

**Androscoggin Transportation
Resource Center**

2022 – 2023 Unified Planning Work Program

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INTRODUCTION

The Unified Planning Work Program (UPWP) describes the transportation planning process in the Lewiston-Auburn area in light of the particular problems and opportunities the area faces. Federal legislation and regulations govern, as well as fund the activities of the Androscoggin Transportation Resource Center (ATRC). ATRC is a Metropolitan Planning Organization (MPO), and nationwide is one of over 300 similar organizations in metropolitan areas with over 50,000 urbanized population.

ATRC is made up of elected and appointed officials from the cities of Lewiston and Auburn and the towns of Lisbon and Sabattus. Other members of this MPO include the Maine Department of Transportation (MaineDOT), the Maine Turnpike Authority (MTA) and the Androscoggin Valley Council of Governments (AVCOG). The non-voting members are the Androscoggin County Chamber of Commerce, the Lewiston-Auburn Transit Committee, Western Maine Transportation Services (WMTS), AVCOG Transportation Committee and the four modal administrations of the U.S. Department of Transportation.

One of the key requirements is that the ATRC conduct a metropolitan transportation planning process that is continuous, cooperative, and comprehensive. As part of this process, the ATRC must adopt a Unified Planning Work Program (UPWP) that provides for consideration and implementation of projects, strategies and services that will address the following ten 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 non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized 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, 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.

In 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law. MAP-21 transformed federal transportation grant programs by establishing new requirements for performance management and performance-based planning and programming to ensure the most efficient investment of federal transportation funds. The Fixing America's Surface Transportation Act (FAST Act) was signed into law in 2015 and continued the performance management and performance-based planning and programming requirements of MAP-21 with minor changes. In implementing MAP-21 and FAST Act, state Departments of Transportation (DOT's), MPO's, and providers of public transportation must:

- establish performance targets that reflect the measures;
- report on progress towards achieving those targets;
- develop performance-based plans for safety and asset management; and
- implement a performance-based approach to planning and programming.

The UPWP outlines the work plan and budget for the two-year cycle which starts on January 1, 2022, and is intended to serve the following purposes:

- Describe the technical and administrative activities to be undertaken by ATRC in CY 2022 and 2023;
- Constitute the Scope of Work of an AGREEMENT between ATRC and the MaineDOT for the transfer of Federal Highway Administration (FHWA) "PL" funds, authorized under the applicable provisions of Titles 23, 40, and 49 of the US Code and the Code of Federal Regulations that call for a continuing, comprehensive, and cooperative metropolitan transportation planning process. These PL funds finance a major portion of the work to be performed;
- Constitute the Scope of Work for the Section 5303 and 5307 Federal Transit Administration (FTA) grants; and
- Identify functional and financial responsibilities for carrying out individual tasks.

To ensure that the biennial ATRC Work Plan, the Unified Planning Work Program (UPWP), provides for effective public involvement, ATRC solicits comments on proposed planning activities via the various methodologies outline in the Public Participation Policy. Comments are made available as they are known to the ATRC Technical Committee and Policy Committee as they develop the UPWP. Copies of the Draft UPWP and approved UPWP are available to the general public upon request and on the ATRC website.

Format

The following format will be used to describe the planning tasks set forth in the UPWP:

TASK TITLE

OBJECTIVE

sets forth the purpose of the task

PRODUCTS/ACTIVITIES

delineates anticipated results of the task's efforts

METHODOLOGY

summarizing activities and procedures expected to be involved in completing the task

FUNDING SOURCE

Identifies the sources of funding for each task

RESPONSIBILITY

identifies the entities responsible for carrying out the planning tasks and the amount of resources allocated to each entity

TRANSPORTATION FOCUS FOR CY 2022-2023

Congestion Management through Traffic Signal Management

The use of a centralized system to control and manage the signals in the area is essential to Congestion Management. The system exists and is capable of being managed, monitored and updated remotely. A consultant will be hired to provide oversight and signal management.

