

# Meeting Packet



September 8, 2020

RPC Board of Directors  
The RPC's officers rotate on an annual basis. Current membership of the Board includes:

<u>Officers</u>	
LaToya Cantrell, Chairwoman City of New Orleans, Mayor	Kirk Lepine, 1st Vice Chairman Plaquemines Parish
Mike Cooper, 2nd Vice Chairman St. Tammany Parish	Matt Jewell, 3rd Vice Chairman St. Charles Parish
Jaclyn Hotard, 4th Vice Chairwoman St. John The Baptist Parish	Cynthia Lee Sheng, 5th Vice Chairwoman Jefferson Parish
Robby Miller, Secretary Tangipahoa Parish	Guy McInnis, Treasurer Bt. Bernard Parish
<u>Members</u>	
<b>Jefferson Parish</b> Ricky J. Templet, Councilman At-Large Joe Peoples, City of Westwego, Mayor Lee Giorgio Jack Stumpf	<b>St. Charles Parish</b> Julia Fisher-Perrier, Councilmember Councilmember-At-Large Citizen Member Debbie Dufresne Vial
<b>Orleans Parish</b> Jason Williams, Councilmember-At-Large Helena Moreno, Councilmember-At-Large Ronald Carrere, Jr. Citizen Member	<b>St. John the Baptist Parish</b> Councilmember Michael Wright, Councilmember Raj Pannu Jonathan Perret
<b>Plaquemines Parish</b> Benny Rousselle, Councilmember Carlton M. LaFrance, Council Chairman Rob Hopkins Keith Espadron	<b>St. Tammany Parish</b> Steve Stefancik, Councilmember Mike Lorino, Councilmember Chris Masingill Christopher Abadie
<b>St. Bernard Parish</b> Richard Lewis, Councilmember Kerri Callais, Councilmember Roxanne Adams Susan Klees	<b>Tangipahoa Parish</b> Pete Panepinto, City of Hammond, Mayor Carlo Bruno, Council Chairman Michael Showers Citizen Member
<b>LA Dept. of Transportation &amp; Development</b> Shawn Wilson, Secretary	

<u>Transportation Policy Committee</u>	
Greg Cromer, City of Slidell, Mayor M. D. "Mike" Stolzman, Public Belt RR LMTA Kevin Dolliole, Aviation Brandy Christian, Port of NO Donald Villere, City of Mandeville, Mayor	Alex Wiggins, RTA GNOEC Ninette D. Barrios, Jefferson Transit Bob Zabbia, City of Ponchatoula, Mayor Mark R. Johnson, City of Covington, Mayor

**PACKET GUIDE – TUESDAY, SEPTEMBER 8, 2020**

**Transportation Policy Committee**

**AGENDA**

- 1. Consideration: Approval of the August 11, 2020 minutes  
*Jeffrey Roesel*.....
- 2. Consideration: Amendment to the New Orleans Transportation Improvement Program, Highway & Transit Elements  
*Jeffrey Roesel*.....page 5
- 3. Consideration: Amendment to the St. Tammany Transportation Improvement Program, Highway & Transit Elements  
*Jeffrey Roesel*.....page 6
- 4. Consideration: Amendment to the Tangipahoa Transportation Improvement Program, Highway & Transit Elements  
*Jeffrey Roesel*.....page 6
- 5. Consideration: Public Comment Period  
*Jeffrey Roesel*.....
- 6. Consideration: Other Matters  
*Jeffrey Roesel*.....

PACKET GUIDE – TUESDAY, SEPTEMBER 8, 2020

Regional Planning Commission

AGENDA

1. Consideration: Approval of the August 11, 2020 minutes  
Jeffrey Roesel.....
2. Consideration: Committee Reports:  
(a) Budget and Personnel Committee  
(b) Other Committee Reports  
Jeffrey Roesel.....
3. Consideration: Financial Report  
(a) Balance Sheet of Local Activities  
(b) Monthly Budget Report  
Jeffrey Roesel.....page 7-8
4. Consideration: Contract Extensions  
Jeffrey Roesel.....page 9
5. Consideration: Consultant Billings  
Jeffrey Roesel.....page 10-13
6. Consideration: Public Comment Period  
Jeffrey Roesel.....
7. Consideration: Other Matters  
Jeffrey Roesel.....

