



MEETING NOTICE & AGENDA

Please be advised that the Volusia Transportation Planning Organization (VTPO) **BPAC PROJECT REVIEW SUBCOMMITTEE** will be meeting on:

DATE: April 24, 2013

TIME: 1:00 p.m. to 5:00 p.m.

PLACE: Volusia TPO
2570 W. International Speedway Blvd.,
Suite 100 (Conference Room)
Daytona Beach, Florida 32114-8145

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE
- II. PUBLIC COMMENT/PARTICIPATION (*length of time at the discretion of the Chairperson*)
- III. ACTION ITEMS
 - A. EVALUATION AND RANKING OF XU BICYCLE/PEDESTRIAN PROJECT APPLICATIONS (*Contact: Stephan C. Harris*) (*Enclosures*)
- IV. SUBCOMMITTEE MEMBER COMMENTS/STAFF COMMENTS
- V. ADJOURNMENT

BPAC Project Review Subcommittee Members

A.J. Devies
Amanda Vandermaelen
Roy Walters/Jason Aufdenberg

cc: Joan Carter, FDOT; Claudia Calzaretta, FDOT; BPAC, TCC, CAC, TPO staff; Press

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Daytona Beach, Florida 32114-8145, (386) 226-0422, extension 21 at least five (5) working days prior to the meeting date.

**SUMMARY SHEET
BPAC PROJECT REVIEW SUBCOMMITTEE
APRIL 24, 2013**

III. Action Items

A) Evaluation and Ranking of XU Bicycle/Pedestrian Project Applications

Background Information:

Interested parties submitted project applications for XU bicycle/pedestrian funding during the Volusia TPO's 2013 Annual Call for Projects. The Project Review Subcommittee is scheduled to evaluate and rank project applications for review by the BPAC on May 8, 2013. The following documents have been provided with this agenda packet for reference purposes:

- 2013 XU Bicycle/Pedestrian Project Proposal Requirements and Criteria
- 2013 VTPO Priority Process Schedule

Scoring sheets will be provided at the meeting. Completed project applications will be provided at the meeting and can be downloaded from the Volusia TPO file transfer site at the following links:

<https://www3.mydocsonline.com/Share.aspx?0d1fa28a> (feasibility study apps.)

<https://www3.mydocsonline.com/Share.aspx?487162f9> (project implementation apps.)

Completed feasibility studies for project implementation applications are accessible at the following location on the Volusia TPO website:

<http://www.volusiatpo.org/resources/studies/>

Action Requested:

As directed by the subcommittee



2013 Priority Project Process Schedule

February 2013

- TPO staff issues **call for new projects** – application packets sent out to all interested parties (Monday, February 4).
- **Except as noted below, local governments are NOT required to submit a new application for a candidate project already on one of the VTPO's Priority Project lists. However, if a local government would like for its project(s) to remain on a list for funding, that local government must submit a letter to the VTPO reaffirming its support for the project(s). Candidate projects on the list of projects ready for Feasibility Study will not be moved to the list of projects ready for Project Implementation until a Feasibility Study has been completed AND the local government has submitted an application for Project Implementation to the VTPO.**
- TPO staff hosts **workshops** with local governments to discuss the Priority Project process and application requirements: East Volusia and West Volusia (tentatively scheduled February 14, times and locations to be determined).

April 2013

- **Deadline** to submit Priority Project applications and/or letters of support for “candidate project(s)” **5:00 p.m. Friday, April 12, 2013.**
- BPAC Project Review Subcommittee meets to rank XU Bicycle/Pedestrian projects (Wednesday, April 24).
- TIP Subcommittee (TCC/CAC/BPAC) meets to rank Traffic Ops/ITS/Safety & Transportation Alternatives projects (Thursday, April 25).

May 2013

- BPAC 1st review of draft XU Bicycle/Pedestrian & Transportation Alternatives Priority Project Lists (Wednesday, May 8)
- CAC 1st review of Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, May 21)
- TCC 1st review of draft Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, May 21)

June 2013

- BPAC 2nd review of draft XU Bicycle/Pedestrian & Transportation Alternatives Priority Project Lists (Wednesday, June 12)
- CAC 2nd review of draft Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, June 18)
- TCC 2nd review of draft Traffic Ops/ITS/Safety & Transportation Alternatives Priority Project Lists (Tuesday, June 18)
- TPO 1st review of draft Priority Project Lists (Tuesday, June 25)

July 2013

- 30-day public notice for public to review the draft Priority Project Lists (Friday, July 26)

August 2013

- TPO Board holds a Public Hearing on the Draft Priority Project Lists (Tuesday, August 27)
- **TPO Board adopts Priority Project Lists** (Tuesday, August 27)
- TPO staff compiles all of the prioritization process information (including the adopted priority lists and project scopes) and transmits this information to FDOT prior to the October 1, 2013 deadline



2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

January 2013

General Instructions:

For the 2013 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Bicycle/Pedestrian Project application form whether applying for a Feasibility Study or for Project Implementation.

No project will advance beyond a Feasibility Study unless the VTPO receives an application for prioritization of the Project Implementation phase. Applications for prioritization of the Project Implementation phase will be accepted only if a Feasibility Study has already been completed or if the project does not require a Feasibility Study.

