward attainment of critical outcomes; Review and update Metropolitan Planning Agreement, as required; Prepare performance reports as required for federally mandated performance measures; Develop MPO public transportation safety performance targets (on or before January 20, 2021) and include in updates (or amendments) to the TIP and MTP on or after July 20, 2021.
10. *Bus Replacement Plan.* Work with City of Bangor/Community Connector to develop a Bus Replacement Plan in sync with the 10-Year Capital Plan, Transit Agency TAM Plan, Municipal Budget, and BACTS TIP and MTP.

TASK 13 – TRANSIT PLANNING (Continued)

11. *Technical Assistance.* Maintain knowledge of and provide compliance assistance with transit-related federal requirements; Review and provide input on proposed service/route changes; Review and provide input on annual budgets and maximizing available funding and resources; Review and provide input on annual NTD reporting.
12. *Committee Participation/Interagency Collaboration.* Facilitate and support BACTS Municipal Partners Transit Committee; Serve as Member of State of Maine Public Transit Advisory Council; Serve as Member of Maine Transit Association; Serve as Non-Voting Member of Black Bear Orono Express Shuttle Committee; Serve as Member of Community Connector ADA Paratransit Appeals Committee.
13. *Professional Development.* Attend FTA-sponsored Workshops; Attend Maine Transit Association Conference, Attend Tri-State Transit Conference; Participate in various FTA, NTI or other industry-sponsored transit, multimodal, and planning related webinars or trainings; Professional Memberships; Reference Materials/Guidance.
14. *Bus Stop Design Best Practice Guidance.* Develop best practice guidance for the location and design of designated bus stops; including bicycle and pedestrian connections to transit services.
15. *Transportation Demand Management.* Provide technical assistance to local employers and businesses to develop TDM programs which reduce single occupancy vehicle travel and promote alternative modes of transportation for employees and visitors; Develop listing of available facilities, services, and resources for SOV alternative transportation options.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Transit POP/Workplan	BACTS City of Bangor	July 2020 July 2021
TIP	BACTS	January 2020 January 2021
Financial Plans	BACTS City of Bangor	August 2020 August 2021
UPWP Annual Report	BACTS	April 2020 April 2021
2022-2023 UPWP	BACTS	October 2021
Annual Listing of Obligated Projects	BACTS, MaineDOT, City of Bangor	December 2020 December 2021
Annual Transit System Performance Analysis	BACTS	November 2020 November 2021

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Transit Safety Performance Targets	BACTS	January 2021
TAM/SGR Performance Metric Database	BACTS	February 2020
TAM/SGR Performance Metric Report Card/Dashboard	BACTS	February 2020
Transit Safety Performance Metric Database	BACTS	March 2021
Transit Safety Performance Metric Report Card/Dashboard	BACTS	July 2021
Bus Replacement Plan	BACTS City of Bangor	May 2020
Bus Stop Design Best Practice Guidance	BACTS	October 2021
Transportation Demand Management Available Facilities, Services and Resources	BACTS	September 2021
MPTC Agendas and Minutes	BACTS	On-going

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$201,278	FTA \$5303	\$161,022
TOTAL	\$201,278	In-Kind	\$40,256

TASK 14 – FIXED ROUTE BUS STOP DESIGNATION PLAN

Objective: To designate fixed bus stops for the Community Connector fixed route transit system.

Activities

1. Workgroup Development - The workgroup will meet regularly to maintain a transparent process and solicit constructive communications throughout the project.
2. Outreach - We will create a page and post updates of the progress of the project on our website. Public meetings will be held and feedback will be solicited.
3. Data Collection – Various data will be collected and reviewed to assist in determining different factors that may affect the siting of bus stops.
4. Stop Location – Bus stops locations will be visualized based precisely on the parameters of the finalized Bus Stop Guidelines, then overlaid with major activity/trip generators. Adjustments will be made to address connectivity, accessibility, and environmental/geographical impediments as needed.
5. Draft Bus Stop Map – A draft map of each route will be developed with the location of each stop and type of stop/amenities recommended per guidelines.
6. Bus Stop Inventory - An inventory of all bus stops and bus stop infrastructure will be developed.
7. Facility Improvement/Needs Plan – An Improvement Plan will be developed to identify needs for each designated stop based on the approved Guidelines.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Workgroup Meetings	BACTS City of Bangor Municipal Partners	April 2021 – April 2022
Municipal Staff Meetings	BACTS Municipal Partners	July 2021 – February 2022
Public Outreach	BACTS City of Bangor	Ongoing
Project Webpage	BACTS	Ongoing
Draft Proposed Stop Location Maps	BACTS	January – December 2021
Bus Stop Inventory	BACTS	February 2022
Facility Improvement/Needs Plan	BACTS	March 2022
Final Bus Stop Location Maps	BACTS	April 2022

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$43,254	FTA CARES Act	\$43,254

Note: The City of Bangor is the direct recipient of the funding for this task. This task is included as part of this document for information purposes. This task is funded separately from planning funds which all other tasks in this document are funded from and are the basis of the contract between BACTS and MaineDOT.