Amendment Considered at the Meeting of September 8, 2020  
Transportation Improvement Program –New Orleans Urbanized Area  
Highway Element – Financially Constrained

Project No.	Project Description	Parish	Project Sponsor	Proposed Improvement	Goal*	Work Phase	Est. Cost	Cost + Contingency	Federal Share	Fund Source	Fiscal Year	Status
H.012150	Andrew Higgins Dr. Streetscapes	Orleans	Parish	Bicycle and Sidewalk Improvements	2,3	C	\$2,158,000	\$2,373,800	\$1,899,040	STP>200K	22	Revised Cost
H.011797	Ames Blvd. (WB Expy – Happy St.)	Jefferson	Parish	Overlay	2	C	\$710,000	\$781,000	\$624,800	STP>200K	20	Revised Cost
H.014412	Jean Lafitte Pkwy: LA 39 -Hermitage Dr.	St. Bernard	Parish	Reconstruction	2	C	\$4,900,000	\$5,390,000	\$4,312,000	STP>200K	23	Revised Cost
H.007208	Harvey Blvd. Ext (Peters Rd- Manhattan) Ph1.	Jefferson	Parish	New Roadway Extension	2,3	C	\$6,500,000	\$7,150,000	\$5,720,000	STP>200K	23	Revised Scope and Cost

\*Goals as expressed in Metropolitan Transportation Plan: 1=Safety, 2= State of Good Repair, 3= Livability, 4= Stewardship, 5=Economic Development, 6=Equity,

Amendment Considered at Meeting of September 8, 2020  
FY 2020 Transportation Improvement Program  
New Orleans Region  
Transit Element – Financially Constrained

Project	Parish	Estimated Cost	Other	Local Match	Comments
Fixed Route Bus Replacement and Bus Equipment	Orleans (RTA)	17,395,000	13,916,000	3,479,000	FY 2020 Bus and Bus Facilities Competitive Grant

Amendment Considered at the Meeting of September 8, 2020  
Transportation Improvement Program – St. Tammany Urbanized Areas  
Highway Element – Financially Constrained

Project No.	Project Description	Parish	Project Sponsor	Proposed Improvement	Goals*	Work Phase	Est. Cost	Cost + Contingency	Federal Share	Fund Source	Fiscal Year	Status
	Terrace St. Rehabilitation	St. Tammany	City of Slidell	Pavement Rehabilitation	2	C	\$350,000	\$385,000	\$385,000	STP<200K	22	DOTD Toll Credit Match

\*Goals as expressed in Metropolitan Transportation Plan: 1=Safety, 2= State of Good Repair, 3= Livability, 4= Stewardship, 5=Economic Development, 6=Equity,

Amendment Considered at the Meeting of September 8, 2020  
Transportation Improvement Program – South Tangipahoa Urbanized Area  
Highway Element – Financially Constrained

Project No.	Project Description	Parish	Project Sponsor	Proposed Improvement	Goal*	Work Phase	Est. Cost	Cost + Contingency	Federal Share	Fund Source	Fiscal Year	Status
H.003425	I-12: LA 63 – Tangipahoa Parish Line	Tangipahoa	DOTD	Overlay	2	C	\$15,200,000	\$16,720,000	\$14,333,000	NHPP=\$13.9M STPFLEX=\$650 NFA=\$510 STCASH=\$140K	20	New Line Item

\*Goals as expressed in Metropolitan Transportation Plan: 1=Safety, 2= State of Good Repair, 3= Livability, 4= Stewardship, 5=Economic Development, 6=Equity,

Regional Planning Commission  
Balance Sheet  
As of 7/31/2020

	Current Period Balance
<b>ASSETS</b>	
Cash	2,003,082.94
Due from other funds	236,673.21
Due from other governmental units	212,455.25
Prepaid expenses	8,576.26
<b>Total ASSETS</b>	<b>2,460,787.66</b>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities	
Accounts payable	173,138.42
Unearned revenue	24,618.50
Total Liabilities	197,756.92
Fund Balance	2,263,030.74
<b>Total LIABILITIES AND FUND BALANCE</b>	<b>2,460,787.66</b>

