



Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization

Notice of Meetings

Notice is hereby given that the Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization will meet in regular session at 1:30 PM on Wednesday, March 5, 2025, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue, Enid, Oklahoma, and the agenda for said meeting is as follows:

- AGENDA -

Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization

	Page
1. Call to Order/Roll Call.	
2. Minutes.	
1. Consider approval of minutes of the February 5, 2025 Transportation Technical Committee Meeting.	2 - 4
Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization Regular Meeting - February 5, 2025 - Minutes - Pdf	
3. Business.	
1. Discuss and make a recommendation on supporting ODOT Safety Targets.	5
Current ODOT Safety Targets	
2. Discuss and take any necessary action pertaining to the Request for Qualifications for the Metropolitan Transportation Plan (MTP).	6 - 14
CTMPO MTP RFQ	
3. Discuss and establish a subcommittee for the development of the Metropolitan Transportation Plan (MTP).	
4. Discuss the next steps of the MPO's efforts to meet federal and state objectives concerning transportation and transit planning, civil rights, safety and reporting.	
4. Adjourn.	

City of Enid
Transportation Technical Committee of the Chisholm Trail Metropolitan
Planning Organization
Minutes

The Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization of the City of Enid, County of Garfield, State of Oklahoma, met in regular session at 1:30 PM on Wednesday, February 5, 2025, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue, in said city, pursuant to notice provided to the Clerk of the City of Enid no later than the 15th day of December, 2024, and which notice was posted prior to 1:30 PM on the 4th day of February, 2025. The minutes for said meeting are as follows:

1. CALL TO ORDER/ROLL CALL.

Chairman Jerald Gilbert called the meeting to order with the following members present and absent:

PRESENT: Enid City Manager Jerald Gilbert, Enid City Engineer Jason Unruh, Treasurer of the Enid Public Transportation Authority Erin Crawford, Enid Community Development Director Jacquelyn Porter, Representative of the Town of North Enid Jason Dockins, Executive Director of the Greater Enid Chamber of Commerce Jon Blankenship, Representative of NORTPO Brock Spencer, ODOT Government Affairs, Planning Branch Manager Designee Sarah McElroy, ODOT Multimodal Division Office of Mobility and Public Transit Manager Designee Veronica Ross

ABSENT: Aviation Director of Enid Woodring Regional Airport Keston Cook, ODOT District IV Rural Construction Engineer Ted Zachary

Others present were Transportation Planner Taylor Massey, Enid City Attorney Carol Lahman, Enid City Clerk Summer Anderson, NORTPO Representative Vicki Eggers, and ODOT Transportation Manager Travis Rigdon.

2. MINUTES.

1. Consider approval of minutes of the November 6, 2024 Transportation Technical Committee Special Meeting.

Moved by Erin Crawford, seconded by Brock Spencer, to approve minutes of the November 6, 2024 Transportation Technical Committee Special Meeting.

Carried by the following votes:

Ayes: Jerald Gilbert, Erin Crawford, Jacquelyn Porter, Jason Dockins, Jon Blankenship, Brock Spencer, Sarah McElroy

3. BUSINESS.

1. Discussion on the Proven Safety Countermeasures Workshop and the Safe Streets for All Grant Program.

It was noted that Jason Unruh arrived at 1:35pm and was in attendance for the

remainder of the meeting.

Transportation Planner Taylor Massey discussed the Safe Streets and Roads for All Grant Program, which was part of the Bipartisan Infrastructure Law. The program aimed to reduce fatalities and improve safety for road users, with a total funding of \$5 billion over five years. Currently, three years of funding was allocated, leaving two years available for action plans and grants. There were grants available for planning, demonstration and implementation. The application process was expected to open in March. After brief discussion, the Committee determined the application would need to be submitted through the CTMPO, with approval from both the Technical Committee and Policy Board required. The boards would likely discuss and take action at the March meetings.

It was noted that half of the grant recipients to date were rural communities with populations under 50,000. The CTMPO would likely need to engage consultants for data collection and application preparation. Ms. Massey would work on a summary report to prepare for the application once the Notice of Funding Opportunity was released.

2. Discuss the next steps and development of the Metropolitan Transportation Plan (MTP).

Ms. Massey led a discussion on the next steps for developing the Metropolitan Transportation Plan (MTP). The Oklahoma Department of Transportation (ODOT) shared a schedule for the MTP, which would be a critical document for the CTMPO. The MTP must be completed by December 2026. An initial draft schedule had been established, but there was interest in accelerating the timeline to secure additional funding, which might involve hiring external help. Efforts would be made to gather in-house data, including traffic counts and streetlight data.

