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NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
 Regional Plan for Sustainable Development Steering Committee**

**4:00 p.m., Thursday, March 3, 2011
 Greater Des Moines Partnership
 700 Locust Street, Suite 100
 2nd Floor Boardroom
 Des Moines, Iowa**

TENTATIVE AGENDA

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

I. Call to Order

II. Approval of Agenda

III. Approval of Meeting Minutes

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IV. Business Items (with option to take action**)**

A. Consultant RecommendationPage 8

B. Sustainable Communities Regional Planning Grant Agreement.....Page 9

V. Other Non-Action Items of Interest to the Committee

VI. Next Meeting Date

VII. Adjournment

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MEETING NOTES

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT STEERING COMMITTEE

**January 13, 2011
4:00 PM**

**Greater Des Moines Partnership
Des Moines, Iowa**

The Regional Plan for Sustainable Development Steering Committee met on January 13, 2011, at 4:00 p.m. at the Greater Des Moines Partnership, Des Moines, IA.

Members Present:

Ruth Randleman, City of Carlisle
Lynnae Hentzen, Center on Sustainable Communities
Brad Golightly, Dallas County
Bob Mahaffey, City of Des Moines*
Frank Cownie, City of Des Moines
Chris Coleman, City of Des Moines*
Rick Clark, City of Des Moines
Barry Griswell, Community Foundation of Greater Des Moines
Martha Willits, Greater Des Moines Partnership
Paula Dierenfeld, City of Johnston
Angela Connolly, Polk County*
Tom Hockensmith, Polk County*
Ted Ohmart, City of West Des Moines*

Others Present:

Aaron Todd, Rebuild Iowa Office
Shannon Cofield, United Way of Central Iowa
Sue Elliott, Polk County
Jay Byers, Greater Des Moines Partnership
Larry Hulse, City of Des Moines
Erin Olson-Douglas, City of Des Moines
Elizabeth Presutti, Des Moines Area Regional Transit Authority
Brad Miller, Des Moines Area Regional Transit Authority
Troy Henningson, HDR
David Wilwerding, City of Johnston
Paul Dekker, City of Urbandale

* MPO Executive Committee Member

MPO Staff Present:

Stephanie Ripperger, Executive Administrator
Jonathan Wilson, MPO General Counsel
Adam Noelting, Principal Transportation Planner
Dylan Mullenix, Senior Transportation Planner
Bethany Wilcoxon, Associate Transportation Planner

I. Call to Order

Steering Committee Chair Angela Connolly recognized a quorum and called the January 13, 2011, meeting to order at 4:05 p.m.

II. Approval of the Agenda

MOTION: A motion was made and seconded to approve the January 13, 2011, Regional Plan for Sustainable Development Steering Committee meeting agenda.

MOTION CARRIED UNANIMOUSLY

III. Approval of Meeting Minutes

MOTION: A motion was made and seconded to approve the December 2, 2010, Regional Plan for Sustainable Development Steering Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

IV. (A.) Request for Qualifications Recommendation

MPO staff explained that the Request for Qualifications (RFQ) for consultant services was released on December 6, 2010. Staff noted that fourteen teams responded to the RFQ. These teams included a total of nearly ninety firms.

MPO staff explained that a review team met on January 12, 2011. The review team divided the firms into three tiers. The team recommended that the Steering Committee solicit proposals from four teams, led by Camiros, Design Workshop, Sasaki Associates, and Wallace Roberts & Todd.

Tom Hockensmith moved to accept the review team recommendation and to solicit proposals from teams led by Camiros, Design Workshop, Sasaki Associates, and Wallace Roberts & Todd.

Ted Ohmart seconded the motion.

Larry Hulse and Erin Olson-Douglas asked that the teams led by BNIM and Clarion Associates also be solicited to submit proposals.

Discussion ensued.

Barry Griswell asked if all of the teams included local firms.

MPO staff responded that all of the teams do not include local firms.

Elizabeth Presutti noted that the MPO cannot mandate the inclusion of a local firm on the consultant team.

Barry Griswell noted that the Request for Proposals and/or accompanying cover letter could ask the teams how they would gain local knowledge if a local firm was not included on the team.

Barry Griswell moved to amend the original motion to solicit proposals from all consultant teams with cumulative scores under 2.00.

Frank Cownie seconded the motion; the motion carried, with Brad Golightly, Martha Willits, Paula Dierenfeld, and Ted Ohmart voting no.

Barry Griswell moved to solicit proposals from all consultant teams with cumulative scores under 2.00, including Camiros, Community Design + Architecture, Design Workshop, HDR, Sasaki Associates, and Wallace Roberts & Todd.

