



JOINT ADMINISTRATIVE AND EXECUTIVE COMMITTEES' PACKET

MEMO TO: ADMINISTRATIVE AND EXECUTIVE COMMITTEES
ADMINISTRATIVE COUNCIL AND EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: MARCH 23, 2016

SUBJECT: MARCH 31, 2016 CONFERENCE CALL

Please see the details below for the conference call which has been scheduled for action items that need to be approved in between the regularly scheduled meetings. *All members are invited and welcome to participate and provide their input; however, only the officers may make motions and vote.* The call-in information is located at the bottom of the agenda.

March 31, 2016 at 9 a.m.
SEAGO Main Office
1403 W. Highway 92
Bisbee, Arizona

If you have any questions, please contact me at (520) 432-5301 or send an e-mail to rheiss@seago.org.

AGENDA

1. Call to Order/Introductions
2. Call to the Public
3. *Discussion and possible approval of the 2016 – 2020 TIP Amendment #3 - Chris Vertrees
4. *Discussion and possible approval of the SEAGO Region Draft 2017 – 2021 TIP - Chris Vertrees
5. *Discussion and possible approval to accept a FTA Section 5304 planning grant, issue a Request for Proposals, and procure a consultant to perform a Douglas to Sierra Vista Intercity Route Feasibility Study - Chris Vertrees
6. *Discussion and possible approval of the FY 2017 ADOT Annual Work Program/Budget - Chris Vertrees
7. *Discussion and possible approval to award a contract to Reiger, Carr and Monroe for Fiscal Year 2016 Audit Services – Randy Heiss
8. Adjournment

* Indicates Action Item

Attachments: Memos; 2016 – 2020 TIP Amendment #3; SEAGO Region Draft 2017 – 2021 TIP; Section 5304 Funding Notice; Section 5304 Grant Application Scope of Work; FY 2017 ADOT Annual Work Program/Budget; FY 2017 COG Annual Work Program Draft with highlights; Draft Audit Contract.

Direction may be given to SEAGO staff on any item on the agenda.

Call-in information: Dial 1-800-326-0013

Conference ID No.: 5682213

Press *6 to mute your phone line; Press *7 to un-mute your phone line



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

TO: ADMINISTRATIVE AND EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 22, 2016
RE: 2016-2020 TIP AMENDMENT #3

The following are Amendments to our 2016-2020 TIP that were approved by the TAC at our March 17th meeting:

Cochise County: Davis Road MP 5 and 13 were programed to go to construction this year. Due to a NRCS issue the project cannot move forward this year. However, Davis Road MP 9 is ready to proceed. The following amendment was approved by the TAC:

Move Davis Road MP9 into FY16. The total federal cost for this project is estimated at \$3,824,289. This project will be funded as follows:

CCH 19-01: STP Federal/\$1,830,468 Local Match/\$104,337 Total/\$1,934,805

CCH 12-09: HPP Federal/\$1,993,821 Local Match/\$113,648 Total/\$2,107,469

Davis Road MP 5 & 13 will be moved to the Future Project section of our TIP while SEAGO and Cochise County pursue funding opportunities for these projects.

The process of exchanging MP 5 & 13 with MP 9 has resulted in the need to reprogram \$176,354 in STP funding this year.

The TAC approved to reprogram some of these funds as follows:

CCH 14-04 (SR191 to Central Highway DCR) – Cochise County has accrued \$60,000 in additional PMDR fees. STP will be used in the following manner:

STP Federal/\$56,580 Local Match/\$3,420 Total/\$60,000

DGS 12-05 (Chino Road Extension Phase 1) – This project has accrued \$50,000 in additional construction costs, STP will be used in the following manner:

STP Federal/\$47,150 Local Match/\$2,850 Total/\$50,000

Attachments: 2016-2020 TIP Amendment #3

Action Requested: Information Only Action Requested Below:

A motion to approve the 2016-2020 TIP Amendment #3.

SEAGO REGION
2016 - 2020 Draft TIP Amendment #3
Approved By: TAC - 3/17/16 Administrative Committee - Executive Committee -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2016													
ST-TE-16	State	US 70 MP 291 SUP and East Entry Monument (San Carlos Apache Tribe)	US 70 MP 291		Construction/SUP, landscaping, lighting entry monument				TE17	\$956,055	\$57,789		\$1,013,844
GGH-TE-13	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln to 20th Ave	7,150 ft	Construction TE Shared Use Path				TE 18	\$454,752	\$27,488		\$482,240
ST-TE-20	State	SR 191, Sidewalk Project	SR 191, Sidewalk project		Construction: Sidewalks				TE18	\$312,543			\$312,543
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	ROW	Rural Minor Collector	2	2	HRRRP	\$20,746	\$1,254		\$22,000
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$457,355	\$27,645		\$485,000
CCH-19-01	Cochise County	Davis Rd. Improvements	Davis Road MP 9	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,830,468	\$104,337		\$1,934,805
CCH12-09	Cochise County	Davis Rd. Realignment	SR80 to SR191	24miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	HPP	\$1,993,821	\$113,648		\$2,107,469
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	PE (Design Review)	Rural Major Collector	2	2	STP	\$56,580	\$3,420		\$60,000
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$47,150	\$2,850		\$50,000
ADOT16-01	ADOT	Bankard Avenue and UPRR railroad crossing 742-038V	Bankard Avenue, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$305,000			\$305,000
ADOT16-02	ADOT	Baffert Place and UPRR railroad crossing 742-036G	Baffert Place, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$313,000			\$313,000
ADOT16-03	ADOT	Banks Bridge-UPRR RR crossing 742-040W	Banks Bridge east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-04	ADOT	Calle Sonora-UPRR RR crossing 742-037N	Calle Sonora, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-05	ADOT	Court Street and UPRR railroad crossing 742-041D	Court Street, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$143,000			\$143,000
ADOT 15-01	ADOT	Mt. Turnbull Rd and AZER railroad crossing safety improvements DOT#742-307K	Mt. Turnbull Road (AKA Home Alone Rd), south of US70 @ MP 295.8 in Bylas, Graham County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$360,000			\$360,000
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$11,400		\$211,400
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Design	Rural Local	2	2	Off-System Bridge	\$132,085	\$7,983		\$140,068
NOG12-06	City of Nogales	Crawford Street Pavement Project	Sonoita Ave to McNab Drive	0.37	Construction	Urban Collector	2	5	STP	\$485,000	\$29,316		\$514,316
		LTAP							STP	\$10,000			\$10,000
		TOTAL FOR 2016								\$9,046,555	\$387,130	\$0	\$9,433,685
2017													
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction Sidewalks, Crosswalks, Striping & ADA Ramps				SRTS	\$250,000			\$250,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee		Construction/Sidewalks				TE18	\$706,987	\$42,734		\$749,721
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima		Construction: Pedestrian Bridge				TE17	\$561,792	\$33,958		\$595,750
GGH-13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	Construction	Rural Minor Collector	2	2	HRRRP	\$238,390	\$14,410		\$252,800
		LTAP							STP	\$10,000			\$10,000
		TOTAL FOR 2017								\$4,124,669	\$233,601	\$0	\$4,358,270
2018													
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRP	\$2,300,000			\$2,300,000
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118		\$774,014
		LTAP							STP	\$10,000			\$10,000
		TOTAL FOR 2018								\$2,310,000	\$0	\$0	\$2,310,000

SEAGO REGION
2016 - 2020 Draft TIP Amendment #3
Approved By: TAC - 3/17/16 Administrative Committee - Executive Committee-