Data Collection

The ATRC will be concentrating on data collection from traffic counts to turning movement counts and updates to the GIS System. The majority of the traffic data will be used to aid in the Congestion Management through the Traffic Signal Management System and as requested by the municipalities.

Geographic Information Systems (GIS) Improvements

The communities in the MPO, ATRC/AVCOG and the MaineDOT are all using GIS in their respective areas to manage data and produce graphic products. ATRC/AVCOG will continue to participate in the effort to organize, share and minimize duplication of data between all organizations.

Metropolitan Transportation Plan

A full update of the ATRC Metropolitan Transportation Plan will be a significant effort in the biennial UPWP. ATRC is required to update its 20-Year Plan every five years. The existing 20-Year Plan and the existing Bike/Pedestrian Plan were last updated in 2019, as an update to the 2003 plan. It is time for a complete rewrite of the long range plan for ATRC. The plans will be required to meet the requirements of MAP-21 and the FAST Act, including the development of performance measures. The freight, transit, and bike/pedestrian plans will be updated in the context of this new plan

TASK 1 - PROGRAM ADMINISTRATION

OBJECTIVES

- To provide administrative direction of ATRC's Planning Program, staffing for both ATRC Policy and Technical Committees and the Lewiston-Auburn Transit Committee (LATC), staff attendance at regional and statewide transportation meetings, staff attendance at Maine Transit Association meetings, ATRC Policy and Program Development, and normal administrative duties, which include the Transportation Improvement Program (TIP), UPWP and Bylaw amendments.
- To respond to changing state and federal laws and regulations, as they apply to the ATRC communities. Staff shall ensure regulatory compliance of the ATRC program. Staff will provide input into the regulatory process, as directed by the ATRC Policy Committee. Staff will develop new local policy to comply with new federal and state initiatives.
- To administer Requests for Qualifications (RFQs), Requests for Proposals (RFPs), the consultant selection process, contract development, administration and oversight of all consultant work identified in the Unified Planning Work Program.
- To inform the public, both individual citizens and groups, about the ATRC transportation planning program.
- Provide funds for attendance at technical workshops, seminars, conferences and other training programs, as well as professional organization memberships.
- To provide ongoing administrative oversight and technical support for various transit services in the Lewiston- Auburn area, including *citylink*, Western Maine Transportation Services (WMTS), and the Lisbon Commuter Service. This includes Congestion Mitigation and Air Quality (CMAQ) and FTA Section 5307 grants management, required reporting of the service(s), ridership and costs to MaineDOT, and procurement of capital and/or services.
- To prepare and submit all Section 5307 and Section 5339 FTA Planning, Operating and Capital Grants. Assist LATC, WMTS, Lisbon and other transit providers in the procurement of buses and other capital equipment. Intergovernmental review of all planning grant applications. FTA Triennial Review preparation and follow up.
- To assist with monitoring and evaluating the transit service operations and ridership to determine the need and course for implementing service improvements.

PRODUCTS AND ACTIVITIES

1. Work with MaineDOT on studies and activities as they pertain to the ATRC area.
2. Develop Scopes of Work, RFQs, RFPs, contracts, etc.
3. Develop the CY 2024-2025 UPWP.
4. Document management.
5. Reports to MaineDOT on PL and FTA funded activities.
6. Coordination with MaineDOT on its 20-year plan.
7. Staff representation at ATRC, LATC and other meetings.
8. Staff representation at local, regional and statewide transportation related meetings.
9. TIP, Metropolitan Transportation Plan (MTP) and UPWP amendments.
10. Policy and Position Statements regarding state and federal regulatory development, as deemed appropriate.
11. Staff coordination with the regional planning process.
12. Training for staff, including workshops, conferences, webinars and professional organization memberships..
13. Draft Section 5307 and Section 5339 FTA Planning, Operating and Capital Grants for the Lewiston-Auburn urban area.
14. Grants compliance.