BACTS Budget Summary CY 2020-2021 Unified Planning Work Program

Task	Task	Funding Source:					Total	Staff	Consultant	Direct Costs	Total
		FHWA "PL"	FTA 5303	MDOT	In Kind	Local					
1	MPO Administration and Coordination	232,331.20		43,562.10		14,520.70	290,414.00	259,414.00	25,000.00	6,000.00	290,414.00
2	Professional Development	32,000.00		6,000.00		2,000.00	40,000.00	20,000.00		20,000.00	40,000.00
3	Traffic Data Collection and Database Management	92,000.00		17,250.00		5,750.00	115,000.00	110,000.00		5,000.00	115,000.00
4	GIS and Demographic Data	44,000.00		8,250.00		2,750.00	55,000.00	45,000.00		10,000.00	55,000.00
5	Public Outreach	7,200.00		1,350.00		450.00	9,000.00	8,000.00		1,000.00	9,000.00
6	Bicycle and Pedestrian Planning	24,000.00		4,500.00		1,500.00	30,000.00	28,500.00		1,500.00	30,000.00
7	Transportation Safety Planning	4,000.00		750.00		250.00	5,000.00	4,000.00		1,000.00	5,000.00
8	Traffic Incident Management	22,400.00		4,200.00		1,400.00	28,000.00	25,000.00		3,000.00	28,000.00
9	TIP Development	28,000.00		5,250.00		1,750.00	35,000.00	34,000.00		1,000.00	35,000.00
10	Metropolitan Transportation Plan Update	4,000.00		750.00		250.00	5,000.00	4,500.00		500.00	5,000.00
11	System Performance Metric Data Collection, Tracking, and Reporting	9,600.00		1,800.00		600.00	12,000.00	11,500.00		500.00	12,000.00
12	Studies	124,800.00		23,400.00		7,800.00	156,000.00	40,000.00	110,000.00	6,000.00	156,000.00
13	Transit Planning		161,022.40		40,255.60		201,278.00	196,278.00		5,000.00	201,278.00
TOTALS		624,331.20	161,022.40	117,062.10	40,255.60	39,020.70	981,692.00	786,192.00	135,000.00	60,500.00	981,692.00

Municipal Biennial Local Share

If the local share is \$39,020.70 for two years.

		CY 2020	CY 2021
BANGOR	52.593% of \$39,020.70 =	\$20,522.19	\$10,261.09
BRADLEY	0.755% of \$39,020.70 =	\$294.59	\$147.29
BREWER	13.525% of \$39,020.70 =	\$5,277.61	\$2,638.80
HAMPDEN	5.491% of \$39,020.70 =	\$2,142.76	\$1,071.38
HERMON	0.261% of \$39,020.70 =	\$101.92	\$50.96
MILFORD	3.298% of \$39,020.70 =	\$1,287.06	\$643.53
OLD TOWN	9.828% of \$39,020.70 =	\$3,835.14	\$1,917.57
ORONO	11.849% of \$39,020.70 =	\$4,623.72	\$2,311.86
ORRINGTON	0.796% of \$39,020.70 =	\$310.64	\$155.32
VEAZIE	1.602% of \$39,020.70 =	\$625.07	\$312.53
TOTAL		\$39,020.70	\$19,510.33

BACTS UPWP Tasks Relating to The FAST ACT Planning Factors and Planning Emphasis Areas

TASK	PROJECT	Federal Planning Factors										Planning Emphasis Areas			
		1	2	3	4	5	6	7	8	9	10	1	2	3	
1	MPO Administration and Coordination	X	X	X	X	X	X	X	X	X	X	X	●	●	●
2	Professional Development	X	X	X	X	X	X	X	X	X	X	X	●	●	●
3	Traffic Data Collection & Database Management Act.	●	●	X	●	X		●	●	●	●	●	●	●	●
4	GIS	●	●	X	●	●	X	●	●	●	●	●	●	●	●
5	Public Outreach	X	X	X	X	X		X	X	X	X	●	●	●	
6	Bicycle and Pedestrian Transportation Planning	●	●	X	●	●	●	●	●	X	●	●	●	●	
7	Transportation Safety Planning	●	●	X		X		X	●	●	●	●	●	●	
8	Traffic Incident Management	●	●	X	X	●	X	●	●	●	●	●	●	X	
9	Transportation Improvement Plan Development	●	●	●	●	●	●	●	●	●	●	●	●	●	
10	Metropolitan Transportation Plan Update	●	●	●	X	●	●	●	●	●	●	●	●	●	
11	System Performance Metric Data Collection, Tracking, and Reporting	●	●	X	●	●	X	X	●	X	●	●	●	X	
12	Studies	●	●	●	●	●	●	●	●	●	●	●	●	X	
13	Transit Planning	●	●	●	●	●	●	●	●	●	●	●	●	●	

● Highly related X Related

Federal Planning Factors: 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; 2) Increase the safety of the transportation system for motorized and nonmotorized users; 3) Increase the security of the transportation system for motorized and nonmotorized users; 4) Increase the accessibility and mobility of people and freight; 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; 6) Enhance the integration and connectivity of the transportation system, across and between modes throughout the metropolitan region, for people and freight; 7) Promote efficient system management and operation; 8) Emphasize the preservation of the existing transportation system; 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and 10) Enhance travel and tourism.

Planning Emphasis Areas: 1) MAP-21 Implementation; 2) Regional Models of Cooperation; and 3) Ladders of Opportunity.