2019													
CCH-19-01	Cochise County	Davis Rd. Improvements River Road and Pendleton Drive Safety Improvements	Davis Road MP 9	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,359,461	\$80,054	\$1,439,515	
SCC12-12	Santa Cruz County	Reay Lane/Safford Bryce Road	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486	\$564,840	
GGH12-03	Graham County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650	\$450,000	
SCC12-03	Santa Cruz County	LTAP	Intersection		Construction	Rural Major Collector			HRRRP STP	\$754,400 \$10,000	\$45,600	\$800,000 \$10,000	
TOTAL FOR 2019										\$3,082,565	\$181,790	\$3,264,355	
2020													
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891	\$2,120,891	
LTAP										\$10,000		\$10,000	
TOTAL FOR 2020										\$2,010,000	\$120,891	\$0	\$2,130,891
BRIDGE PROJECTS													
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Scoping, Design, Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445	\$1,060,445	
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650	\$450,000	
TOTAL BRIDGE PROJECTS										\$1,424,350	\$86,095	\$1,510,445	
TOTAL FOR FIVE YEAR PROGRAM										\$21,998,139	\$1,009,507	\$23,007,646	
FUNDING OBLIGATED IN 2015													
SEA15-01	SEAGO Region	Regional Traffic Count Program Continuation	Various Locations	N/A	Planning Study	Varies	N/A	N/A	STP	\$125,000	\$7,556	\$132,556	
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Design Sidewalks, Crosswalks, Striping & ADA Ramps				SRTS	\$150,000		\$150,000	
GGH12-03	Graham County	Reay Lane & Safford- Bryce Rd Intersection City Traffic Signs Upgrade Project	Intersection		Right-of-Way	Rural Major Collector	2	2	STP	\$30,000	\$1,813	\$31,813	
SAF14-02	City of Safford	Citywide Traffic Sign Replacement	City Wide	N/A	Construction				HSIP	\$76,885		\$76,885	
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	ROW	Urban Major Collector	2	3	STP	\$532,282	\$32,174	\$564,456	
NOG 14-01	City of Nogales	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$141,000	\$8,523	\$149,523	
SAF-TE-09	City of Safford	Copper Heights Phase VI SUP	Segments along Graveyard Wash and 14th Ave	.88 miles	Construction TE Shared Use Path	Urban Collector			STP	\$30,000	\$1,710	\$31,710	
SAF-TE-10	City of Safford	Main Streetscape and Drainage Improvements	Main Street @ 6th, 5th, & Central Avenues	0.15	Drainage Improvements	Urban Collector	2	2	STP	\$230,000	\$13,110	\$243,110	
SCC12-15	Santa Cruz County	Pendleton Drive/Palo Parado Road Intersection Improvements	Pendleton Drive/Palo Parado Intersection	N/A	Construction	Rural Major Collector	2	3	STP	\$190,000	\$11,485	\$201,485	
SAF12-01	City of Safford	Main Street Traffic Signals	Main Street @ 6th, 5th, & Central Avenues	0.15	Replace existing traffic signals - Construction	Urban Collector	2	2	HSIP	\$100,000		\$100,000	
ADOT 15-02	ADOT	Produce Row and UPRR railroad crossing safety improvements DOT#742- 034T	Produce Row, east of 19B @ MP 3.8 in Nogales, Santa Cruz County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$400,000		\$400,000	
ADOT 15-03	ADOT	Gold Hill Rd and UPRR railroad crossing safety improvements DOT#742- 032E	Produce Row, east of 19B @ MP 4.4 in Nogales, Santa Cruz County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$252,000		\$252,000	
ST-TE-19	State	Boardwalk and Sidewalk/SR 80 Fremont Street between 3rd and 6th St (Tombstone)	SR 80 Fremont Street between 3rd and 6th St (Tombstone)		Construction/Boardwalk, sidewalk, porch roofs, landscaping				TE15	\$683,952	\$41,345	\$725,297	
ST-TE-18	State	SUP and Entry Monument/SR 90 MP313.01 School Dr to 313.05 Patton Rd, Huachuca City	SR 90 MP313.01 School Dr to 313.05 Patton Rd, Huachuca City		Construction/SUP, entry monument				TE18	\$437,552	\$26,448	\$464,000	

SEAGO REGION
2016 - 2020 Draft TIP Amendment #3
Approved By: TAC - 3/17/16 Administrative Committee - Executive Committee -

SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A	Planning Study	Varies	N/A	N/A	HSIP	\$330,050	\$19,950		\$350,000
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	ROW	Urban Minor Arterial	3	5	STP	\$129,591	\$7,833		\$137,424
CLF14-03	Town of Clifton	Town-wide Sign Replacement Project	Town Wide	N/A	Construction				HSIP	\$40,345			\$40,345
	LTAP								STP	\$10,000			\$10,000
TOTAL FOR 2015										\$4,011,242	\$171,947		\$4,183,189

Future Construction Projects													
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400		\$3,200,000
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885		\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165		\$1,108,165
SAF12-02	City of Safford	20th Ave, Phase I3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815		\$1,417,815

SEAGO Region FY 2015 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SEA-16-01	Douglas ARC	Cutaway with Lift - 9 Passenger	Douglas	Capital	\$56,700	\$6,300	\$63,000
SEA-16-02	Easter Seals Blake Foundation CLS Safford	Minivan No Ramp	Safford	Capital	\$22,500	\$2,500	\$25,000
SEA-16-03	SEACRS, Inc	Expansion Minivan - No Ramp	Nogales	Capital	\$22,500	\$2,500	\$25,000
SEA-16-04	Santa Cruz Training Program, Inc.	Minivan with Ramp	Nogales	Capital	\$36,000	\$4,000	\$40,000
SEA-16-05	Santa Cruz Training Program, Inc.	Cutaway with Lift - 9 Passenger	Nogales	Capital	\$56,700	\$6,300	\$63,000
SEA-16-06	Santa Cruz Training Program, Inc.	Cutaway with Lift - 9 Passenger	Nogales	Capital	\$50,400	\$12,600	\$63,000
SEA-16-07	SEAGO	Regional Mobility Manager	Region-wide	Mobility Management	\$125,000	\$31,250	\$156,250
SEA-16-08	SEAGO	Pilot Regional Training Program	Region-wide	Mobility Management	\$150,000	\$37,500	\$187,500
SEA-16-09	Easter Seals Blake Foundation - SAGE Graham County	Minivan No Ramp	Graham County	Capital	\$22,500	\$2,500	\$25,000
SEA-16-10	Easter Seals Blake Foundation - SAGE Greenlee County	Cutaway with Lift - 9 Passenger	Greenlee County	Capital	\$56,700	\$6,300	\$63,000
SEA-16-11	SEACRS, Inc	Cutaway with Lift - 14 Passenger	Sierra Vista	Capital	\$58,500	\$6,500	\$65,000
SEA-16-12	SEACRS, Inc	Cutaway with Lift - 14 Passenger	Nogales	Capital	\$58,500	\$6,500	\$65,000
SEA-16-13	Easter Seals Blake Foundation - SAGE Graham County	Transit Program Operating Funds	Graham County	Operating	\$40,000	\$40,000	\$80,000
SEA-16-14	Easter Seals Blake Foundation - SAGE Greenlee County	Transit Program Operating Funds	Greenlee County	Operating	\$5,000	\$5,000	\$10,000
SEA-16-15	Santa Cruz Training Program, Inc.	Transit Program Operating Funds	Nogales	Operating	\$20,000	\$20,000	\$40,000
SEA-16-16	Senior Citizens of Patagonia, Inc	Transit Program Operating Funds	Patagonia	Operating	\$8,000	\$8,000	\$16,000
SEA-16-17	Southeastern Arizona Community Action Program, Inc.	Transit Program Operating Funds	Safford	Operating	\$35,000	\$35,000	\$70,000
SEA-16-18	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$30,000	\$30,000	\$60,000
Total FY15 Awards					\$854,000	\$262,750	\$1,116,750

Sierra Vista MPO Projects													
TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	Environmental	Minor Arterial	4	4	STP	\$9,430	\$570		\$10,000
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	ADOT Review	Minor Arterial	4	4	STP	\$28,290	\$1,710		\$30,000
TOTAL FOR 2016										\$37,720	\$2,280		\$40,000
2017													
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	Construction	Minor Arterial	4	4	STP	\$1,191,096	\$71,966		\$1,263,062
TOTAL FOR 2017										\$1,191,096	\$71,966		\$1,263,062



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 22, 2016
SUBJECT: SEAGO REGION DRAFT 2017-2021 TIP

On March 17, 2016, the SEAGO TAC approved the SEAGO Region 2017-2021 Transportation Improvement Program (TIP). **The following changes to the 2016-2020 TIP were made in the drafting of the 2017-2021 TIP:**

- All projects listed as Obligated in 2015 section of the TIP have been removed from the TIP.
- All FFY 2016 projects that are expected to obligate by June 30, 2016, have been moved to the Obligated in 2016 section of the TIP.
- SVMPO will have a TIP in place for FY17. All SVMPO projects have been removed from the TIP.
- Anticipated 2016-2020 TIP Amendments expected to be approved at this meeting have been added to the 2017-2021 TIP.
- ADOT has developed a programming plan for CMAQ projects in the Nogales PM2.5 Nonattainment Area. The two funded projects were added to the TIP.
- Last year Douglas Chino Road Phase II was programmed for FY17. The TAC approved placing the project in FY17, but it was dependent upon SEAGO's ability to secure a loan in FY17 to allow the project to move forward in that year. The TAC further instructed that if a loan could not be secured, the project would be re-programmed for FY18. Currently the ability to secure a loan in the amount of approximately \$2.4 million is not feasible. Therefore, the project has been reprogrammed for FY18.