METHODOLOGY

Development, oversight and administration of consultant studies listed in the UPWP will be accomplished through the Technical Committee framework. Development, oversight and administration of FTA funded tasks and consultant studies, policy and position statements, public participation involvement, TIP, UPWP, MTP, bylaw amendments are accomplished under the Policy Committee framework. All activities to be performed on behalf of LATC will be accomplished under the LATC framework. LATC activities will be forwarded to the ATRC Policy Committee, where it will be reviewed for conformity to the ATRC Long-Range Transportation Plan.

Provide continued technical assistance to all Section 5307 applicants, as it relates to reporting, compliance with federal, state and local transit policies; and grants management and contract services.

This task generally does not lend itself to any specific methodology.

Funding Source	
FHWA "PL"	\$140,000
FTA 5303	\$100,000
MaineDOT	\$26,250
AVCOG/IKS	\$25,000
Local	\$8,750
TOTAL	\$300,000

Responsibility	
In-House	\$300,000
Consultant	

This Task will cover both CY 2022 and 2023

TASK 2 – PLANNING SUPPORT/ASSISTANCE

OBJECTIVE

- To respond to planning needs in ATRC communities that require more involvement than Task 1 allows and that are not associated with a specific UPWP task, on an as-needed basis. Generally, these tasks should be able to be completed in less than 20 staff hours. A task that is expected to require more time than this will be brought to ATRC Technical and Policy Committees for approval for funding as a separate task.

PRODUCTS AND ACTIVITIES

1. Participation in community meetings.
2. Written or verbal response to requests for information on grant applications, etc.
3. Report of attendance at community meetings.

METHODOLOGY

1. Work with ATRC communities on activities as needed.
2. Review past studies in the vicinity of the area of interest.
3. Background/historical data provided to communities, as appropriate.
4. Complete additional data collection, if necessary.

Funding Source	
FHWA "PL"	\$140,000
FTA 5303	
MaineDOT	\$26,250
AVCOG/IKS	
Local	\$8,750
TOTAL	\$175,000

Responsibility	
In-House	\$175,000
Consultant	

This Task will cover both CY 2022 and 2023

TASK 3 – PUBLIC EDUCATION AND OUTREACH

OBJECTIVE

- To enhance public participation in the transportation planning process for the ATRC area.
- To enhance public education on specific areas of interest in transportation planning and development, such as, but not limited to, bicycle and pedestrian safety, and stormwater

PRODUCTS/ACTIVITIES/METHODOLOGY

1. Finalize the ATRC Public Participation Policy.
2. Work with local agencies/organizations to provide more information on bicycle/pedestrian facilities within the ATRC area.
3. Answer questions from the public, agencies, etc. related to transportation in the ATRC area.
4. Help to promote awareness of all modes of the transportation system in the ATRC area.
5. Public Information and Affairs - including assisting committees with public information/education efforts and developing an ATRC informational brochure.
6. Soliciting public comment and input on transportation planning activities through public information meetings, both hosted and attended by ATRC.
7. Maintain the ATRC Web page

Funding Source	
FHWA "PL"	\$12,000
FTA 5303	
MaineDOT	\$2,250
AVCOG/IKS	
Local	\$750
TOTAL	\$15,000

Responsibility	
In-House	\$15,000
Consultant	

This Task will cover both CY 2022 and 2023

TASK 4 – TIP/MAINEDOT CAPITAL WORK PLAN/PERFORMANCE MEASURES

OBJECTIVE

- To produce a multimodal 2022-2025 Transportation Improvement Program (TIP) and begin the process for the 2023-2026 TIP. These TIPs will be financially constrained by the anticipated federal, state and local funding levels anticipated for each funding program.
- To examine and communicate issues affecting transportation funding to the State of Maine and to the ATRC area.
- To develop an improved understanding of the underlying condition of roadways in area towns that are likely to be considered for funding through the ATRC project selection process.
- To improve the cost estimation process for projects to minimize the number of projects that are underfunded.

