

**METROPOLITAN PLANNING ORGANIZATION**

**MEMORANDUM OF UNDERSTANDING  
FOR THE  
COLUMBUS-PHENIX CITY TRANSPORTATION STUDY**

**BETWEEN**

The Consolidated Government of Columbus, Georgia; the City of Phenix City, Alabama; the Counties of Lee and Russell, Alabama; Fort Benning, Georgia; Chattahoochee County, Georgia; Harris County, Georgia; the Alabama Department of Transportation and the Georgia Department of Transportation in cooperation with the U.S. Department of Transportation.

**RELATIVE TO**

The continuing, comprehensive, and cooperative urban transportation planning process known as the "Columbus-Phenix City Transportation Study" (C-PCTS).

1. **IT IS THE INTENTION OF THE PARTIES**, that the Columbus-Phenix City Transportation Study is to:
  1. Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) carries on the planning process which calls for continuous, comprehensive, and cooperative planning by the state and local governments as defined in Title 23 USC Section 134 and Section 5303 of the Federal Transit Act. The eight (8) SAFETEA-LU Planning Factors are retained in MAP-21 as the Scope of the Planning Process and results in plans and programs consistent with comprehensive planning development of the urbanized area.
  2. Update and revise the Columbus-Phenix City Multi-Modal Transportation Plan, to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, rail systems, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, energy conservation plans, goals and objectives.
  3. Create a functional relationship between transportation planning and the development of the cities and counties in the area.
  4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated as necessary.
  5. Produce all documents and studies that are necessary to maintain a Certified Transportation Planning Process.
  
2. **IT IS FURTHER INTENDED** that the areas of responsibility of the aforementioned counties, municipalities, and government agencies shall lie within the Metropolitan Area Boundary established by the Policy Committee as the Columbus-Phenix City Transportation Study.

3. **IT IS FURTHER INTENDED**, that the Metropolitan Planning Organization (MPO) as designated by the Governors of Georgia and Alabama is the Columbus Department of Planning. With majority consent from the Columbus-Phenix City Policy Committee, the MPO shall have the primary responsibility for carrying out the urban transportation planning process and of developing the planning work program, transportation plan, and transportation improvement program.
4. **IT IS FURTHER INTENDED**, that the C-PCTS shall be coordinated by a project director, who shall be the Director of the Department of Planning or his designee; and the staff of the Transportation Planning Division of the Department of Planning shall serve, as the primary staff to the C-PCTS program and process. Additional staff resources may be provided, upon request, from the Technical Coordinating Committee (TCC) membership and existing staff resources of the participating agencies and governments. The Project Director shall coordinate all requests under the direction of the Policy Committee.
5. **IT IS FURTHER INTENDED**, that the C-PCTS Policy Committee shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the Columbus-Phenix City area. The Policy Committee shall be the MPO forum for cooperative decision making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the C-PCTS planning process and other involved agencies shall comprise the Policy Committee Bylaws. The membership shall be enumerated in the Policy Committee Bylaws. The Policy Committee shall have the final authority in the matters of policy and plan adoption for the Columbus-Phenix City Transportation Study.
6. **IT IS FURTHER INTENDED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to assure the involvement of all operating departments, advisory agencies, and Multi-modal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing Columbus-Phenix City Transportation Study shall be furnished by the TCC. The membership shall be enumerated in the Technical Coordinating Committee Bylaws.
7. **IT IS FURTHER INTENDED**, that the Citizens Advisory Committee (CAC) shall continue to function as a public information and involvement committee, and shall be representative of a cross-section of the communities. The CAC shall keep the Policy and the Technical Coordinating Committee informed of the communities perspective and shall provide information to the community about transportation policies and issues. The membership shall be enumerated in the Citizens Advisory Committee Bylaws.
8. **IT IS FURTHER INTENDED**, that the various committees meet at significant stages in the planning process in accordance with the bylaws adopted by each committee.