The Final 2017-2021 TIP must be submitted to ADOT by July 1, 2016. The Draft 2017 – 2021 TIP is required to undergo a 45 day public review period. The review period will begin on April 4, 2016. If no substantive public comment is received, the TIP will be submitted to ADOT on July 1, 2016, for placement in the STIP. If substantive comment is received, the TIP will be resubmitted to the TAC in May for consideration of public comments and approval of any changes resulting from public comments. The TAC approved final TIP would then be resubmitted to SEAGO's Administrative Council and Executive Board for approval.

Please feel free to contact me should you have any questions.

Attachments: Draft SEAGO Region 2017-2021 TIP

Action Requested: Information Only Action Requested Below:

A motion to approve the Draft SEAGO Region 2017-2021 TIP.

SEAGO REGION
2017- 2021 Draft TIP for Public Comment
Approved By: TAC - 3/17/16 Administrative Committee - Executive Committee -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST	
2017														
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas			Construction Sidewalks, Crosswalks, Striping & ADA Ramps			SRTS	\$250,000			\$250,000	
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee			Construction/Sidewalks			TE18	\$706,987	\$42,734		\$749,721	
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima			Construction: Pedestrian Bridge			TE17	\$561,792	\$33,958		\$595,750	
GGH-13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	Construction	Rural Minor Collector	2	2	HRRRP	\$238,390	\$14,410		\$252,800	
	LTAP								STP	\$10,000			\$10,000	
	TOTAL FOR 2017										\$1,767,169	\$91,101		\$1,858,270
2018														
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRP	\$2,300,000			\$2,300,000	
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000	
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494		\$1,043,750	
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118		\$774,014	
	LTAP								STP	\$10,000			\$10,000	
	TOTAL FOR 2018										\$6,381,652	\$103,612		\$6,485,264
2019														
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486		\$564,840	
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650		\$450,000	
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Construction	Urban Local	2	2	CMAQ	\$471,675	\$26,885		\$498,560	
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$754,400	\$45,600		\$800,000	
	LTAP								STP	\$10,000			\$10,000	
	TOTAL FOR 2019										\$2,194,779	\$128,621	\$0	\$2,323,400
2020														
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891		\$2,120,891	
	LTAP								STP	\$10,000			\$10,000	
	TOTAL FOR 2019										\$2,010,000	\$120,891		\$2,130,891
2021														
	LTAP								STP	\$10,000			\$10,000	
	TOTAL FOR 2020										\$10,000	\$0	\$0	\$10,000
BRIDGE PROJECTS														
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet		Scoping, Design, Environmental ROW, and Construction			Off System Bridge	\$1,000,000	\$60,445		\$1,060,445	
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650		\$450,000	
	TOTAL BRIDGE PROJECTS										\$1,424,350	\$86,095		\$1,510,445
	TOTAL FOR FIVE YEAR PROGRAM										\$13,787,950	\$530,320		\$14,318,270
FUNDING OBLIGATED IN 2016														
ST-TE-16	State	Entry Monument (San Carlos Apache Tribe)	US 70 MP 291			landscaping, lighting entry monument			TE17	\$956,055	\$57,789		\$1,013,844	

SEAGO REGION
2017 - 2021 Draft TIP for Public Comment
Approved By: TAC - 3/17/16 Administrative Committee - Executive Committee-

GGH-TE-13	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln to 20th Ave	7,150 ft	Construction TE Shared Use Path				TE 18	\$454,752	\$27,488		\$482,240
ST-TE-20	State	SR 191, Sidewalk Project	SR 191, Sidewalk project		Construction: Sidewalks				TE18	\$312,543			\$312,543
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	ROW	Rural Minor Collector	2	2	HRRRP	\$20,746	\$1,254		\$22,000
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$457,355	\$27,645		\$485,000
CCH-19-01	Cochise County	Davis Rd. Improvements	Davis Road MP 9	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,830,468	\$104,337		\$1,934,805
CCH14-09	Cochise County	Davis Rd. Realignment	SR80 to SR191	24miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	HPP	\$1,993,821	\$120,517		\$2,114,338
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	PE (Design Review)	Rural Major Collector	2	2	STP	\$42,435	\$ 2,565		\$45,000
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$47,150	\$2,850		\$50,000
ADOT16-01	ADOT	Bankard Avenue and UPRR railroad crossing 742-038V	Bankard Avenue, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$305,000			\$305,000
ADOT16-02	ADOT	Baffert Place and UPRR railroad crossing 742-036G	Baffert Place, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$313,000			\$313,000
ADOT16-03	ADOT	Banks Bridge-UPRR RR crossing 742-040W	Banks Bridge east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-04	ADOT	Calle Sonora-UPRR RR crossing 742-037N	Calle Sonora, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-05	ADOT	Court Street and UPRR railroad crossing 742-041D	Court Street, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$143,000			\$143,000
ADOT 15-01	ADOT	Mt. Turnbull Rd and AZER railroad crossing safety improvements DOT#742-307K	Mt. Turnbull Road (AKA Home Alone Rd), south of US70 @ MP 295.8 in Bylas, Graham County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$360,000			\$360,000
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$11,400		\$211,400
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Design	Rural Local	2	2	Off-System Bridge	\$132,085	\$7,983		\$140,068
NOG12-06	City of Nogales	Crawford Street Pavement Project	Sonoita Ave to McNab Drive	0.37	Construction	Urban Collector	2	5	STP	\$485,000	\$29,316		\$514,316
	LTAP								STP	\$10,000			\$10,000
	TOTAL FOR 2016									\$9,032,410	\$401,425		\$9,433,835

Future Construction Projects													
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400		\$3,200,000
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885		\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165		\$1,108,165
SAF12-02	City of Safford	20th Ave, Phase I3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815		\$1,417,815



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 22, 2016
SUBJECT: DOUGLAS TO SIERRA VISTA INTERCITY ROUTE FEASIBILITY STUDY

In February, SEAGO was advised by ADOT that it was awarded \$64,000 to conduct a Douglas to Sierra Vista Intercity Route Feasibility Study. SEAGO has a local match requirement of \$16,000. The match can be made through in-kind contributions. SEAGO exceeded the match requirements for our transportation programs last year and we foresee no issues with match requirements for this grant.

The purpose of the study is to evaluate the feasibility of a connecting bus route between Bisbee and Sierra Vista that ensures coordination/compatibility with the existing Douglas-Bisbee connection. The study is anticipated to begin on July 1, 2016. We expect to conclude by January 31, 2017.

Considering the need to move quickly to ensure the study is completed prior to the opening of ADOT's 2017 transit grant period, SEAGO feels the region would be best served using a consultant that has experience in conducting transit feasibility studies. The draft scope of work for the study is attached.

SEAGO's procurement procedures require that any expense over \$10,000 must have prior approval of our Executive Board before going to bid. The amount of the awarded contract will not exceed \$52,000. The additional \$12,000 will be for expenses incurred by SEAGO staff to manage and oversee the study.

Action Requested: Information Only Action Requested Below:

A motion to accept of the ADOT 5304 Planning Grant and to allow SEAGO staff to develop a 'Request for Proposals', to advertise for, and to select a consultant to provide the services outlined in the draft scope of work that is attached to this memorandum.

February 23, 2015

Chris Vertrees
South Eastern Arizona Governments Organization
1403 W. Highway 92
Bisbee, AZ 85603

Subject: Award of FTA Section 5304 planning funds

Dear Mr. Vertrees,

In response to your request for 5304 funding, we are pleased to inform you that **\$64,000** has been approved for funding SEAGO for the purposes of completing planning work related to the **Douglas to Sierra Vista Intercity Route Study**. The following 5304 funding is available and will be added to your work program:

<u>Federal Portion</u>	<u>Local Match</u>	<u>Total Amount</u>
\$64,000.00	\$16,000.00	\$80,000.00

Please coordinate your scope of work with Sara Allred, the 5304 Planning Manager. This funding is provided on a reimbursement basis only. SEAGO will provide ADOT with reimbursement requests on a quarterly basis at a minimum, but may be monthly. Each reimbursement request will be accompanied by a progress report and a current timeline of project activities. The final project will be shared with ADOT and may be included in the State Transportation / Transit Plan.

Kindly note that this is a one-time award of funds, there is no guarantee of funding for any future projects.

If you have any questions, please do not hesitate to contact me at (602) 712-8243.