RPC BUDGET COMPARED TO ACTUAL 1 MONTH ENDED July 31, 2020 "UNAUDITED"	Column 1		Column 2		Column 3		Column 4
	FY21 BUDGET		YTD Actual 1 Month Ended 07/31/20		Actual Expenditures 07/01/20-07/31/20		Variance Favorable (Unfavorable)
Staff Salaries		1,575,573		68,487		68,487	1,507,086
Commission Member Per Diem		9,600		150		150	9,450
Employee Benefits		880,351		54,662		54,662	825,689
Staff Training		5,000		0		0	5,000
Employee Welfare		2,500		54		54	2,446
Contract Personnel		87,750		1,502		1,502	86,249
Conference Registration		10,000		0		0	10,000
Travel		35,000		0		0	35,000
Meeting Expense		25,000		0		0	25,000
Public Notices		3,000		781		781	2,219
Dues & Subscriptions		10,000		763		763	9,237
Reference Materials		500		0		0	500
RTMC Maintenance		50,000		3,030		3,030	46,970
Online Data Subscriptions		90,000		0		0	90,000
Office Supplies		7,950		89		89	7,861
Computer Software/Support		75,000		5,238		5,238	69,762
IT/GIS Support		85,000		6,598		6,598	78,402
Postage		1,200		18		18	1,182
Printing Supplies and Materials		33,000		232		0	32,768
Photo Copiers		18,200		4,500		0	13,700
Telephone		5,400		438		438	4,962
General Insurance		55,000		1,771		1,771	53,229
Auto Expense & Insurance		17,500		903		903	16,597
Equipment Maintenance		6,000		0		0	6,000
Administrative Consultants		45,500		0		0	45,500
Audit		40,000		0		0	40,000
Audio/Video Equipment for RTMC		15,000		0		0	15,000
Computer Hardware & Office Equipment		10,000		0		0	10,000
GIS Data Acquisition		25,000		0		0	25,000
Automobile Purchase		42,000		0		0	42,000
Miscellaneous Expense		1,000		65		65	935
Grant Contingency		8,253,832				0	8,253,832
Total In-House Expense		11,520,856		149,282		144,550	11,371,574
Third Party Contracts:							
General Fund	60,000		5,000		5,000		
Grants & Special Projects	7,902,881		13,600		13,600		
Total Third Party Contracts		7,962,881		18,600		18,600	7,944,281
Total Expenditures		19,483,737		167,882		163,150	19,315,855



**Contract Extensions**  
**Commission Meeting of September 8, 2020**

**Extend through January 31, 2021**

Fund/Task No.	Description	Consultant	Percent Complete
ETangi	Land Use, Transportation and Resilience: Scenario Planning Study, East Tangipahoa Parish	Elos Environmental	72%