Discussion was held regarding using both existing data and new traffic counts to inform the planning process. Additionally, they would issue a Request for Proposals (RFP) for a consultant to assist with the MTP. Ms. Massey would coordinate to adjust timelines and determine necessary data collection. The proposed schedule for the MTP would be discussed at the March meetings.

3. Discuss the next steps of the MPO's efforts to meet federal and state objectives concerning transportation and transit planning, civil rights, safety and reporting.

It was noted that Veronica Ross arrived at 1:46pm and was in attendance for the remainder of the meeting.

Ms. McElroy noted that member Trenton January would be taking a new role as the Chief Engineer for the Oklahoma Turnpike Authority, which would impact membership of the Policy Board.

Discussion was held regarding the PL agreement for Fiscal Year 2026, which allocated \$100,000 annually. There was a potential extension of the current agreement to utilize available funds effectively.

In regard to Title VI and Title II plans, Ms. McElroy confirmed the CTMPO completed these requirements.

For Safety Targets, the MPO must adopt or set their own by March 28, following new targets set by ODOT. Ms. Massey would prepare the necessary documentation for review at the next meeting.

The Committee also discussed funding updates, including the allocation of PL funds and overall budget management. The MPO would receive guaranteed funding based on population, with additional funds available depending on federal allocations. There was an ongoing discussion about the potential for additional funding based on previous years' surpluses.

The Committee explored how hiring a consultant would be funded through the PL budget, with the expectation that costs would be covered by the allocated funds. The importance of aligning the RFP process with the City of Enid's procurement policies was emphasized.

The Committee confirmed that RFP's would need to be approved by the Technical Committee and Policy Board before proceeding, ensuring compliance with City and MPO guidelines.

4. ADJOURN.

There being no further business to come before the Committee at this time, Chairman Gilbert adjourned the meeting at 1:59pm.

PM 1 – Safety Targets

Calendar Year 2025 Safety Performance Targets	
Number of Fatalities	770
Fatality Rate per HMVMT	1.70
Number of Serious Injuries	2054
Serious Injury Rate per HMVMT	4.55
Total Number of Non-Motorized Fatalities and Serious Injuries	299

For more information on Transportation Performance Management visit

<https://www.fhwa.dot.gov/tpm/>



**REQUEST FOR PROPOSALS
2050 METROPOLITAN TRANSPORTATION PLAN**

The Chisholm Trail Metropolitan Planning Organization (herein referred to as MPO) invites qualified consultants to respond to the Request for Qualifications (RFQ) to provide professional services for the 2050 Metropolitan Transportation Plan.

Any proposal received after 4:00 pm local time on April 9, 2025 will not be accepted. Submittals must conform to the prepared Scope of Work and Schedule within the RFQ and be less than 25 pages.

The digital proposal shall also include the name and address of respondent, and shall be sent to tmassey@enid.org. The Subject line should read: CTMPO 2050 MTP.

SCOPE OF WORK

INTRODUCTION

The MPO is seeking consulting services to produce a mandated Metropolitan Transportation Plan (MTP). The consultant will assist the MPO in reviewing background data and analysis, crafting performance metrics, developing and evaluating alternatives, engaging the public and producing the policies and programs for the new MTP.

The primary deliverable products for the MTP Update shall include the following:

- Project Administration
- Document Current Socioeconomic and Transportation Conditions
- Provide a robust public engagement experience that is compelling, well- attended, educational, delivers actionable information, and “reports out.”
- Policy Development, Recommendation and Alternatives (Policy Plan)
- Flexibility and Revisions

Success on the MTP will be measured as followed:

- Excellent Project Administration
- Plan Goal Development
- Current Socioeconomic and Transportation Conditions
- Review the 2050 Future Data
- Air Quality
- Safety & Congestion
- Active Transportation
- List of 2050 Projects
- Financial Cost of 2050 Projects
- Creation of Travel Demand Model
- Providing public engagement experience that is compelling, educational, delivers actionable information, and “reports out”.
- Executive Summary and Technical Documentation

BACKGROUND

During to the 2020 Census, the population of the Urban Area around Enid in Garfield County reached over 50,000. Therefore, a Metropolitan Planning Organization was created and includes Enid, North Enid, and surrounding areas within Garfield County. The MPA has experienced challenges in expanding/growing infrastructure maintenance costs. The development of the 2050 MTP will allow the MPO to better plan future development and construction projects.