Sincerely,



Mike Normand
Transit Group Manager
Arizona Department of Transportation

Cc: Alex Smith, FTA; Mike Kies, ADOT; Angela Ringor, ADOT; Sara Allred, ADOT; Mark Hoffman, ADOT



Douglas to Sierra Vista Intercity Route Feasibility Study Scope of Work

The Douglas to Sierra Vista Intercity Route Feasibility Study would evaluate the feasibility of a connecting bus route between Bisbee and Sierra Vista that ensures coordination/compatibility with the existing Douglas-Bisbee connection. The study would be completed in two phases:

- The first phase would be an identification of needs and opportunities for adding a Bisbee-Sierra Vista connection/route to the current intercity bus service being provided by the Douglas-Bisbee connection. This will include inventorying existing services and identifying demand for service. Phase 1 will evaluate various service options and development of a short list of feasible alternatives. This would also include a detailed analysis of each feasible service option including total operating cost, benefits and projected performance measures.
- Pursuant to successful identification of a preferred service alternative, Phase 2 would be the identification of a preferred service option and implementation plan, should a positive feasibility finding be determined.

It is anticipated that the Feasibility Study will consist of the following six tasks.

Phase 1: Identification of Needs and Opportunities

Task 1: Assessment of Existing Conditions:

The purpose of this task is to determine current conditions within the study area. Demographics, socio-economic information, location of key trip generators, and planned development will shape the service alternatives provided through the study.

1.1 Review existing documents to identify ongoing and planned development within and between the three cities. These documents include but are not limited to:

- Southeastern Arizona Regional Transportation Coordination Plan 2014-2015;
- City of Bisbee General Plan 2015 Volume II, Implementation (Goals & Policies) Updated and Re-Adopted September 1, 2015;
- Final ULI (Urban Land Institute) Arizona / City of Bisbee TAP Summary Report 09/25/15;
- City of Bisbee Comprehensive Transportation Plan 2012;
- City of Douglas, Arizona, Consolidated Plan Document Strategic Plan for 2015-2019 and the Annual Action Plan for 2015; and
- 2014 City of Sierra Vista/Vista Transit Short Range Transit Plan.

1.2 Review travel patterns between Bisbee, Douglas, and Sierra Vista.

1.3 Analyze and document existing demographic and socio-economic data.

1.4 Identify key travel destinations.

Deliverable: *Technical memorandum #1 – Assessment of Existing Conditions.*



Douglas to Sierra Vista Intercity Route Feasibility Study Scope of Work

Task 2: Inventory existing services and identify potential service operators.

During this task, a clear picture of mobility options within the study area will be developed. In addition, coordination with existing public transit providers will help identify a potential operator for a potential intercity transit service.

2.1 Review the Southeastern Arizona Regional Transportation Coordination Plan 2014-2015 for an inventory of existing service providers in Cochise County. Confirm and/or update this inventory as necessary.

2.2 Work with local transit operators (Vista Transit, Bisbee Bus System, and Douglas Rides) to determine service needs and current connectivity within the region. Identify a potential operator for an intercity transit service.

Deliverable: *Technical memorandum #2 – Summary of Existing Transportation Services*

Task 3: Public Involvement.

Public involvement for this study will engage diverse and traditionally underrepresented communities via traditional avenues (city announcements, library fliers, newspapers, etc.); social media; and outreach through local organizations, faith-based and cultural organizations, and other key stakeholder groups.

3.1 Develop and implement a Public Involvement Plan (PIP) including public meetings, creation of a Technical Advisory Committee, and promotional activities. The PIP will guide public involvement throughout the project.

3.2 Coordinate outreach efforts, which will include two series of public meetings. The first series of meetings (during Task 2) will solicit community input regarding the need for intercity transportation. The second (following completion of Task 4) will present the service alternatives for public review. At least one meeting in each series will be held within each of the three communities. Promote and facilitate each meeting through traditional information channels as well as social and “new” media.

3.3 Prepare and administer a community survey to assess community mobility needs, current intercity travel patterns and modes, and potential use of a new intercity transit service.

3.4 Conduct outreach to key stakeholders, such as elected officials, social services, educational institutions, healthcare providers, and key employers. Such outreach is particularly important as it captures information about groups within the community which may not otherwise participate in the study process. Utilize tactics such as interviews, surveys, and/or roundtable discussions to gather input from stakeholders.

Deliverables: *Technical memorandum #3 – Public Involvement Plan (PIP); public meeting materials, agendas, sign-in sheets, and summaries; community survey instrument; technical memorandum #4 – Community Survey Analysis; technical memorandum #5 – Summary of Stakeholder Outreach.*



Douglas to Sierra Vista Intercity Route Feasibility Study Scope of Work

Task 4: Develop service options.

Drawing on the data developed during Phase 1, Task 4 will include creation of multiple service alternatives specific to intercity service. Once the preliminary service concepts have been developed, they will be expanded to identify funding needs, operational requirements, and service parameters.

4.1 Identify multiple scenarios including routing, terminus points, and intermediate stops. Evaluate potential locations for route origination. Develop parameters for each service option, including but not limited to: hours of operation, service frequency, service schedules, vehicle service hours and vehicle service miles, operating cost, and vehicle requirements. Additional analysis should include coordination with relevant transit agencies on connections/transfers to existing service and the capacity of existing transit facilities to meet forecast demand.

4.2 Identify capital needs: Facilities (e.g., bus shelters and Park & Rides), luggage racks, access to WiFi, and other amenities which are deemed necessary, recommended to effectively capture ridership, or otherwise make the program eligible for Federal Transit Administration (FTA) Section 5311f Intercity Bus Program funding. Evaluate adequacy of existing transit facilities to support the proposed service options and, if necessary, identify additional capital investments.

4.3 Evaluate operating, maintenance and capital costs associated with each feasible service alternative.

4.4 Identify fare structure needed to support the proposed service options. Calculate fare revenue projections for each option.

4.5 Identify if alternative transportation options, such as a volunteer vanpool program, are feasible as an alternative where applicable, including operating costs, capital needs, coordination needs, and ridership projections. Provide strategies for improved service coordination and more effective utilization of resources available through health and human service agencies for transportation.

4.6 Identify funding options for operating and capital costs associated with each service option.

Deliverable: *Technical memorandum #6 – Service Alternatives.*

Phase 2: Identify a Preferred Service Option

Task 5: Select preferred alternative and prepare implementation plan.

Task 5 will identify a preferred alternative and finalize the service plan, including a timeline for implementation and strategies for promotion of the new service.

5.1 Evaluate proposed service options based on their ridership potential, cost-effectiveness, and other transportation and environmental impacts. Identify a preferred alternative and provide a proposed schedule; fare structure; operating, financial, and capital plans; and marketing plan.



Douglas to Sierra Vista Intercity Route Feasibility Study Scope of Work

5.3 Provide implementation strategy and timeline for the preferred alternative. The implementation plan should be flexible enough to accommodate potential changes in funding availability (i.e., “Week 1” rather than “Week of August 8”). It should also include all promotion and marketing for the proposed intercity service.

Deliverable: *Technical memorandum #7 – Preferred Service Alternative and Implementation Plan.*

Task 6: Reporting and Presentations:

The final task includes the preparation of a formal study report as well as presentation of the study’s findings and recommendations to local governing bodies as needed/requested.

6.1 Prepare a draft report inclusive of all service recommendations, alternatives, and public outreach results developed in previous tasks.

6.2 Following a review period, finalize the report to incorporate comments from the cities, County, and SEAGO.

6.3 Present the final report to the SEAGO Board, SVMPO Board, Bisbee City Council, Douglas City Council, Sierra Vista City Council, and the Cochise County Board of Supervisors as needed/requested.

Deliverables: *Draft and Final study reports, presentations to governing boards.*

DRAFT



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 22, 2016
SUBJECT: SEAGO ANNUAL WORK PROGRAM AND BUDGET

SEAGO's Annual Work Program is due to ADOT on April 30, 2016. The following are changes to the FY 2017 Work Program in comparison to our FY 2016 Work Program

Work Element 1: Public Involvement

- No Changes

Work Element 2: Highway Performance Monitoring System (HPMS) Data

- No changes

Work Element 3: Data Collection

- Work Task 3.3 (Air Quality Standards) was added to this year's Work Program. In brief, this element requires us to assist in the development of a locally maintained road inventory if requested by ADEQ or ADOT, participate in interagency consultation meetings, coordinate air quality control method data collection for ADOT, and to participate in project ranking process for the Nogales nonattainment area.