Frank Cownie seconded the motion; the motion carried, with Ted Ohmart voting no.

IV. (B.) Request for Proposals

MPO staff noted that a Request for Proposals (RFP) to retain a consultant and/or consultant team has been developed with assistance from the RPSD technical committee. Staff explained that a review team will review the submitted RFPs and will make a recommendation regarding which consultants and/or consultant teams to interview. Staff recognized that RFP responses are due on February 7, 2011, and that interviews will be conducted during the week of February 21, 2011. The interview team will make a recommendation to the Steering Committee at the March 3, 2011, meeting.

Martha Willits moved to approve the release of the Request for Proposals.

Chris Coleman seconded the motion; the motion carried unanimously.

Lynnae Hentzen offered to serve on the interview team, as did Frank Cownie.

Chair Connolly noted that all Steering Committee representatives could participate in the interview process.

Barry Griswell noted that if a Steering Committee representative attends one interview, then that representative should try to attend all of the interviews.

IV. (C.) Sustainable Communities Regional Planning Grant Workplan

MPO staff noted that the preliminary project workplan has been completed, as requested by the U.S. Department of Housing and Urban Development (HUD). The workplan includes the specific steps to be taken, the anticipated progress, the measure of progress, and the evaluation strategies for all actions over the three year grant period. The MPO staff recognized that the final workplan cannot be written until the collaborative agreement is executed and also noted that the workplan will not be finalized until a consultant is selected.

IV. (D.) Sustainable Communities Regional Planning Grant Budget

MPO staff noted that the MPO has held preliminary discussions with the U.S. Department of Housing and Urban Development (HUD) regarding the project budget. Staff continues to refine the project budget in order to fit the *Sustainable Communities Regional Planning Grant Program*.

IV. (E.) Guidelines for Sustainable Communities Steering Committee

MPO staff noted that the *Guidelines for the Sustainable Communities Steering Committee* (Guidelines) were presented to the Steering Committee at the December 2, 2010, meeting. Staff noted that the MPO staff submitted the Guidelines to the MPO's Grant and Budget Officer and Program Analyst at the U.S. Department of Housing and Urban Development (HUD). On December 16, 2010, the Guidelines were presented to the MPO Policy Committee.

The Guidelines define the charge and operating procedures, and outline the authority and limitations of the Steering Committee. The MPO staff recognizes that the Steering Committee will report to the MPO Executive Committee, which will in turn report to the MPO Policy Committee.

Ted Ohmart moved to approve the *Guidelines for the Sustainable Communities Steering Committee*.

Ruth Randleman seconded the motion; the motion carried unanimously.

IV. (F.) 28E Agreements

MPO staff noted that, at its December 16, 2010, meeting, the MPO Policy Committee approved the 28E Sixth Amended and Substituted Agreement and agreed to submit the document to member governments for ratification by resolution of the governing bodies of three-fourths of the member governments. Staff noted that the amendment is necessary to reflect an expansion of MPO activities due to the *Sustainable Communities Regional Planning Grant*.

MPO staff noted that the 28E Sixth Amended and Substituted Agreement currently is out for approval by the MPO member governments and that these approvals should be completed in the next few weeks.

IV. (G.) Partners Committee Members

MPO staff noted that, in the grant application materials, the consortium highlights a partners committee comprised of regional service providers. The consortium included the following entities as potential partners:

- Business & Economic Development: Greater Des Moines Partnership;
- Culture: Bravo Greater Des Moines;
- Education: Des Moines Area Community College and Iowa State University;
- Environment: Iowa Department of Natural Resources;

- Housing: Polk County Housing Trust Fund;
- Human Services: United Way of Central Iowa;
- Transit: Des Moines Area Regional Transit Authority;
- Transportation: Des Moines Area MPO;
- Wastewater: Des Moines Metropolitan Wastewater Reclamation Authority; and,
- Water: Des Moines Water Works.

MPO staff noted that it continues discussions with these potential partners. Additionally, since the grant announcement, several entities have contacted the MPO regarding participation in the project, including Central Iowa Greenways, the Iowa Environmental Council, the Iowa Food Systems Council, and the Polk Soil & Water Conservation District. Staff suggested that these entities serve on the partners committee.

Discussion ensued.

IV. (H.) Steering Committee Composition

MPO staff noted that, at its December 2, 2010, meeting, the Steering Committee discussed its composition. Staff recognized that discussion focused on the addition of the Polk County Housing Trust Fund and the Des Moines Area Regional Transit Authority (DART) to the Steering Committee. MPO staff also provided a list of RPSD committees and committee members to Steering Committee representatives.

Chair Connolly noted that housing interests do not need to directly represented on the Steering Committee, but DART needs to be have representation on the Steering Committee.