TASKS: These are the minimum tasks required for the project.

Task 1. Project Administration

1.1 Kick-off and Project Management Meetings

Deliverable: Conduct a minimum 60-minute kick-off meeting with staff to review the scope, project schedule, public engagement plan, and deliverables.

1.2 Ongoing Project Management

Develop calendar and timeline of tasks to complete the project. Consultant will provide a Project Management Plan that specifies and commits to maintaining regular communication with the MPO project manager, takes ownership of keeping follow-up items moving forward, and provides a written status report and invoice on a monthly basis.

Deliverable: Provide bi-weekly email updates to the MPO staff team of activities completed and upcoming activities.

Deliverable: Provide monthly written report to MPO staff team that includes tracking of deliverables to date, tracking of budget expenditures to date, monthly invoice, and list of activities planned for coming month.

1.3 MPO Technical Committee Involvement

Schedule and conduct bi-weekly project meetings with MPO staff team, and consistent meetings with the MTP Subcommittee. The consultant will provide updates and interactive exercises with the Technical Committee and Policy Committee.

Deliverable: Facilitate up to four (4) 60 minute meetings with the MTP Subcommittee to engage their input in the project.

Deliverable: Provide an approximate 10-minute update to the Tech and Policy Committee on a monthly basis.

1.4 Public Engagement and Communication Plan (Defined further in Task 3)

Develop a robust public engagement and communication plan and schedule of public meetings. Provide leadership in developing content for promoting attendance at and synthesizing information from each public engagement effort that complies with the MPO's adopted Title VI plan. Devise various graphics, branding, toolbox, website design and social media platforms to share information with the general public and MPO committees. Coordinate with MPO's Public Information department to use applicable branding /font preferences.

Task 2. Document Current Socioeconomic and Transportation Conditions

2.1 Collect and Analyze Socioeconomic Data

The consultant will utilize and evaluate any U.S. Census, State, Local or other socioeconomic and land use data as applicable.

Deliverable: Prepare a report on relevant trends and their implications for policy and transportation demands for the MPO. Document how different trends will influence analyses and performance metrics later in the process.

2.2 Review the 2050 Future Data

Land use
Population
Employment
School data

2.3 Air Quality

Document current status of AQ in the region
Document past AQ reports

2.4 Safety and Congestion

List/map congested corridors

2.5 Transit

Available Transit Services in the UA
Possibility of expanding Transit

2.6 Active Transportation

Current and future networks
Pedestrian network
Bike network
Other modes

2.7 List of 2050 Projects

Roadways
Not Bike Ped
Not Bridges
Not Buses

2.8 Project 2050 Costs (Construction and Maintenance) and Performance Metrics

- The consultant will review the approved projects list and funding sources and will work with MPO staff to develop the costs for the 2050 Plan.
- The consultant will develop a programming sequence for the approved projects – sorting them into 10-year increments (short, medium, and long term) This work will include a conceptual budget on how the complete program of projects would be funded and implemented. This will be fiscally constrained using existing and reasonably forecasted local, state and federal revenues. ODOT and the member communities will be the resource for this information.
- As part of this work, the consultant will validate costs of construction and ongoing operating and maintenance costs to confirm adequacy of funding levels and identify discrepancies, if any. This will entail coordination with ODOT and member communities.
- Both Federal, State, local, bond and other forms of funding will be considered.
- Develop and recommend a methodology for local revenue assumptions 2020 through 2050.
- Review specific methodology with the MTP Subcommittee, Technical Committee, and Policy Committee and get consensus on methodology before moving on to other tasks. Questions to be answered include:
 - Will we assume ongoing extensions of existing local revenue sources at flat levels as currently approved by voters?
 - Will we assume that all local revenue sources are not renewed on their pending sunset dates?
 - Will we use a combination of the above methods?
- The consultant will develop metrics of system performance including, but not limited to, Vehicle Miles Traveled (VMT), travel times in key corridors, economic impacts and other metrics informed by the expertise of the consultant and the input of the MTP Subcommittee and the Technical Committee.

Deliverable: The consultant will provide a written report that addresses each of the items in scope 2.8, including maps, charts, tables, explanatory text and graphics necessary to communicate findings and recommendations.

Deliverable: The written report described in deliverable 2.8. will provide the foundation for a more complete and final report prepared for adoption by the MPO Policy Board.