Work Element 4: Transportation Improvement Program

- No changes

Work Element 5: Regional Planning Coordination

- Work Task 5A (Contracted consulting services to conduct a SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan) was added to this year's Work Program. This element requires us to utilize our current contracted consultant services to develop a joint SEAGO/SVMPO comprehensive Strategic Highway Safety Plan to address traffic safety within their member jurisdictions to reduce fatal and serious injury crashes.
- Work Task 5B (Contracted consulting services to conduct a Douglas to Sierra Vista Intercity Bus Route Feasibility Study) was added to this year's Work Program. This task requires us to utilize a contracted consultant to conduct the Douglas to Sierra Vista Intercity Bus Route Feasibility Study. The study will evaluate the feasibility of a connecting bus route between Bisbee and Sierra Vista that ensures coordination/compatibility with the existing Douglas-Bisbee connection. This study will be carried out in two phases. The first phase will focus on identifying feasible options for service. Phase 2 will involve the development of an implementation plan.

Work Element 6: Coordinated Mobility Program, Section 5310

- The section was modified to include language and work tasks already required in our Regional Mobility Management Program’s FY16/17 Scope of Work.

Work Element 7: Section 5311, Rural Public Transportation Program

- Work Task 7.3 (Planning and Coordination) was modified to include the requirements that SEAGO has been doing for several years. This includes an analysis of Intercity Travel needs for the region particularly for Seniors and Persons with Disabilities and the development of a 5-year transit needs plan.

SEAGO Annual Work Program Budget

- SPR and our FTA Section 5310 and 5311 were unchanged from last year.
- The cost of the Traffic Count Program funded by Surface Transportation Program (STP) funds has been included in our budget.
- The cost of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan funded by Highway Safety Improvement Program (HSIP) funds has been included in our budget.
- The cost of the Douglas to Sierra Vista Intercity Bus Route Feasibility Study funded by ADOT 5304 transit planning funds has been included in our budget.

I will be glad to answer any questions that you may have involving our Annual work Program and/or Budget.

Attachments: SEAGO Annual Work Program (FY 2017)
SEAGO Annual Work Program Budget (FY 2017)

Action Requested: Information Only Action Requested Below:

A motion to approve SEAGO’s FY2017 Annual Work Program and Budget

Southeastern Arizona Governments Organization Annual Work Program

**State Fiscal Year 2017
July 1, 2016 – June 30, 2017**

Highlighted Text Reflects FY17 Changes

I. Work Program Purpose

Each year the Arizona Department of Transportation Multimodal Planning Division (ADOT MPD) prepares a Work Program (WP) for each Council of Government (COG) including goals, objectives, and required elements to be undertaken with federal funds distributed by ADOT. The WP requires each COG to comply with all applicable federal and State requirements and describes transportation planning activities to be conducted by the COG during the fiscal year. The WP is prepared for a period of one fiscal year beginning July 1st, and applies to the entire fiscal year ending June 30th.

ACTIVITY/EVENT	DATE	RESPONSIBILITY
Begin Working on Draft WP	December-January	COG & ADOT
ADOT Provides First WP Draft to COG	March 15	ADOT
COG Submits WP Comments to ADOT	April 1	COG
Regional Council Approval of WP	Apr 30	COG
Final WP Due to Regional Planner	Apr 30	COG
Execute Amendment to Extend Agreement	Prior to June 30	ADOT
Final Invoice for WP ending June 30	July 31	ADOT

The WP work elements are developed to meet the eight planning elements of MAP-21.

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 preservation of the existing transportation system.

II. Work Elements - Roadways

Work Element 1: Public Involvement

1.1 Public Involvement Plan:

The COG will develop a public involvement plan that will guide outreach activities to stakeholders including agency staff, elected officials, the public, transportation providers and human service agencies, and other interested parties. In compliance with Federal and State regulations, the public involvement plan will address outreach for COG activities that occur throughout the fiscal year. Activities include development and amendment of the COG TIP and ADOT STIP, participation in ADOT planning studies such as the statewide long-range plan, and transportation coordination planning activities, including support for regional coordination councils that meet the FTA requirements.

1.2 Public Involvement Activities:

Public involvement activities will include the following:

- Conduct public involvement activities, as defined by the public involvement plan, as appropriate and feasible based on the development of the Plan;
- Demonstrate compliance with public involvement activities, such as the required minimum 45-day review period for the Transportation Improvement Program (TIP)

1.3 Consultation:

Consultation activities will include the following:

- Activities will include consultation with non-metropolitan elected officials and appointed officials with responsibility for transportation, public meetings, appropriate notification, and other elements;
- Follow guidelines set forth in ADOT policy document Consultation with Non – Metropolitan Local Officials found at: <http://www.azdot.gov/mpd/TCROpolicy.asp>;
- For areas that do not meet the National Ambient Air Quality Standards, coordinate with ADOT Air Quality staff to comply with interagency consultation requirements.

1.4 Web Site:

Maintain the COG Web site with current and accurate data. The Web site will include, at a minimum, the following:

- Organizational chart;
- Name, title, and contact information for each staff member;
- Membership lists for the Technical Advisory Committee, Regional Council/Executive Board, and any other COG committees. The lists will include the name, title, and contact information for each member;
- Dates, locations, agendas, and minutes for the meetings of each committee. Agendas shall be posted a minimum of 24 hours before the scheduled meeting Minutes shall be posted within 5 days of approval;

- Transportation Improvement Program, to include all subsequent amendments. Within 30 days of approval TIP amendments must be posted in compliance with federal regulations (23 CFR 450);
- Transportation coordination planning activities to include meeting schedules, agendas and minutes, provider information and current plans;
- Public involvement activities;
- Files or links to relevant planning studies conducted by the COG, ADOT, or member agencies; and
- Ensure that accurate data on public transit and human service agency transportation programs and services, whether operated by public, private for-profit, or private non-profit entities, is collected, maintained, and posted for use of stakeholder agencies.

Work Element 2: Highway Performance Monitoring System (HPMS) Data

2.1 HPMS Data Collection and Reporting

2.1.1 HPMS Module on TDMS data requirements

Using the HPMS module web application perform reviews and updates to the following data items for all road and street section records in HPMS database that are functionally classified above Local.

- Name of road and termini;
- Jurisdiction responsible for ownership;
- Jurisdiction responsible for maintenance;
- Facility type (one-way/two-way roadway/structure);
- Section length (mileage);
- Number of through lanes;
- Type of surface (pavement surface type);
- Functional Classification;
- Raw traffic counts (including date collected), factored AADT volumes or AADT volume estimates (AADT = Average Annual Daily Traffic).

Using the web application, perform reviews and updates to the following basic information about the extent of member agency road or street mileage registered in the HPMS database that is functionally classified as Local. This mileage will be reported by the following criteria:

- Rural/Urban Classification;
- Pavement Type (paved/unpaved);
- Average Annual Daily Traffic (AADT) Volume Range (AADT<50, AADT 50-199 etc).

Using the tools in the application, report other information specified by transportation analysis section (ADOT) or communicate the need to modify segment information. Examples are as follows:

- Collection of supplementary data items to update a member agency's sample section records in the HPMS database annually, as may be specified by the ADOT's Transportation Analysis Section;
- Notify Transportation analysis section when modifications are suggested or needed to any records in HPMS database as a result of project completions or other capital improvement.

2.1.2 TCDS Module on TDMS data requirements

Using the tools in the application, perform the following tasks related to the reporting of a member agency's traffic count data.

- Upload the results a member agency's raw traffic volume and classification counts for review, display, processing and inclusion to the HPMS database;
- To satisfy HPMS requirements, traffic counts must be of 48-hour duration and will be automatically converted to AADT volumes by the application;
- Provide ADOT staff or its contractors with meta data about the collected traffic counts such as GPS coordinates, reference numbers or other comments to ensure proper registry to the TDMS application.

2.1.3 Administrative Support, Training and Compliance

To facilitate the objectives of this Work Element, each COG will agree to perform the following tasks

- Ensure the data items required for reporting through the HPMS Module have been reviewed and updated as necessary by each of its member agencies for ADOT review and assembly into the state HPMS database;
- Ensure that traffic data collected by or for its member agencies is completely and successfully posted to the web-based TDMS application so that it can be reviewed by ADOT and incorporated into the state HPMS database;
- Coordinate with the ADOT Transportation Analysis Section to receive and present training on HPMS data collection/reporting activities for local jurisdictions, by January of each year. The training will be provided by ADOT staff and/or its contractor through internet webinars;
- Submit all required data listed above to the ADOT Transportation Analysis Section by April 1. Adhere to other data element deadlines as specified by the ADOT Transportation Analysis Section.

Work Element 2A: Contracted Regional Traffic Count Data Collection

- SEAGO to utilize consultant services to provide technical assistance to complete traffic counts in the region and enter the collected data into the HPMS and TDMS systems.

