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**TRANSPORTATION POLICY COMMITTEE (TPC) MEETING  
WICHITA FALLS METROPOLITAN PLANNING ORGANIZATION**

**December 19, 2003**

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**Present:**

Mayor Bill Altman, Chairperson	◆Members
Don Sheppard, Lakeside City	◆
Jeff Watts, City of Pleasant Valley	◆
Joe Nelson, TxDOT, District Engineer	◆
Linda Ammons, City Council Representative	◆
Scott Taylor, Director of Public Works	◆
Carolyn Askins, TxDOT, Transportation Planning Assistant	◆ Staff
Darron Leiker, ACM/Dir. Traff., Trans. & Avia., Interim MPO Director	◆
Karen Montgomery-Gagné, Planner III	◆
Lin Barnett, Transportation Planner II	◆
Phillip Lujan, TxDOT, Interim Dir. Trans. Planning & Development	◆
Tammy Marlow, TxDOT	◆
	◆ Ex-officio
Bettye Tanner-Shelby	◆ HNC
Jon Möller, Citizen	◆ Guests
Woodrow (Woody) Gossom, County Judge, Vice-Chairperson	◆Absent
Dennis Wilde, NORTEX Regional Planning Commission	◆
Johnny Burns, City Council Representative	◆

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**I. Welcome & Introduction.**

The Chairperson, Mayor Altman, called the meeting to order at 8:35 a.m. Introductions of everyone present were made.

**II. Review of the TAC Minutes of December 5, 2003 – No Action Required**

Mayor Altman asked for comments; none were received.

**III. Discussion, Recommendation, and Approval of the Use of a Qualified Consultant to Complete the 2005 – 2030 Metropolitan Transportation Plan Update**

Mr. Leiker, at the recommendation of TAC and MPO staff, asked the board to consider authorizing the use of a consultant to complete the MTP for 2005 – 2030. He commented that completing the update would take almost the entire year of 2004. He pointed out the fact that the MPO was currently understaffed and that neither he nor Mr.

Barnett was with the City when the 2000 – 2025 update took place. Also, FHWA has implemented more rigid requirements when submitting the updated plan. Mr. Leiker showed there was adequate funding for hiring a consultant and that it would qualify as an eligible expense. He commented on other MPO's within the state that have used consultants successfully and were pleased with the results. He then went through the FY 2004 UPWP budget summary to show what funds could be used for the update, commenting that with the departure of Mr. Seese, there would be additional funds available that normally would have been used for salary.

Mr. Leiker outlined the City of Laredo's MTP from 2000 – 2025 and the sample RFP presented today, commenting that MPO staff felt it was important for the board to see what kind of product could be gained from a qualified consultant. He commented that with TPC's approval of the sample RFP that staff be allowed to start mail-outs immediately. January 23, 2004 was the indicated deadline for receipt back from the list of consultants. The Project Evaluation Committee would then consider the proposals on two factors (1) previous experience and (2) the ability to complete the project on time.

Mayor Altman asked for clarification as to the sample RFP enclosed in the packet, whether it was the sample from Laredo or one that staff proposed to use. Mr. Barnett explained that file on the disk had been reworked from the Laredo sample to reflect the Wichita Falls MPO's requirements. Mr. Leiker explained that staff took the samples from Laredo and Victoria and tailored them to meet Wichita Falls needs.

Mr. Nelson commented the RFP would probably need some additional rewording, but otherwise, it appeared to be a good document. Ms. Askins commented that Mr. Tim Juarez, TxDOT (TPP), had forwarded the samples to Wichita Falls as good examples of how to formulate the RFP.

Mr. Taylor asked if a Bicycle Master Plan would be included in the MTP Update. He stated that, if so, it should be clearly stipulated in the RFP. Ms. Askins commented that it would become part of the MTP update. Mr. Leiker commented that it would be a distinct planning element along with aviation and public transit.

Mr. Taylor also wanted to know how the process of the review would be handled. How would final selection be presented to the TPC for approval? Mr. Leiker commented that the Project Evaluation Committee would, with today's authorization, establishes the evaluation criteria and, based on those criteria, select the consultant without bringing the issue before TPC again. He suggested adjusting the date for receiving the proposals and then presenting the recommendation at the January 21<sup>st</sup> TPC meeting.

The general consensus of the board was to set up interviews with the final list of selected consultants. It was recommended that the RFP reflect the fact that the selected consultants would be required to appear for interviews. It was recommended the list be narrowed down to 3 to 5 finalists. Mr. Taylor commented negotiations on price would not occur until after the most qualified consultant was selected.

Mayor Altman suggested delegating the wording of the RFP to a three person subcommittee consisting of Mr. Leiker, Mr. Taylor and Mr. Nelson or their designee.

Approved January 21, 2004

Once the wording is unanimously agreed upon, the RFP should be sent out. He also suggested the three person subcommittee be used as the Project Evaluation Committee. The consultant selected would then be presented to TAC and TPC for final approval.

Mayor Altman made his above comments a formal motion. Mr. Watts seconded the motion, which passed unanimously.

**IV. Public Comment on Any Item Not on the Agenda**

No comments were made.

**V. Adjourn**

The meeting adjourned at 8:55 a.m.

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Mayor William Altman, TPC Chairperson