PRODUCTS AND ACTIVITIES

1. A financially constrained 2022-2025 Transportation Improvement Program and
2. A financially constrained 2023-2026 Transportation Improvement Program.
3. Staff will prepare updates to various town and city boards and commissions on the status of federally funded projects selected in past TIPs, as requested.
4. Review and reassess the project selection criteria for MaineDOT Capital Work Plans/TIPs.
5. Assist as requested with the MaineDOT Work Plan development process for 2023-2025.
6. Assist as requested with the MaineDOT Work Plan development process for 2024-2026.
7. TIP, Metropolitan Transportation Plan (MTP) and UPWP amendments
8. Review and updates of performance measures
9. Examine ATRC policy goals and processes, and project goals, to document existing performance measures.
10. Continued incorporation of performance measures into ATRC processes, as appropriate.
11. Develop and or enhance performance measures for ATRC, as needed.
12. Incorporate the adopted performance measures into ATRC processes.

METHODOLOGY

1. Develop, analyze, recommend priorities, develop applications and ensure consistency with ATRC’s Metropolitan Plan.
2. Ensure an adequate public participation process as identified in ATRC’s Public Involvement Process.
3. Draft and forward adopted 2022-2025 TIP to MaineDOT and other federal agencies and begin work on the 2023-2026 TIP.
4. To develop an improved understanding of the underlying condition of roadways in area towns that are likely to be considered for funding through the ATRC project selection process.
5. Ensure that road data used for project selection prioritization is accurate and complete.

Funding Source	
FHWA "PL"	\$36,000
FTA 5303	
MaineDOT	\$6,750
AVCOG/IKS	
Local	\$2,250
TOTAL	\$45,000

Responsibility	
In-House	\$45,000
Consultant	

This Task will cover both CY 2022 and 2023

TASK 5 - TRANSPORTATION DATA COLLECTION

OBJECTIVE

- To develop more complete coverage of traffic volumes (AADT) and turning movement counts and other transportation data at selected locations throughout the ATRC region. This program will supplement the annual count program carried out by MaineDOT.

PRODUCTS AND ACTIVITIES

1. Evaluate new traffic counting equipment, as needed.
2. Counts will be used in traffic reviews/assistance and to supplement special studies.
3. Continue the Turning Movement Counting Program, at an average of 40 counts per year.
4. Publish turning movement count data on ATRC website for easy public access.

METHODOLOGY

1. Staff will identify areas that lack traffic count data and continue supplying MaineDOT’s and ATRC’s data to ATRC communities.
2. Staff will solicit count locations from member communities and identify counting needs in conjunction with special studies.
3. Routine maintenance of equipment and purchase of supplies.

Funding Source	
FHWA "PL"	\$38,800
FTA 5303	
MaineDOT	\$7,275
AVCOG/IKS	
Local	\$2,425
TOTAL	\$48,500

Responsibility	
In-House	\$25,000
Consultant	\$23,500

This Task will cover both CY 2022 and 2023

TASK 6 - TRAFFIC REVIEWS/TECHNICAL ASSISTANCE

OBJECTIVE

- To provide transportation and traffic engineering/technical assistance to ATRC municipalities on an as-requested basis. Generally, these tasks should be able to be completed in less than 20 staff hours. A task that is expected to require more time than this will be brought to ATRC Technical and Policy Committees for approval for funding as a separate task. This task also provides staff time to respond to requests from the municipalities and general public for traffic and transportation related data.

PRODUCTS AND ACTIVITIES

- Written or telephone response to all municipal requests for assistance.
- Written or telephone response to all public requests for data.
- Technical memorandum and reports as requested by the ATRC Technical Committee; staff review of conclusions with the Technical Committee.
- Participation in Traffic Movement Permit application process by attending scoping meetings, reviewing applications, and providing any comments to the appropriate municipality and/or MaineDOT.