Work Element 3: Data Collection

3.1 Functional Classification:

- If a functional classification change is needed, submit a completed reclassification worksheet to ADOT MPD. The worksheet is available on the ADOT MPD website at <http://azdot.gov/maps/functional-classification-maps>. The request submitted to the Transportation Analysis Section must include a signed official memo indicating the reclassification request and a map of the area indicating the route reclassification requested;
- Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

3.2 Data for Population Projections and Estimates

Ensure that population data from the COG region is collected according to requirements of the Arizona Department of Administration.

- Actively participate in the Department of Administration Council for Technical Solutions; and
- Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Administration by the prescribed due date.

3.3 Air Quality Standards

23 U.S. Code § 135 - Statewide and nonmetropolitan transportation planning, section (b) (2) states that a State shall - develop the transportation portion of the State Implementation Plan as required by the Clean Air Act (42 U.S.C. 7401 et seq.) This requires the need to collect information from nonattainment areas (Nogales, Douglas/Paul Spur) as follows, when requested by ADEQ or ADOT:

- Listing of public roads maintained by local governments, including paved roads, unpaved roads and maintenance activities and travel that occur on those facilities. Including: Total lane miles are paved (or will be paved, by year), total lane miles of unpaved roads (any dust palliatives, stabilization/watering, chip sealing activities on road, by year), total daily traffic (VMT) on all roads, by year, planned construction or improvement activity on all roads, by year, disclosure of known regionally significant private road ways built or planned, by year (Note: All regionally significant projects must be included in the SEAGO TIP, regardless of funding source).

40 CFR PART 93—Determining conformity of Federal Actions to State or Federal Implementation Plans – §93.105 Consultation, §93.110 Criteria and procedures: Latest planning assumptions, §93.111 Criteria and procedures: Latest emissions model:

- Coordinate with ADOT Air Quality staff to participate on interagency consultation conference calls or meetings involving ADOT, ADEQ, EPA, FHWA and FTA to review all input planning assumptions, methodologies, and analysis years during a required conformity analysis for the Nogales and Douglas nonattainment areas.

§93.113 Criteria and procedures: Timely implementation of TCMs:

- Coordinate with ADOT Air Quality Staff to annually submit report for the committed control measures by the jurisdictions in the Nogales and Douglas nonattainment areas. Activities to report may include application of a dust palliative (magnesium chloride), street sweeping and the paving/chip sealing of dirt roads and shoulders, will vary by nonattainment area.

23 U.S. Code § 149 - Congestion mitigation and air quality improvement program:

- When requested, assist ADOT staff with the review and scoring of Congestion Mitigation and Air Quality project funding applications for the Nogales PM 2.5/10 nonattainment area.

Work Element 4: Transportation Improvement Program

4.1 Transportation Improvement Program (TIP):

Identify and prioritize transportation improvement projects that are to be completed over a four-to-five-year period on local and regional roads, using regionally-accepted policies and plans. Projects that meet federal requirements are eligible. The transportation planning process shall be carried out in coordination, continuing, and comprehensive planning effort that facilitates the efficient, economic movement of people and goods in all areas of the State including those areas subject to the requirements of Title 23 U.S.C. 134.

- Through ESTIP, submit to ADOT MPD a four-to-five-year TIP of prioritized projects, approved by the COG Regional Council, by July 1 each year;
- All TIP Amendments must be entered into ESTIP;
- Provide guidance to local jurisdictions regarding their role in TIP development;
- Review and refine programming evaluation criteria in coordination with the COG's TIP cycle;
- Document the complete decision-making process employed in producing the TIP;
- Monitor approved projects through completion by providing technical assistance to local jurisdictions, and working cooperatively with ADOT Local Government staff and District Engineer(s);
- Conduct a public involvement process in accordance with Work Element 1; and
- Follow guidelines set forth by the Finance Management Section regarding Obligation Authority and expiring funds.
- To maintain access to ESTIP log in every 30 days.

Work Element 5: Regional Planning Coordination

5.1 Transportation Technical Advisory Committee:

Maintain a Transportation Technical Advisory Committee (TAC) comprised of representatives of local jurisdictions and Tribal Nations for the purpose of carrying out regional planning activities. Conduct regular meetings; provide ADOT with all agendas and documentation of discussions and decisions. A member of the ADOT Planning staff will serve as a voting member of the TAC.

5.2 Technical Support:

- Represent the COG region at ADOT meetings on issues related to State System roadways and public transit within the region;
- Serve on Technical Advisory Committees for state, regional, tribal, and local transportation studies within the region;
- Provide technical input on local, regional, and tribal issues; review local, regional, and tribal plans and provide comment;
- Communicate regularly with the ADOT MPD Regional Planner and District Engineer(s) in regards to planning activities; and
- Coordinate with stakeholders to encourage participation in ADOT planning studies relevant to the region;
- Maintain memberships and subscriptions in business, technical, and professional organizations and periodicals to enhance awareness and promote advocacy on issues affecting rural transportation planning.
 - National Association of Regional Councils dues (70%) \$2,000
 - Rural Transportation Advocacy Council dues (70%) \$9,748

5.3 ADOT Five-Year Facilities Construction Program:

Work with ADOT and the TAC to prioritize and recommend improvements to roadways on the State Highway System to be considered for inclusion in the ADOT Five-Year Facilities Construction Program.

- Provide ADOT District Engineer(s) with a prioritized list of recommended improvements within their specified timeframe; and
- Provide input to ADOT District Engineer(s) on issues related to the connections between local roads and the State Highway System.
- COG staff shall participate in the ADOT Planning to Programming Project Nomination process “Engineering District Workshops” to assist with regional prioritization of State System projects. The workshops are designed to provide COG, MPO, District, ADOT Technical Group and local elected official input regarding project nominations for the Tentative 5-Year Construction Program updated yearly.

Work Element 5A: Contracted consulting services to conduct a SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan

- SEAGO will utilize consultant services to develop a joint SEAGO/SVMPO comprehensive Strategic Highway Safety Plan to address traffic safety within their member jurisdictions to reduce fatal and serious injury crashes. This project began in the FY16 work program year and will continue for the duration of the FY17 work program year.

Work Element 5B: Contracted consulting services to conduct a Douglas to Sierra Vista Intercity Bus Route Feasibility Study

- The Douglas to Sierra Vista Intercity Bus Route Feasibility Study will evaluate the feasibility of a connecting bus route between Bisbee and Sierra Vista that ensures coordination/compatibility with the existing Douglas-Bisbee connection. The study will be completed in two phases:
 - The first phase will be an identification of needs and opportunities for adding a Bisbee-Sierra Vista connection/route to the current intercity bus service being provided by the Douglas-Bisbee connection. This will include inventorying existing services and identifying demand for service. Phase 1 will evaluate various service options and development of a short list of feasible alternatives. This will also include a detailed analysis of each feasible service option including total operating cost, benefits and projected performance measures.
 - Pursuant to successful identification of a preferred service alternative, Phase 2 will be the identification of a preferred service option and implementation plan, should a positive feasibility finding be determined.

III. Work Elements – Public Transportation / Transit

Work Element 6: Coordinated Mobility Program, Sections 5310.

For a more detailed Mobility Management scope of work description, please refer to your most current ADOT 5310 Grant Contract Exhibit A: Scope of Work.

This work element is funded with administrative funds from the FTA Section 5310 program. Allowable administrative costs include salaries, overhead expenses, supplies, and office equipment used to administer the program and to accomplish the following activities:

- Plan for future transportation needs, and work to integrate and coordinate diverse transportation modes and providers, including those assisted by other federal departments and agencies;
- Liaise between sub-recipients and ADOT in order to identify grant needs and training needs; and
- Assist ADOT by communicating available training opportunities and guidance materials to sub-recipients.

Allowable technical assistance costs may include program planning, program development, development of vehicle and equipment specifications, management development, and coordination of public transportation programs (public and private for-profit and nonprofit).

6.1 Organize, coordinate, and assist in regional application process:

- Participate in Coordinated Mobility Program trainings that are available to sub-recipients. Assist agencies in preparation of Coordinated Mobility Program grant applications as needed. Provide technical support to applicants that need help in preparing accurate and complete applications, submitting invoices, and submitting routine quarterly reports.
- Conduct an annual application review to prioritize applications based on need in a manner consistent with the implementation strategies of the Regional Human Services & Public Transportation Coordination Plan and available funding.