REGIONAL PLANNING COMMISSION MEETING - September 8, 2020			CONTRACT AMOUNT	INVOICE #	CURRENT BILLING	PREVIOUS BILLINGS	TOTAL BILLED	PERCENT OF CONTRACT BILLED
	CONSULTANT	CONTRACT NO. DESCRIPTION					UNBILLED BALANCE	
1	ELOS Environmental, (Fund: ETangi) July Invoice Match Provided	Land Use, Transportation & Resilience Study, East Tangipahoa State Project No. H.013576 RPC Contract No. Etangi	\$120,000.00 (Total Contract)	21				73.69%
			\$61,800.00 ELOS -Prime		\$1,167.25	\$44,110.50	\$45,277.75	
			\$30,000.00 (Meyer Eng. - sub)		\$1,440.00	\$15,690.00	\$17,130.00	
			\$19,800.00 (Gresham, Smith - sub)		\$0.00	\$17,819.73	\$17,819.73	
			\$8,400.00 (Quality Counts - sub)		\$0.00	\$8,200.00	\$8,200.00	
					<u>\$2,607.25</u>	<u>\$85,820.23</u>	<u>\$88,427.48</u>	
							\$31,572.52	
2	Leaaf Environmental BFHP17 June Invoice	Brownfields Environmental Services BFHP17	\$96,285.49	9				89.36%
			N. Miro & France NTP #1		\$0.00	\$8,820.00	\$8,820.00	
			Phase II ESAs N. Miro NTP #2		\$5,718.75	\$54,650.28	\$60,369.03	
			Phase I ESA 3410 Jourdan NTP #3		\$0.00	\$4,849.86	\$4,849.86	
			Phase I ESA 6000 Jourdan NTP #4		\$485.00	\$4,365.00	\$4,850.00	
			Phase I ESA 6000 Terminal NTP #5		\$3,152.50	\$970.00	\$4,122.50	
			Phase I ESA 3201 France NTP #6		\$1,940.00	\$970.00	\$2,910.00	
			Phase I ESA 6500 Terminal NTP #7		\$121.25	\$0.00	\$121.25	
					<u>\$11,417.50</u>	<u>\$74,625.14</u>	<u>\$86,042.64</u>	
							\$10,242.85	
3	N-Y Associates PSLC-StJ-Supp-2 July Invoice Match Provided DBE Form Needed	Reserve to I-10 Connector Supp. #2 State Project No H.004891 RPC Contract PSLC-StJ-Supp-2	\$840,530.00 (total contract)	23				35.75%
			\$571,492.00 N-Y Assoc. (Prime)		\$1,943.07	\$152,759.81	\$154,702.88	
			\$217,398.00 Urban Systems (Sub)		\$2,523.38	\$143,301.49	\$145,824.87	
			\$36,640.00 AECOM (Sub)		\$0.00	\$0.00	\$0.00	
			\$15,000.00 Coastal Envir (Sub)		\$0.00	\$0.00	\$0.00	
					<u>\$4,466.45</u>	<u>\$296,061.30</u>	<u>\$300,527.75</u>	
							\$540,002.25	



## Consultant/Sub-consultant Invoice Certification

DATE: 8/3/2020 State Project# H.013576 Federal # H013576

FIRM NAME: ELOS Environmental, LLC

PROJECT DESCRIPTION: Land Use, Transportation & Resilience Study, East Tangipahoa RPC Task #: Etangi

RPC Invoice No. (sequence i.e. #1, #2, etc. 21 INVOICE PERIOD: (date range) 7/1/2020-7/31/2020

The following invoices have been submitted to (MPO) for payment. A copy of each invoice submitted by Prime Consultant and Prime-approved Sub-consultants must be attached. If no charges are submitted by any Sub-Consultant to the Prime Consultant, please add "NONE", otherwise complete all grids for a submitted Sub-Consultant to the Prime Consultant in this billing period. Please attach invoice only. Backup documentation will be requested if necessary.

	Project Budget	Invoice Period	% Contract Complete to Date	Amount Due this Period	Amount Previously Invoiced	Amount Billed to Date
<b>PROJECT BILLING STATUS</b>	\$120,000.00	7/1/2020-7/31/2020	73.69%	\$2,607.25	\$85,820.23	\$88,427.48
SEPARATE CONSULTANT/SUB-CONSULTANT AMOUNTS:						
ELOS	\$61,800.00	7/1/2020-7/31/2020	73.26%	\$1,167.25	\$44,110.50	\$45,277.75
Meyer Engineers	\$30,000.00	7/1/2020-7/31/2020	57.10%	\$1,440.00	\$15,690.00	\$17,130.00
Gresham, Smith & Partners	\$19,800.00	7/1/2020-7/31/2020	90.00%		\$17,819.73	\$17,819.73
Quality Counts	\$8,400.00	7/1/2020-7/31/2020	97.62%		\$8,200.00	\$8,200.00
Sub-Consultant D:	N/A					
Sub-Consultant E:	N/A					
Sub-Consultant F:	N/A					
TOTALS:				<u>\$2,607.25</u>	<u>\$85,820.23</u>	<u>\$88,427.48</u>
PROJECT TOTAL UNBILLED:	\$31,572.52					

Lucas Watkins, President  
ELOS Environmental, LLC

Date

### REGIONAL PLANNING COMMISSION USE ONLY

The above-listed amounts and completion percentages have been reviewed for technical and financial accuracy. I, the undersigned, do hereby certify that the above invoice(s) accurately reflect the backup documentation submitted with the invoice.