METHODOLOGY

- Make determination that a traffic concern will likely take less than 20 staff hours.
- Review past studies in the vicinity of the study area.
- Complete additional data collection, if necessary.
- Analyze the data and review potential recommendations within the context of the long-range plan.
- Prepare a written response to the Technical Committee with recommended action.
- Attend Traffic Movement Permit application scoping meetings and provide comments as appropriate.

Funding Source	
FHWA "PL"	\$44,000
FTA 5303	
MaineDOT	\$8,250
AVCOG/IKS	
Local	\$2,750
TOTAL	\$55,000

Responsibility	
In-House	\$55,000
Consultant	

This Task will cover both CY 2022 and 2023

TASK 7 - GIS

OBJECTIVE

- Review and upgrade the GIS system and build better cooperation between the municipalities, AVCOG/ATRC and MaineDOT to identify what data is available, what can be shared, and aid in eliminating duplication.
- Develop and improve the existing GIS data and make more efficient use of the data in planning efforts for future development.
- Create maps and tools that enhance transportation planning.
- Construct and maintain transit database for effective transit planning.

PRODUCTS AND ACTIVITIES

1. Provide project data, studies and planning efforts to incorporate that information into the GIS database.
2. Develop and provide maps as needed to support requests.

METHODOLOGY

- Review and update existing databases for transportation to include traffic signal information, traffic counts, reports and studies.
- Transfer and link those existing databases into the GIS for signal management access including online capabilities.
- Use existing training programs to aid employees to better utilize GIS.

Funding Source	
FHWA "PL"	\$16,000
FTA 5303	
MaineDOT	\$3,000
AVCOG/IKS	
Local	\$1,000
TOTAL	\$20,000

Responsibility	
In-House	\$20,000
Consultant	

This Task will cover both CY 2022 and 2023

TASK 8 – CONGESTION MANAGEMENT (TRAFFIC SIGNAL MANAGEMENT)

OBJECTIVE

- Traffic growth, safety and operational problems have become issues within the ATRC area. The continued growth in the Lewiston and Auburn downtowns has exacerbated traffic flow issues and needs to be addressed.

PRODUCTS AND ACTIVITIES

1. This effort will continue to identify signal systems that should be linked, expand the timing review efforts and plan for future expansion of the signal system.
2. An analysis of improvement alternatives and recommendations will result for proposed changes to corridors.
3. Examine, develop and implement timing and coordination strategies.

METHODOLOGY

- Develop turning movement count prioritized list and continue a program of turning movement counts.
- Review turning movement counts and develop signal timing recommendations.
- Develop an RFP to hire a consultant to provide signal management.
- Using data collected before and after to compare improvements and examine impacts of changes.

Funding Source	
FHWA "PL"	\$48,000
FTA 5303	
MaineDOT	\$9,000
AVCOG/IKS	
Local	\$3,000
TOTAL	\$60,000

Responsibility	
In-House	\$10,000
Consultant	\$50,000

This Task will cover both CY 2022 and 2023

TASK 9 - TRANSIT PLANNING EMPHASIS AREA

OBJECTIVE

- Follow-up and implement recommendations from the 2021 ATRC Transit Study.
- Work with the MPO, MaineDOT and other agencies on local and statewide planning.
- Develop goals and objectives for the ATRC area and the surrounding region focusing on available public and private transit services, community needs, funding sources, and the allocation of these funds and coordinated services.
- Expand coordination with health and human service agencies transit programs.
- Continue efforts on establishing transit services meeting the needs of people on welfare or the working poor, the elderly, and the immigrant and refugee population, and to develop grant proposals as available for federal funding and/or other funding sources.
- Continue development of safety and security plans and procedures.
- Implement recommendations from the short-range transit plan.