6.2 Lead the coordination planning process for the region, with the goal of helping local agencies make the best use of resources for specialized transportation. This includes:

- Convene a regional coordinating council that meets on at least a quarterly basis, or sub-regional councils in larger regions.
- Solicit participation in coordination planning from seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public.
- Maintain, update, and implement the Regional Human Services and Public Transportation Coordination plan using ADOT and FTA guidelines. Coordination planning efforts and strategies will be documented in this plan; implementation will be oriented to achieving the strategies and actions identified by the regional coordination council as priorities. In State FY 2016 ADOT only requires the plan be updated to include a current project list and to update any data that was incomplete or not up-to-date in the last approved plan. Maintain a current inventory of passenger vehicles in the region used for public and human service agency transportation services. These inventories will include those funded by ADOT funds and other vehicles in the transportation providers' fleets. (In addition, please see 7.3 for Intercity requirements)
- Create, maintain, and update, on the MPO/COG website, an easy-to-find directory of available transportation services. This will include information on hours of service, eligibility, cost, and information on how to obtain more information about using the services.

6.3 Build capacity among subrecipients to comply with federal requirements.

- Maintain knowledge of current federal requirements, through attending in person and webinar trainings, following changes through the FTA website, and participating in activities such as site visits.

- Participate in procurement activities (such as sitting on an evaluation committee) as requested.
- Provide technical support to sub-recipients based on requests for assistance and to assist with data and reports to ensure accuracy and usefulness.
- Support the provision of training to sub-recipients as needed.

6.4 Collect Quarterly Report Data

- Collect quarterly reports from all sub-recipients in the Coordinated Mobility Program grants, including all agencies with vehicles on lien.
- Data collected should include ridership figures, vehicle mileage, fleet maintenance, and other relevant data.
- Verify the grantee has a system to collect data and notify ADOT of any concerns you might have regarding the accuracy of data submitted.
- Compile information into the ADOT quarterly report format and submit both the quarterly data and forms to ADOT within 60 days after the end of each quarter.
- Report non-compliance of Quarterly Data Reports to ADOT.
- Only upon the request of ADOT, the MPO/COG may be asked to liaise with the sub-recipient in order to collect source data to support the Quarterly Report Data.

Work Element 7: Section 5311, Rural Public Transportation Program

This work element is funded with administrative funds from the FTA Section 5311 program. These funds may be used to:

- Plan for future transportation needs, and develop integration and coordination among diverse transportation modes and providers;
- Assist sub-recipients with complying with federal requirements;
- Develop applications in coordination with grant applicants; and
- Monitor local project activities relating to what areas are being served, budget management, capital projects, ridership, and other relevant program activities.

Allowable administrative costs include salaries, overhead expenses, supplies, and office equipment used to administer the program. Allowable technical assistance costs may include program planning, program development, development of vehicle and equipment specifications, management development, and coordination of public transportation programs (public and private for-profit and nonprofit).

7.1 Grantee application assistance

- Provide technical assistance, as needed; to applicants for the development of applications (i.e. provide socioeconomic data, census data and assist with identifying partners for consolidation and/or potential expansion of service within a region);

7.2 Participate in the annual evaluation process

- Upon request, COGs will participate in the evaluation process, which includes ranking the applicants according to the evaluation criteria contained in the Section 5311 Guidebook.

7.3 Planning and Coordination

- Include an analysis of Intercity Travel needs for the region particularly for Seniors and Persons with Disabilities in the Coordination Plan.

- Develop a Five Year Transit Plan (which would replace the existing Five Year Transit Plan) component, to be included in the Regional Human Services and Public Transportation Coordination Plan;
- Work with ADOT and the TAC to prioritize and recommend transit service and facility improvements in the region;
- Participate in planning or operational studies, as needed, when changes in service within the region are considered;
- Collaborate with sub-recipients to develop safety, security and emergency management plans;
- Collaborate with sub-recipients to develop capital improvements with other public, private and non-profit agencies/stakeholders in the region.

7.4 Build capacity among subrecipients to comply with federal requirements.

- Maintain knowledge of current federal requirements, through attending in person and webinar trainings, following changes through the FTA website, and participating in activities such as site visits.
- Monitor local project activity through participating on advisory boards, reviewing quarterly reports, reviewing notices and printed material for clarity and compliance with FTA requirements, and routine communication with subrecipients.
- Assist sub-recipients with complying with federal requirements.
- Support the provision of training to sub-recipients as needed.

Work Program and Budget Approval

In accordance with JPA 11-014, Section 3.0, the COG shall submit the Work Program and Budget to the Regional Council for approval. The COG may not incur any costs for work outlined in the WP or any subsequent amendments prior to receiving written approval from ADOT, FHWA, and FTA.

Southeastern Arizona Governments Organization (SEAGO)

Randy Heiss **Date**
SEAGO Executive Director

SEAGO Regional Council Chairperson **Date**

**Arizona Department of Transportation, Multimodal Planning Division
(ADOT MPD)**

Michael Kies **Date**
ADOT MPD Division Director

**SEAGO Annual Work Program Budget
 Federal Fiscal Year 2016: July 1, 2016 - June 30, 2017**

WORK ELEMENT NUMBER and TITLE	Match Ratio		FHWA	FHWA	FHWA	FTA	Match: \$ or In-kind	TOTALS
	Federal	Local	HSIP	SPR	STP			
1 Public Involvement	80%	20%	N/A	\$10,000	N/A	N/A	\$2,500	\$12,500
2 Highway Performance Monitoring System Data (HPMS)	80%	20%	N/A	\$5,000	N/A	N/A	\$1,250	\$6,250
2A Contracted Regional Traffic Count Program	94.3%	5.7%	N/A	N/A	\$125,000	N/A	\$7,555	\$132,555
3 Data Collection	80%	20%	N/A	\$10,000	N/A	N/A	\$2,500	\$12,500
4 Transportation Improvement Program	80%	20%	N/A	\$25,000	N/A	N/A	\$6,250	\$31,250
5 Regional Planning Coordination	80%	20%	N/A	\$75,000	N/A	N/A	\$18,750	\$93,750
5A SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan	94.3%	5.7%	\$330,050	N/A	N/A	N/A	\$19,950	\$350,000
5B Douglas to Sierra Vista Intercity Bus Route Feasibility Study	80%	20%	N/A	N/A	N/A	\$64,000	\$16,000	\$80,000
6 Coordinated Mobility Program, Section 5310	100%		N/A	N/A	N/A	\$20,000	N/A	\$20,000
7 Section 5311 Rural Public Transportation Program	100%		N/A	N/A	N/A	\$20,000	N/A	\$20,000
TOTALS			\$330,050	\$125,000	\$125,000	\$ 104,000.00	\$74,755	\$758,805



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

TO: ADMINISTRATIVE AND EXECUTIVE COMMITTEES
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MARCH 2, 2016
RE: REQUEST TO AWARD AUDIT SERVICES CONTRACT

On February 11th the Request for Proposals for auditing services was published and distributed per SEAGO's procurement policy. We received three proposals by the February 24th deadline and all were deemed eligible for evaluation. An evaluation team made up of Willcox Councilmember Gerald (Sam) Lindsey, Cindy Osborn, and I ranked the proposals and determined Reiger, Carr, and Monroe to be the highest ranked firm.

The Executive Board has the responsibility to appoint the independent auditing firm, and staff is recommending that the audit services contract be awarded to the aforementioned firm at this time. It was stipulated in the Request for Proposals that the contract would be awarded at the end of March 2016. In addition, having the auditing firm under contract will ensure that we will be placed in their schedule to complete the field work in October. I've attached a copy of the contract for audit services for your consideration.

I will attempt to answer any questions you may have at the meeting.

Attachments: Contract for Audit Services

Action Requested: Information Only Action Requested Below:

A motion to authorize the Executive Director to enter into a contract with Reiger, Carr, and Monroe for Fiscal Year 2016 Audit Services.



CONTRACT FOR AUDIT SERVICES

This contract made and entered into on March 31, 2016, by and between Reiger, Carr, and Monroe, hereinafter referred to as the AUDIT FIRM, and SouthEastern Arizona Governments Organization, Inc., hereinafter referred to as SEAGO.

WHEREAS, SEAGO is required by its Board of Directors and by expenditures of Federal funds in excess of \$750,000 to procure the services of the AUDIT FIRM to perform an annual single audit of SEAGO — Government-Wide and Fund Financial Statements for the year ending June 30, 2016, in accordance with U.S. Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (GAS), issued by the Comptroller General of the United States; and the Office of Management and Budget (OMB) 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The AUDIT FIRM will issue appropriate audit reports.

WHEREAS, SEAGO and the AUDIT FIRM desire to enter into and execute a written contract involving these services and to agree upon the terms thereof.

NOW THEREFORE, the parties agree as follows:

AGREEMENT

The AUDIT FIRM, as an independent contractor, and not as an agent of SEAGO, shall provide the services.