Ted Ohmart noted DART's significant in-kind contribution to the RPSD.

Ted Ohmart moved that the General Manager of DART or his designee be appointed to the Regional Plan for Sustainable Development Steering Committee.

Bob Mahaffey seconded the motion; the motion carried unanimously.

V. Other Non-Action Items of Interest to the Committee

VI. Next Meeting Date

The next meeting date is March 3, 2011, at 4:00 p.m.

VII. Adjournment

Chair Connolly adjourned the meeting at 4:57 p.m.

IV. (A.) Consultant Recommendation

Business Item

The MPO staff:

- Held interviews with three consultant teams on Wednesday, February 23, 2011, including:
 - **Camiros**, The Planning Center, Urban Progress Design, Wilbur Smith Associates, Bay Area Economics, Resource Systems Group, Hey and Associates, MetroQuest, and Hanser & Associates;
 - **Sasaki**, Nelson/Nygaard Consulting Associates, Gruen & Gruen Associates, Applied Ecological Services, GeoAdaptive, and LT Leon Associates; and,
 - **Wallace Roberts & Todd**, PlaceMatters, Farr Associate, RDG Planning and Design, Center for Neighborhood Technology, Constructive Technologies Group, Center for Regional Economic Competitiveness, Kimley-Horn and Associates, and ETC Institute.
- Will make a recommendation to the Steering Committee regarding which team to hire at its March 3, 2011, meeting; and,
- Will provide further updates at the March 3, 2011, meeting.

Staff Contact: Adam Noelting, aknoelting@dmampo.org;
(515) 334-0075, extension #211;
Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202; and,
Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #203.

IV. (B.) *Sustainable Communities Regional Planning Grant Agreement*

Business Item

The MPO staff:

- On February 1, 2011, received notification from the U.S. Department of Housing and Urban Development (HUD) that a “drop-dead” date of February 15, 2011, had been given to enter into the cooperative agreement with HUD for the *Sustainable Communities Regional Planning Grant*;
- On February 10, 2011, submitted the signed cooperative agreement to HUD;
- On February 21, 2011, submitted a resolution from the MPO Policy Committee ratifying the cooperative agreement;
- Notes that HUD will provide the MPO with an updated version of the cooperative agreement in the near future; and,
- Has included, immediately following, a copy of the cooperative agreement.

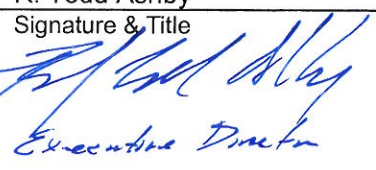

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(515) 334-0075, extension #202; and,
Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #203.

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number IARIP0010-10		4. Amendment Number	5. Effective Date of this Action February 15, 2011
6. Control Number IARIP0010-10		7. Name and Address of Recipient Des Moines Area Metropolitan Planning Organization 6200 Aurora Avenue Suite 300W Urbandale, IA: Iowa 50322-2866 Phone: (515)334-0075 Fax: (515)334-0098	
8. HUD Administering Office HUD, Office of Sustainable Housing and Communities 451 Seventh Street, SW Room 10180 Washington, DC 20410		8a. Name of Administrator James C. Norsworthy	8b. Telephone Number (202)402-6827
10. Recipient Project Manager Bethany Wilcoxon, Associate Transportation Planner		9. HUD Government Technical Representative Josh Geyer, 202-402-4309, Joshua.M.Geyer@hud.gov	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearing House	13. HUD Payment Office CFO Accounting Center Administrative Accounting Division, 6AFF P.O. Box 901013 Fort Worth, TX 76101	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$ 0.00	15a. Appropriation Number	15b. Reservation Number
HUD Amount this action	\$ 2000000	860/20162	IARIP0010-10
Total HUD Amount	\$ 2000000	Amount Previously Obligated	\$ 0.00
Recipient Amount	\$ 1091834	Obligated by this action	\$ 2000000
Total Instrument Amount	\$ 3091834	Total Obligated	\$ 2000000

16. Description
Employer Identification Number: 421206823 Program: SCRPG
This instrument sets for the agreement between the parties as to all terms and conditions, amounts, tasks, and period of performance. By signing this award document, the Grantee certifies that it is in compliance with all administrative and financial provisions of this award. This grant instrument consists of the following, some of which are incorporated by reference:

1. HUD-1044 and HUD-1044 Continuation Sheet
2. Grant Agreement Terms and Conditions
3. HUD 424-CBW, Total Budget Summary
4. Grant Deliverables (See HUD 1044 Continuation Sheet)
5. Work Plan/Logic Model (Tasks within work plan are considered deliverables)
6. OMB Circular A-87, A-133 and A-102, which is incorporated at 24 CFR Part 85
7. Notice of Funding Availability (75 FR 37458, Doc No. FR-5396-N-03, Doc No. 2010-15717)