Technical Review:

*Tom Haysley*  
Tom Haysley

Financial Review:

Megan E Leonard

Digitally signed by Megan E Leonard  
DN: cn=Megan E Leonard, o=Regional Planning  
Commission, ou=Director of Management &  
Finance, email=leonard@rpc.org, c=US  
Date: 2020.09.02 09:59:14 -0500

Megan Leonard

Recommended for Payment:

*Jeffrey Roesel*  
Jeffrey Roesel



# Invoice & Progress Report Form

DATE: **8/3/2020** RPC CONTRACT # **BF ENVIR SERV 2017 - PET**

RPC Billing Code: **BFH73 & BFP73**

FIRM NAME: **Leaaf Environmental, LLC**

PROJECT DESCRIPTION: **Brownfield Environmental Services**

INVOICE Number: **9** INVOICE PERIOD: **7/1/20 - 7/31/20**

Contractor Invoice No. **5610, 5611, 5612, 5613, 5614**

Summary Table												
	Project Budget	Invoice Period	Status (Starting Project; Midway; Wrapping up; Completed)	Amount Due this Period			Amount Previously Invoiced			Amount Billed to Date		
				Haz	Petro	Total	Haz	Petro	Total	Haz	Petro	Total
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #1</b>	\$8,820.00	7/1/20 - 7/31/20	Completed	\$0.00	\$0.00	\$0.00	\$4,410.00	\$4,410.00	\$8,820.00	\$4,410.00	\$4,410.00	\$8,820.00
<b>Phase I ESAs (4501 N. Miro and 3855 France)</b>												
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #2</b>	\$63,215.49	7/1/20 - 7/31/20	Wrapping Up	\$0.00	\$5,718.75	\$5,718.75	\$36,954.44	\$17,695.84	\$54,650.28	\$36,954.44	\$23,414.59	\$60,369.03
<b>Phase II ESA (4501 N. Miro)</b>												
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #3</b>	\$4,850.00	7/1/20 - 7/31/20	Completed	\$0.00	\$0.00	\$0.00	\$3,055.25	\$1,794.61	\$4,849.86	\$3,055.25	\$1,794.61	\$4,849.86
<b>Phase I ESA (3410 Jourdan)</b>												
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #4</b>	\$4,850.00	7/1/20 - 7/31/20	Completed	\$0.00	\$485.00	\$485.00	\$3,055.50	\$1,309.50	\$4,365.00	\$3,055.50	\$1,794.50	\$4,850.00
<b>Phase I ESA (6000 Jourdan)</b>												
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #5</b>	\$4,850.00	7/1/20 - 7/31/20	Wrapping Up	\$0.00	\$3,152.50	\$3,152.50	\$679.00	\$291.00	\$970.00	\$679.00	\$3,443.50	\$4,122.50
<b>Phase I ESA (6000 Terminal Rd)</b>												
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #6</b>	\$4,850.00	7/1/20 - 7/31/20	Midway	\$0.00	\$1,940.00	\$1,940.00	\$679.00	\$291.00	\$970.00	\$679.00	\$2,231.00	\$2,910.00
<b>Phase I ESA (3201 France)</b>												
<b>PROJECT BILLING STATUS:</b>												
<b>NTP #7</b>	\$4,850.00	7/1/20 - 7/31/20	Starting	\$0.00	\$121.25	\$121.25	\$0.00	\$0.00	\$0.00	\$0.00	\$121.25	\$121.25
<b>Phase I ESA (6500 Terminal)</b>												
<b>TOTAL CONTRACT BILLING STATUS</b>	<b>\$96,285.49</b>	<b>NA</b>	<b>89.36%</b>	<b>\$0.00</b>	<b>\$11,417.50</b>	<b>\$11,417.50</b>	<b>\$48,833.19</b>	<b>\$25,791.95</b>	<b>\$74,625.14</b>	<b>\$48,833.19</b>	<b>\$37,209.45</b>	<b>\$86,042.64</b>

**BUDGET REMAINING IN CONTRACT:**

**\$10,242.85**



Signature of Certifying Officer

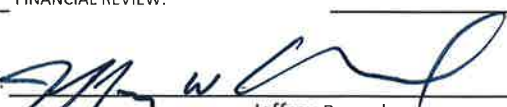
Name: **Jesse Hoppes**  
Title: **Project Manager**

8/3/2020

Date

Note: Charges submitted by Sub-Consultants to Prime Consultant will not be honored if a copy of the agreement between Prime and Sub-Consultant has not been provided to RPC. The Prime is responsible for submitting a coordinated billing, including a signed copy of each sub-consultant's invoice.