9. **IT IS FURTHER INTENDED**, that the Georgia Department of Transportation (GDOT), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. The models shall be the "official" C-PCTS models. The Department shall also provide the expertise and computer software for the above mentioned tasks.
3. Make periodic reviews and evaluations of projected transportation needs; and revisions, when necessary, of the Multi-modal transportation plan.
4. Aid the MPO in the preparation of planning oriented preliminary engineering, right-of-way, construction cost estimates, and certain transit, rail, aviation, and port records where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. Provide the local agencies with current information concerning the status of planning and implementation of projects in the Columbus-Phenix City Multi-modal Transportation Plan.
6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
7. Enter into a cooperative process and coordinate with MPO participants an understanding of the development and amendment process for the State Transportation Improvement Program (STIP).
8. Incorporate, with modification, the adopted C-PCTS Transportation Improvement Program into the State Transportation Improvement Program; and coordinate with the C-PCTS Transportation Plan in the development of the Statewide Transportation Plan.
9. Annually certify, concurrently with the C-PCTS MPO, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
10. Provide various types of traffic count data.
11. Provide other assistance as mutually agreed upon.

10. **IT IS FURTHER INTENDED**, that the Alabama Department of Transportation, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.
2. Aid the MPO in preparation of planning-oriented preliminary engineering, right-of-way cost, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.

3. Provide the local agencies with current information concerning the status of planning and implementation of projects in the Columbus-Phenix City Multi-modal Transportation Plan.
4. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
5. Incorporate, with modification, the adopted C-PCTS Transportation Improvement Program into the State Transportation Improvement Program; and coordinate with the C-PCTS Transportation Plan in the development of the Statewide Transportation Plan.
6. Annually certify, concurrently with the C-PCTS MPO, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
7. Provide various types of traffic data.
8. Provide other assistance as mutually agreed upon.

11. **IT IS FURTHER INTENDED**, that the Columbus Department of Planning/Metropolitan Planning Organization (MPO), only to the extent that it may be bound by contracts, which may hereafter be entered into, shall be responsible for the following:

1. Prepare planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
2. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land development in comparison with projections.
3. Review zoning and subdivision request in accordance with the C-PCTS Transportation and Land Use Plans.
4. Provide social and community development plans as may relate to transportation needs.
5. Develop and maintain base and projected population, housing, employment, economic, vehicle and land use data by traffic zone and supply information as requested concerning special generators.
6. Make recommendations for revisions of the Columbus-Phenix City Multi-modal Transportation Plan to conform to new planning goals, objectives, policies, or developments.
7. Periodically review traffic zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
8. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
9. Collect, analyze, and distribute traffic data such as traffic counts and accident rate to the public, governmental agencies, and other parties.
10. Prepare and publish as necessary, a fiscally constrained 20 Year Multi-modal Transportation Plan that leads to the development of an integrated inter-modal

transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five (5) years.

11. Prepare and maintain a financially balanced Four (4) Year Multi-modal Transportation Improvement Program (TIP), which will be updated annually.
  12. Prepare an annual Unified Planning Work Program (UPWP) to document planning activities to be performed in the next fiscal year, in sufficient detail to indicate who will perform the work, the schedule for completion, and the products that it will produce.
  13. Prepare Georgia Department of Transportation Planning Contract for approval by Council of the Columbus Consolidated Government. Prepare transportation quarterly reports and submit reimbursement request to Georgia and Alabama Department's of Transportation. Prepare an annual Performance Report for the comparison of established goals in the Unified Planning Work Program and completed work elements.
  14. Compile, maintain, and document data on existing water, air, motor freight, and rail terminals, and transfer facilities.
  15. Prepare and publish as necessary a Public Involvement Plan, which documents how the MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIP's; and meets the criteria specified in 23 CFR Part 450.
  16. Cooperate with the Alabama and Georgia Department's of Transportation in the development and implementation of the **MAP-21 management systems and the traffic monitoring system (23 CFR Part 500)**. The MPO will have the lead responsibility in the development of the C-PCTS Congestion Management Process.
  17. Ensure that the Congestion Management Process, the Public Transportation Management System, and the Inter-modal Management System shall, to the extent appropriate, be part of the metropolitan transportation planning process; and that the results of the six individual management systems shall be considered in the development of the transportation plan and TIP.
  18. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the **Major Investment Study (23 CFR 450.318)**.
  19. Annually certify, concurrently with the Georgia Department of Transportation and the Alabama Department of Transportation, to the FHWA and the FTA that the C-PCTS planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.
12. **IT IS FURTHER INTENDED**, that the Columbus Consolidated Government within its official jurisdiction be responsible for the following:
1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations, which could affect the C-PCTS program, will be coordinated with the Technical and Policy Committees.

2. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for the C-PCTS construction projects and be the agent responsible for acquiring said right-of-way.
  3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
  4. Prepare, maintain, and fund an annual budget for the MPO's operations.
13. **IT IS FURTHER INTENDED**, that Phenix City, Alabama within its official jurisdiction be responsible for the following:
1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations, which could affect the C-PCTS program, will be coordinated with the Technical and Policy Committees.
  2. Maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
  3. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
  4. When appropriate, provide funding for right-of-way acquisition and clearance that may be required for C-PCTS construction and be the agent responsible for acquiring said right-of-way.
14. **IT IS FURTHER INTENDED**, that Lee County, Alabama within its official jurisdiction be responsible for the following:
1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
  2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
  3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
  4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
  5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.
15. **IT IS FURTHER INTENDED**, that Russell County, Alabama within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.

16. **IT IS FURTHER INTENDED**, that Chattahoochee County, Georgia within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.
4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.

17. **IT IS FURTHER INTENDED**, that Harris County, Georgia within its official jurisdiction be responsible for the following:

1. Assist the MPO with the gathering of planning, building, and land use information as it becomes necessary in order to update the plan for the study area.
2. Maintain zoning ordinances, subdivision regulations and other ordinances relating to streets and highways.
3. With assistance from the Alabama Department of Transportation, maintain records of accidents occurring on the roads and highways by location and description, and maintain these files on a current basis and provide the data to the MPO for analysis and reports.

4. With assistance from the Alabama Department of Transportation, aid the MPO in developing preliminary engineering and right-of-way construction cost estimates where applicable for projects in the Columbus-Phenix City Multi-modal Transportation Plan.
  5. When appropriate, provide funding for right-of-way acquisition and/or construction of transportation improvements.
18. **IT IS FURTHER INTENDED**, that Fort Benning, Georgia either provide or assist the MPO Staff in gathering information and data relating to the planning process as may be necessary to insure that Fort Benning is adequately served by the C-PCTS. Such data includes but is not limited to employment, traffic, population and major streets or gate changes.
19. **IT IS FURTHER INTENDED**, that METRA, Columbus' public transportation provider and PEX, Phenix City's public transportation provider shall:
1. Make available to the Columbus Department of Planning any records, documents or information necessary to accomplish the transit department's planning objectives and the development of the Columbus-Phenix City Multi-modal Transportation Plan and the TIP.
  2. Coordinate with the MPO and Alabama and Georgia Department's of Transportation in the development of the Public Transportation Management System and the Inter-modal Management System.
  3. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR 450.318).
20. **IT IS FURTHER INTENDED**, that:
1. The Study shall be a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Alabama Department of Transportation, the Georgia Department of Transportation and the U.S. Department of Transportation.
  2. A reappraisal shall be made of the Study whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics or at least once every five (5) years.
  3. The participating agencies shall cooperate in all phases of the Study. Adequate and competent personnel shall be assigned to insure development of adequate and reliable data.
  4. All parties to this agreement shall have access to all information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study,



analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity, which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, and analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**Columbus Consolidated Government, Columbus, Georgia**

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Mayor

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Witness

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Notary Public

**City of Phenix City, Alabama**

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Mayor

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Witness

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Notary Public

**Lee County, Alabama**

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Commission - Chairman

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Witness

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Notary Public

**Russell County, Alabama**

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Commission - Chairman

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Witness

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Notary Public

**Chattahoochee County, Georgia**

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Commission - Chairman

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Witness

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Notary Public

**Harris County, Georgia**

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County Manager

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Witness

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Notary Public

**Fort Benning, Georgia**

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Garrison Commander

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Witness

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Notary Public



**Recommended by:**

**Georgia Department of Transportation**

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Planning Administrator

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Director of Transportation Planning, Data and  
Intermodal Development

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Witness

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Notary Public

**Recommended by:**

**Alabama Department of Transportation**

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Transportation Planning Engineer

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Witness

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Notary Public

**Recommended by:**

**Columbus Consolidated Government  
Director, Department of Planning / Metropolitan Planning Organization**

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Director

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Witness

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Notary Public

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FEIN Number