Period of Performance is from February 15, 2011 to February 15, 2014 (36 months)

17. Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office. <input checked="" type="checkbox"/>		18. Recipient is not required to sign this document. <input type="checkbox"/>	
19. Recipient (By Name): R. Todd Ashby Signature & Title  Executive Director		20. HUD (By Name): Zuleika Morales-Romero, Signature & Title Date:  2/10/11 Director, Grants and Budget Division	

HUD 1044 CONTINUATION SHEET – PAGE 1

INSTRUMENT NO: IARIP0010-10

1. BUDGET

Budget	HUD Amount	Match/Leverage Amount
Direct Labor	\$10,000.00	\$61,200.00
Fringe Benefits	\$0.00	\$0.00
Travel	\$8,982.00	\$0.00
Equipment	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$0.00
Consultants	\$1,500,000.00	\$1,500,000.00
Contracts	\$354,000.00	\$1,030,634.00
Construction	\$0.00	\$0.00
Other Direct Cost	\$75,000.00	\$75,000.00
Indirect Cost	\$52,108.00	\$0.00
Total	\$2,000,000.00	\$1,091,834.00

If the grantee's match/leverage contribution is less than **\$1,091,834** the Government reserves the right to negotiate new line items and/or amounts to satisfy the grantee's requirement or to reduce the Government's share proportionally. The grantee shall notify HUD at any time it believes it will not meet its match requirement. In addition, the grantee shall obtain HUD approval regarding any changes concerning the intended use of matching funds. If the grantee exceeds the dollar amount shown above, there will be no impact on the Federal share.

2. AMOUNT OF COST SHARE

The estimated cost for the performance of this grant is \$3,091,834. HUD shall not be obligated to reimburse the Des Moines Area Metropolitan Planning Organization in excess of \$2000000. The Grantee agrees to bear without reimbursement from HUD \$1,091,834 of the total costs. However, in the event that the Grantee incurs cost in excess of the total estimated project cost of \$3,091,834; all such excess costs shall be borne entirely by the Grantee.

3. DELIVERABLES IN ACCORDANCE WITH THE NOFA AND APPROVED WORK PLAN AND LOGIC MODEL

- A) **Final and approved work plan** (60 days after the effective date of the award)
- B) **Logic Model** (60 days after the effective date of the award)
- C) **Outreach to Public Housing Authorities** (60 days after the effective date of the award)
- D) **Signed and GTR-approved Consortium Agreement** (120 days after the effective date of the award) that at the minimum must include the following organizations:

Partnership(s)	Match/Leverage Contributions:
Program Auditor	\$0
Transit Planning and Alternatives Analysis Consultant	\$706,978
Regional Visioning Planning Consultant	\$100,000
MPO Legal Counsel	\$0
Greater Des Moines Partnership Staff	\$25,000
Community Foundation Staff	\$25,000
Center on Sustainable Communities Staff	\$6,240
City of Altoona Planning Staff	\$13,806

City of Carlisle Staff	\$2,140
City of Des Moines Planning Staff	\$52,500
City of Johnston Planning Staff	\$12,480
City of Pleasant Hill Planning Staff	\$10,800
City of Polk City Planning Staff	\$4,080
City of Urbandale Planning Staff	\$17,160
City of Waukee Planning Staff	\$16,200
City of West Des Moines Planning Staff	\$11,850
Dallas County Planning Staff	\$6,000
Polk County Planning Staff	\$20,400
Iowa State University	\$0

TOTAL

\$1,030,634

- E) **Comprehensive Sustainable Communities Regional Plan** (24-36 months)
- F) Commitment to participate in performance measurement and evaluation conducted by third party.
- G) Activities pertaining to the Regional Analysis of Impediments

4. INDIRECT COST RATE

35.58%

Note: Grantee has agreed to process an indirect cost rate following HUD's procedures and process should begin no later than 90 days of the execution of this grant agreement.

5. KEY PERSONNEL

Name	Title	% of time on the grant
Bethany Wilcoxon	Associate Transportation Planner	40
Dylan Mullenix	Senior Transportation Planner	30
Adam Noelting	Principal Transportation Planner	30

6. PERIOD OF PERFORMANCE

36 months

7. AUDIT INFORMATION

Not Applicable

8. SPECIAL CONDITIONS

This Agreement is being executed subject to ratification by the Policy Committee of the Des Moines Area Metropolitan Planning Organization. Upon such ratification, a copy of the authorizing resolution shall be provided to HUD.