1. Term of Agreement

The term of this Agreement shall be for the period beginning March 31, 2016, and ending March 30, 2017. SEAGO assumes no liability for work performed or costs incurred prior to the contract beginning dates or subsequent to the completion dates.

The AUDIT FIRM shall provide the final audit reporting package no later than January 15, 2017.

The AUDIT FIRM shall provide up to ten bound paper copies and one electronic copy of the audit reporting package to SEAGO. The electronic copy shall be in PDF format.

The AUDIT FIRM shall submit one copy of the audit reporting package and data collection form to the Federal Audit Clearinghouse and provide one copy of the audit reporting package to other pass-through entities when the schedule of findings and questioned costs discloses audit findings related to federal awards the pass-through entities provided or the summary schedule of prior audit findings reports on the status of prior findings related to federal awards the pass-through entities provided.

The AUDIT FIRM shall make no other distribution unless approved by SEAGO. The AUDIT FIRM understands all of the reports, information, data, etc. viewed, prepared or assembled under this agreement are confidential and the AUDIT FIRM agrees not to make available the aforementioned to any individual or organization without prior written approval of SEAGO.

The AUDIT FIRM shall provide ongoing consultation during the term of this contract at no additional cost to SEAGO.

2. Renewal of Agreement

This agreement may be renewed on a year-by-year basis for four subsequent years. The decision to renew this agreement will be made by the SEAGO Executive Director based on the best interest of SEAGO.

3. Audit Standards

The AUDIT FIRM shall conduct the audit in accordance with GAAS, GAS, and OMB 2 CFR 200 Subpart F. Standards adopted by the American Institute of Certified Public Accountants have been incorporated into GAS unless the United States Government Accountability Office has excluded them by formal announcement.

4. Audit Reporting Package

The AUDIT FIRM shall include in the audit reporting package all reports required by GAAS, GAS, and OMB 2 CFR 200.

5. Data Collection Form

The AUDIT FIRM and SEAGO shall complete the data collection form approved by the OMB as instructed to comply with OMB 2 CFR Part 200.

6. Exit Conference

The AUDIT FIRM shall hold an exit conference with responsible SEAGO officials following completion of the draft reports. The purpose of the exit conference is to discuss the draft reports with SEAGO, identify any errors, and obtain comments on the reports' findings and recommendations.

7. Retention of Records and Access to Documents

The AUDIT FIRM shall retain the audit documentation in its entirety for a period of 5 years after the date of the audit report, unless the AUDIT FIRM is notified in writing by the cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. When the AUDIT FIRM is aware the Federal agency, pass-through entity, or auditee is contesting an audit finding, the auditor shall contact the parties contesting the audit finding for guidance prior to destruction of the audit documentation and reports. Audit documentation shall be made available upon written request to SEAGO, the cognizant or oversight agency for audit or its designee, cognizant agency for indirect cost, a Federal agency, or GAO at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities consistent with the

purposes of OMB 2 CFR Part 200. Access to audit documentation includes the right of Federal agencies to obtain copies of audit documentation, as is reasonable and necessary.

8. Payments and Compensation

Compensation shall not exceed the Fee Proposal in the AUDIT FIRM's proposal.

SEAGO may pay the AUDIT FIRM in installments based on periodic written progress reports and invoices for the work accomplished to date.

SEAGO will withhold the final fifty percent of the annual contract amount or \$5,000.00, whichever is greater, until all written reports are accepted in final form by SEAGO.

All audit work, drafts, and final reports shall be completed in a timely manner. For each day after January 31, 2017, that all reports are not received by SEAGO, the AUDIT FIRM shall be penalized with a one percent reduction in the audit fee.

9. Changes in Work

Changes in the scope, character, or complexity of the work may be negotiated if it is mutually agreed such changes are desirable and necessary. Such changes must be authorized in writing by SEAGO prior to the performance of the work.

10. Assignments

The contract may not be assigned by the AUDIT FIRM without prior written consent of SEAGO.

11. Inability to Complete Audit

If the AUDIT FIRM is unable to complete the audit on account of circumstances beyond its control and through no fault of the AUDIT FIRM, the AUDIT FIRM may cancel this agreement by giving SEAGO fifteen (15) days written notice. In the event of such cancellation, SEAGO shall be liable to the AUDIT FIRM only for the work performed up to and including the date of the notice and shall pay for hours completed on the audit based on the Fee Proposal submitted by the AUDIT FIRM in its proposal.

12. Compliance with Laws

The AUDIT FIRM shall comply with all federal, state, and local laws, ordinances, rules, and regulations applicable to the performance of this contract and the work hereunder, and shall comply with applicable laws and regulations governing safety and health.

The AUDIT FIRM shall procure all permits and licenses; pay all charges, fees, and taxes; and give all notices necessary and incidental to the due and lawful prosecution of the work.

13. Jurisdiction

This contract and all work hereunder shall be subject to the laws, rules, regulations, and decrees of the State of Arizona. In the event of a dispute, the parties agree to use arbitration

insofar as required by A.R.S. §12-1518. Any litigation shall be commenced and prosecuted in an appropriate court of competent jurisdiction within the State of Arizona.

14. Responsibility, Claims, and Liabilities

The AUDIT FIRM hereby agrees to hold SEAGO or any of its officers or employees harmless from all sums SEAGO or any of its officers or employees may be obligated to pay by reason of any liability imposed upon any of them for damages arising out of the AUDIT FIRM's performance of professional services for SEAGO in the AUDIT FIRM's capacity as a contract auditor; or caused by any error, negligence, omission, or act of the AUDIT FIRM or any person employed by it or others for whose acts the AUDIT FIRM is legally liable. The above sums shall include, in the event of any legal action, court costs, litigation expenses, and reasonable attorney fees.

15. Failure to Perform

Failure to perform any and all of the terms and conditions of this contract shall be deemed a substantial breach thereof and give SEAGO cause to cancel this contract on fifteen (15) days written notice to the AUDIT FIRM. In the event of cancellation for breach of this contract, the AUDIT FIRM shall not be entitled to damages, and agrees not to sue SEAGO for damages therefor. Notwithstanding other legal remedies that may be available to SEAGO because of the cancellation for breach of this contract, the AUDIT FIRM agrees to indemnify SEAGO for its costs in procuring the services of a new audit firm.

16. Cancellation of Agreement

SEAGO or the AUDIT FIRM shall, by thirty (30) days written notice, have the right to terminate this agreement. For changes in the type or frequency of the audit required, see the Changes in Work section above.

17. Contracts and Amendments

The Request for Proposals and the actual proposal from the AUDIT FIRM with appropriate addenda and terms, are by reference incorporated herein as if fully set forth in this agreement.

This agreement, its exhibits, appendices, attachments, and Request for Proposals and actual proposal, including any amendment to the agreement, shall constitute the entire contract between the parties. In the event a conflict exists between this agreement and the AUDIT FIRM's proposal, the conflict will be resolved consistent with this agreement and the Request for Proposals.

18. Certifications

The individual signing certifies he/she is authorized to contract on behalf of the AUDIT FIRM and to make these certifications.

The individual signing certifies the AUDIT FIRM's principal officer(s) or member(s) is a Certified Public Accountant in good standing, licensed to perform accounting and auditing services in the State of Arizona. A statement identifying such certification and/or license shall be

provided to SEAGO upon request.

The individual signing certifies the AUDIT FIRM meets the independence standards of the Government Auditing Standards issued by the Comptroller General of the United States.

The individual signing certifies the AUDIT FIRM, and any individuals to be assigned to the audit, do not have a record of substandard audit work and have not been debarred or suspended from doing work with any Federal, state or local government. (If the AUDIT FIRM or any individual assigned to the audit has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

The individual signing certifies the AUDIT FIRM does carry professional malpractice insurance or is otherwise adequately self-insured.

The individual signing certifies the AUDIT FIRM complies with all applicable federal and state statutes, executive orders, regulations, and other requirements relating to civil rights and nondiscrimination in employment.

The individual signing certifies the AUDIT FIRM has not employed any person, other than to an employee of the AUDIT FIRM, to solicit or secure this agreement upon any agreement for a commission percentage, brokerage, or contingent fee. Breach of this warranty shall give SEAGO the right to terminate this agreement, or at its discretion, to deduct from the AUDIT FIRM fee the amount of such commission, percentage, brokerage, or contingent fee.

IN WITNESS WHEREOF, SEAGO and the AUDIT FIRM do hereby execute this contract as of the date of execution written above.

(SEAGO)
BY: Randy Heiss
TITLE: Executive Director
DATE: _____

(Reiger, Carr, and Monroe)
BY: _____
TITLE: _____
DATE: _____
TIN: _____