PRODUCTS AND ACTIVITIES

1. Prepare an update to the short-range contingency plan.
2. LATC is responsible for providing transit information to the Policy Committee.
3. Survey of ADA and other paratransit and fixed route patrons.
4. Short-range and long-range transit plans for ATRC and the region that will define transit and capital needs.
5. Transit investment plan.
6. Work with LATC to evaluate, recommend and pursue changes to transit governance structure.

METHODOLOGY

- Work with the agencies, organizations, and local groups to assess the transit needs of transit dependent populations, including but not limited to elderly, individuals with special needs, and refugee and immigrants.

Funding Source	
FHWA "PL"	
FTA 5303	\$63,881
MaineDOT	
AVCOG/IKS	\$15,970
Local	
TOTAL	\$79,851

Responsibility	
In-House	\$79,851
Consultant	

This Task will cover both CY 2022 and 2023

TASK 10 – METROPOLITAN TRANSPORTATION PLAN

OBJECTIVE

- ATRC is required to update its 20-Year Plan every five years. The existing 20-Year Plan and the existing Bike/Pedestrian Plan were updated in 2019. The current plans will be used to establish a baseline for the new update. The plans will be required to meet the requirements of MAP-21 and the FAST Act, including the development of performance measures. The plans will be put out for public input, finalized and submitted to the FHWA and the MDOT.

PRODUCTS/ACTIVITIES/METHODOLOGY

1. A new ATRC multi-modal transportation plan that meets the socioeconomic, land use, development, safety and environmental needs of the region and is consistent with the requirement set forth in MAP-21 and the FAST Act.
2. Examine ATRC policy goals and processes, and project goals, to document existing performance measures.

The plan includes:

- Fiscally constrained projects developed as part of other planning efforts;
- All items required by federal law and regulation including a consideration of the planning factors in 23 CFR 450 and will include consultation with appropriate agencies and a public involvement process;

Funding Source	
FHWA "PL"	\$141,894
FTA 5303	
MaineDOT	\$26,605
AVCOG/IKS	
Local	\$8,868
TOTAL	\$177,367

Responsibility	
In-House	\$127,367
Consultant	\$50,000

This Task will cover both CY 2022 and 2023

TASK 11 – PLANNING STUDIES/TBD

OBJECTIVE

- MaineDOT has allowed a carry-over of CY2020-2021 funds, due to the impacts of the COVID-19 pandemic. ATRC will identify additional studies and/or services to be provided with this carry over of funds, and amend the UPWP as appropriate.

Funding Source	
FHWA "PL" carry-over	\$92,504
FTA 5303	
MaineDOT carry-over	\$17,345
AVCOG/IKS	
Local carry-over	\$5,781
TOTAL	\$115,630

Responsibility	
In-House	
Consultant	\$115,630

This Task will cover both CY 2022 and 2023

Planning Evaluation Factors	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10	Task 11
Support economic vitality of urbanized area	X	X	X	X	X	X	X	X	X	X	X
Increase safety of transportation system for motorized and non-motorized users	X	X	X	X	X	X	X	X	X	X	X
Increase security of transportation system for motorized and non-motorized users	X	X		X	X	X	X	X	X	X	X
Increase accessibility and mobility options for people and freight	X	X	X	X		X	X	X	X	X	X
Protect and enhance environment, promote energy conservation and improve quality of life	X	X	X	X			X	X	X	X	X
Enhance integration and connectivity of transportation system (all modes) for people and freight	X	X	X	X	X	X	X	X	X	X	X
Promote efficient system management and operation	X	X	X	X	X	X	X	X	X	X	X
Emphazise preservation of existing transportation system	X	X	X	X	X	X	X	X	X	X	X
Improve resilience and reliability of transportation system and reduce or mitigate stormwater impacts	X	X	X	X	X	X	X	X	X	X	X
Enhance travel and tourism	X	X	X	X	X	X	X	X	X	X	X

