



## **MEMORANDUM OF UNDERSTANDING**

This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the Capital Region Transportation Council, One Park Place, Suite #101, Albany New York 12205 and Albany County, 112 State Street, Albany NY 12207.

### **WITNESSETH**

WHEREAS, the Albany County (hereafter referred to as the "County") has requested technical assistance from the Capital Region Transportation Council (hereafter referred to as the "Transportation Council"), the Metropolitan Planning Organization for the Capital Region, in its 2025-2026 Unified Planning Work Program for the Active Transportation Technical Assistance Study (hereafter referred to as the "Study");

WHEREAS, the Transportation Council has included the Study in its 2025-2026 Unified Planning Work Program;

WHEREAS, the approved cost for consultant services related to the Study is \$65,000;

WHEREAS, Albany County will provide \$65,000 in cash for the Study;

WHEREAS, the Transportation Council expects the Study to be completed within eighteen (18) months of the date of consultant contract execution;

WHEREAS, the following milestones will apply to complete the Study:

1. By September 30, 2025 – Return the signed Memorandum of Understanding to the Transportation Council.
2. Within two (2) months of consultant contract execution – have a Study kick-off meeting.
3. Within eighteen (18) months – consultant completes 100% of the scope of work.

WHEREAS, the parties will jointly guide the consultant with the assistance of a Study Advisory Committee that will include, at a minimum, one staff member of the Transportation Council;

WHEREAS, the parties will jointly assume ownership of all draft and final products including graphics, data, reports, etc. related to the Study;

WHEREAS, the parties desire to set forth the rights and responsibilities in facilitating the Study;

NOW, THEREFORE, parties hereby agree to the following:

1. The Transportation Council will be responsible for:
  - a. Aiding the County in developing a detailed scope of work for the Study.
  - b. Drafting a detailed Request for Expression of Interest for the Study and advertising the Study in the New York State Contract Reporter, on the Transportation Council website, and on the New York State Metropolitan Planning Organizations website.
  - c. Aiding the County in selecting a consultant to perform the Study.
  - d. Documenting the consultant selection process and providing notification of the consultant selection or rejection.
  - e. Securing an executable agreement between the consultant and the Capital District Transportation Authority, the host agency of the Transportation Council.
  - f. Approving the membership of the Study Advisory Committee.
  - g. Attending all Study Advisory Committee or Study related meetings including the kickoff meeting, public meetings, and any other decision-making meeting.
  - h. Providing technical assistance.
  - i. Addressing all contracting issues including review of deliverables and payment to the consultant.
  - j. Invoicing the County for \$65,000, following execution of the consultant contract, due to the Transportation Council within 60 days of issuance of the Transportation Council's invoice.
  - k. Providing the County with copies of consultant invoices and supporting progress reports following payment authorization.
2. The County will be responsible for:
  - a. Reviewing and following the Transportation Council Community Planning Support 2025-2026 Planning Study Administration and Procedures guidance document.
  - b. Working with the Transportation Council staff to complete the Study within eighteen (18) months of the date of consultant contract execution. If unforeseen delays arise, the County will provide the Transportation Council with a written explanation.
  - c. Providing the Transportation Council with \$65,000 for the Study within 60 days of issuance of the Transportation Council's invoice.
  - d. Following the Transportation Council guidelines regarding consultant selection.
  - e. Organizing and maintaining a Study Advisory Committee that will include at least one member of the Transportation Council's staff.
  - f. Including the Transportation Council and Study Advisory Committee in decisions related to meeting times and dates, public meeting dates and format, and any other Plan related decisions with the consultant.
  - g. Attending all Study Advisory Committee or Study related meetings including the kickoff meeting, public meetings, and any other decision-making meeting.
  - h. Providing technical assistance and reviewing products.
  - i. Informing the Transportation Council of any problems with the consultant.
  - j. Presenting the findings of the Study to the Transportation Council Planning Committee, Transportation Council Advisory Committees and/or the Community Planning Forum.

The signatories affirm they are duly authorized by their governing bodies to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this \_\_\_\_ day of \_\_\_\_\_ 2025.

FOR THE CAPITAL REGION  
TRANSPORTATION COUNCIL

FOR ALBANY COUNTY

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Executive Director

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County Executive