**Attach Project Narrative Form**

6cba1d4f-91a3-4600-adc1-1f2a18991a04 Digitally signed by: 6cba1d4f-91a3-4600-adc1-1f2a18991a04 DN: cn=Adam Tatar, o=RPC, email=atatar@rpc.org, c=US Date: 2020.08.05 12:02:09 -0500		<b>RPC USE ONLY</b> Megan E Leonard Digitally signed by Megan E Leonard DN: cn=Megan E Leonard, o=Regional Planning Commission, ou=Director of Management & Finance, email=mleonard@rpc.org, c=US Date: 2020.09.02 09:50:57 -0500	
TECHNICAL REVIEW: <b>Adam Tatar</b>	FINANCIAL REVIEW: <b>Megan Leonard</b>		
RECOMMENDED FOR PAYMENT: 		<b>Jeffrey Roesel</b>	



ATTACHMENT B

# Consultant/Sub-Consultant Invoice Certification

DATE: 12/5/2018 State Project # H.004891.5 Fed Project #: H004891FIRM NAME: N-Y AssociatesPROJECT DESCRIPTION: Reserve to I-10 Connector, Supplement No. 2 RPC Task #: PSLC-StJ-Supp-2RPC INVOICE No. (sequence i.e. #1, #2, etc.) 23 INVOICE PERIOD: (date range) July 1, 2020 - July 31, 2020

The following invoices have been submitted to the Regional Planning Commission for payment. A copy of each invoice submitted by Prime Consultant and Prime-approved Sub-consultants must be attached. If no charges are submitted by any Sub-Consultant to the Prime Consultant, please add "NONE", otherwise complete all grids for a submitted Sub-Consultant to the Prime Consultant in this billing period. Please attach invoice only. Backup documentation will be requested if necessary.

	Project Budget	Invoice Period	% Contract Complete to Date	Amount Due this Period	Amount Previously Invoiced	Amount Billed to Date
<b>PROJECT BILLING STATUS</b>	\$840,530.00	July 1, 2020 - July 31, 2020	35.75%	\$4,466.45	\$296,061.30	\$300,527.75
<b>SEPARATE CONTRACTOR/CONSULTANT AMOUNTS:</b>						
PRIME N-Y Associates	\$571,492.00	July 1, 2020 - July 31, 2020	27.07%	\$1,943.07	\$152,759.81	\$154,702.88
Sub-Consultant A: Urban Systems, Inc.	\$217,398.00	July 1, 2020 - July 31, 2020	67.08%	\$2,523.38	\$143,301.49	\$145,824.87
Sub-Consultant B: AECOM	\$36,640.00	July 1, 2020 - July 31, 2020		0	0	
Sub-Consultant C: Coastal Environments	\$15,000.00	July 1, 2020 - July 31, 2020		0	0	
Sub-Consultant D:	N/A					
<b>TOTALS:</b>				<u>\$4,466.45</u>	<u>\$296,061.30</u>	<u>\$300,527.75</u>

PROJECT TOTAL  
UNBILLED: **\$540,002.25**

  
Signature of Certifying Officer  
Bruce Richards, Vice-President

  
Date

## REGIONAL PLANNING COMMISSION USE ONLY

The above-listed amounts and completion percentages have been reviewed for technical and financial accuracy. I, the undersigned, do hereby certify that the above invoice(s) accurately reflect the backup documentation submitted with the invoice.

TECHNICAL REVIEW: Karen Parsons  
Karen ParsonsFINANCIAL REVIEW: Megan E Leonard  
Megan E Leonard

RECOMMENDED FOR PAYMENT:

  
Jeffrey W. Roesel, AICP

Digitally signed by Megan E Leonard  
DN: cn=Megan E Leonard, o=Regional Planning  
Commission, ou=Director of Management &  
Finance, email=leonard@nrcpc.org, c=US  
Date: 2020.09.02 09:53:06 -0500