Financial Cost of 2050 Projects
 Projects – Estimates
 Bridges – Estimates
 Pedestrian Network (planned)
 Bike Network (planned)
 Transit (planned)
 Local Bond Projects
 RTA
 Other

2.9 Develop Travel Demand Model (TDM)

The consultant will create a TDM for the MPO Urban Area (UA).

Deliverable: Calibrated model through 2050. (The base year will be determined during negotiations.)

2.10 Environmental Impacts

The consultant will collect the following information and map, where possible, these impacts located in the UA. This will include contacting state agencies and other groups to collect base year information. (The base year will be determined during negotiations.)

Flood plains
 Tribal land
 Lost residential and businesses due to transportation projects between 2020-2050
 Archaeological sites
 Leaking Underground Storage Tanks (LUST) Sites
 Historical Sites/Districts
 Aquifer/Water Quality
 Endangered Species
 Public Noise Sensitive Areas
 Tribal Trust Land

Task 3: Provide a robust public engagement experience that is compelling, well- attended, educational, and delivers actionable information

- 3.1** Develop a communication “brand” so that the purpose, vision and approach for the MTP is conveyed in a way that community members can easily understand.

We want the community to understand what we are doing, why we are doing it, how they can engage and why it matters.

Deliverable: Develop a clean, concise, consistent way to communicate to the public the goals, vision, approach, how they can be involved, and the significance of the project.

- 3.2** Consider tools and options for a robust public engagement experience and seek guidance for approach from the MPO staff.

Deliverable: Share recommendations with the MTP Subcommittee as requested by the project manager and refine the tools and approach so that there is buy-in from the MTP Subcommittee.

Deliverable: Provide a presentation to staff and the MTP Subcommittee that conveys how the public outreach program will work.

- 3.3** Apply the results of work completed in Tasks 1 through 5 and create a public engagement tool which demonstrates choices and the metric impacts of those choices.

For example, as a public participant chooses wider roads and reduced automobile travel times, emissions may increase. Conversely, as a public participant chooses grade separated bike lanes and policy disincentives to automobile traffic, economic performance may be reduced.

Deliverable: Create a graphically engaging and educational system which shows transportation and policy choices and the impacts and trade-offs of these choices and provide access so that at least 100 to 400 members of the public may participate.

Deliverable: Complete a 100 to 400 person survey to determine and measure relative support from the community on various transportation policy and project choices.

- 3.4** Create a public engagement tool that helps define what it means to have “The finest transportation system in the country”.

- 3.5** Provide a mechanism for aggregating and synthesizing public participation inputs so the results can be reported in meaningful ways.

There are at least two and probably additional ways to share this data:

1. Explain the rigorous nature of transportation planning analysis and why various choices result in various outcomes. For example, explain how planners calculate with credibility the impacts of bike lanes on VMT reduction and the subsequent impacts on economic activity. In other words, explain why conclusions being drawn are credible and defensible.
2. Synthesize the range of responses of public input in a manner that policy makers

and the general public can understand. For example, provide an aggregate response of all answers, a focus on weighted outliers, and an expert analysis of reading “between the data points” to arrive at what seems to be a consensus or majority perspective of the public.

- 3.6** Provide program, schedule and communication tools for reporting out the Executive Summary and Technical Report.

Deliverable: Ensure that the information gleaned from the planning effort is widely available and strategically shared with critical groups including elected bodies, appointed commissions, media contacts, and the MTP Subcommittee. This work will include drafting a press release, a published final plan, developing a PowerPoint presentation, and conducting outreach in partnership with MPO staff.

- 3.7** Develop an outreach methodology to engage minority, low-income, and LEP populations.

Deliverable: Develop data collection tools to document engagement of minority, low-income and LEP populations as part of the outreach process.

Task 4: Policy Development, Recommendation and Alternatives (Policy Plan)

Deliverable: The consultant will synthesize the results of the planning, financial, performance and public engagement inputs and develop a policy recommendation for the MTP. This Executive Summary will make a case for why a particular policy approach is being recommended and provide alternative policy scenarios with pros and cons of each.

Task 5: Flexibility and Revisions

The tasks listed herein are the minimum tasks expected for work to meet the project objectives. If, during the course of the project, tasks are discovered that must be performed to reach the project objectives, the agency PM will request a quote for the additional work and a revised project schedule. The PM will then submit justification and the quote and schedule revision to the MPO Policy Board for approval.

Task 6: Plan Report and Website

Complete the 30-60 page Plan. Assemble the associated reports on Plan website.