When applying for prioritization of a Feasibility Study, you must complete the application through the Purpose and Need Statement. When applying for Project Implementation, you must complete the entire application. Information that was provided previously in an application for a Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

Initial Project Screening:

Any project submitted by a local government for consideration needs to meet the following screening criteria:

For any proposed facility to be considered eligible through the TPO process, the project must be included on the *Volusia TPO's Bicycle/Pedestrian Plan*.

Is this **Shared Use Path** project at least 12 feet wide?

- If **Yes** – the project is eligible.
- If **No** – justification is required to determine eligibility.

Is this **Sidewalk** project at least 5 feet wide?

- If **Yes** – the project is eligible.
- If **No** – the project application is not acceptable.

Funding Requirements:

VTPO Resolution 2011-03 requires a local match of ten percent (10%) of the total amount of XU funds programmed for each project. For this purpose, local match is defined as non-federal cash match and/or in-kind services that advance the project. The local match for feasibility studies can only be satisfied with a non-federal cash match. This resolution also reaffirms the VTPO's policy that the applicant (project originator) shall

be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on the state highway system. Projects whose sponsors are willing and able to provide a local match **greater than 10%** will be awarded additional points.

Project applications submitted for bicycle/pedestrian funds that contain more than a strictly bicycle/pedestrian component (i.e. roadway improvements, bridge replacements, etc.) may be funded in part with XU funds. The limitations are as follows: a maximum of 10% of the total project cost may be funded with bicycle/pedestrian XU funds, but that amount **MAY NOT** exceed 10% of the total annual allotment of bicycle/pedestrian XU funds. These projects will be ranked separately and only the top two (2) projects will be recommended for funding in a given year. All project applications are subject to approval by the Volusia TPO Board.

Project Application Submittal Requirements:

Any project submitted by a local government for consideration **MUST** include the following information/materials:

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat® Version 9.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
3. The application and all supporting documentation shall be included in one electronic PDF file.
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
6. PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at 300 dpi to balance legibility and file size. If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.
7. In addition to the digital submittal, we require one (1) complete paper copy of the application and all supporting documents. This must be identical to the digital submittal.
8. Submit any available right-of-way information.
9. **Each application MUST include a Project Map** that clearly identifies the termini of the project, Proximity to Community Assets and Network Connectivity through the use of a one (1) mile radius buffer for Shared Use Path projects and a one-half (½) mile radius buffer for Sidewalk projects. Maximum map size is 11" x 17".
10. In addition, all maps **MUST** include a **Scale** (in subdivisions of a mile), **North Arrow**, **Title** and **Legend**. Photographs are optional.

VTPO staff will provide assistance in completing an application to any member local government that requests it.



2013 Application for Project Prioritization
XU Bicycle/Pedestrian Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located: _____

[If not the same as Applicant, attach letter of support for proposed project from the responsible entity.]

Is the Applicant Local Agency Program (LAP) certified to administer the proposed project?

Yes No

If Applicant is not LAP certified, explain how you intend to comply with the LAP requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

Project Location (include project length and termini, if appropriate, and attach location map): _____

The Applicant is requesting (check only one): Feasibility Study Project Implementation

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

Project Purpose and Need Statement:

In the space provided below, describe the purpose and need for this proposed project. It is very important that the Purpose and Need Statement is clear and complete. It will be the principle consideration in ranking the project application for a feasibility study. It must convince the public and decision-makers that the expenditure of funds is necessary and worthwhile and that the priority the project is being given relative to other needed transportation projects is warranted. The Purpose and Need Statement will also help to define

the scope for the feasibility study, the consideration of alternatives (if appropriate), and project design.

The purpose is analogous to the problem. It should focus on particular issues regarding the transportation system (e.g., mobility and/or safety). Other important issues to be addressed by the project should be identified as ancillary benefits. The purpose should be stated in one or two sentences as the positive outcome that is expected. For example, "The purpose is to provide a connection between a park and a school." It should avoid stating a solution as a purpose, such as: "The purpose of the project is to add a sidewalk." It should be stated broadly enough so that no valid solutions will be dismissed prematurely.

The need should establish the evidence that the problem exists, or will exist if anticipated conditions are realized. It should support the assertion made in the Purpose Statement. For example, if the Purpose Statement is based on safety improvements, the Need Statement should support the assertion that there is or will be a safety problem to be corrected. When applying for a feasibility study, you should support your Need Statement with the best available evidence. However, you will not be expected to undertake new studies.

Commentary:

STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOWING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION.

Criteria Summary:

Priority Criteria	Points
(1) Proximity to Community Assets	30
(2) Connectivity	30
(3) Safety	25
(4) Public Support/Special Considerations	5
(5) Local Matching Funds > 10%	10
(6) Value-Added Tie Breaker (if necessary)	variable
Total (excluding Value-Added Tie Breaker)	100

Criterion #1 – Proximity to Community Assets (30 points max.)

This measure will estimate the potential demand of bicyclists and pedestrians based on the number of productions or attractions the facility may serve within a one (1) mile radius for Shared Use Paths or a one-half (½) mile radius for Sidewalks. A maximum of 30 points will be assessed overall, and individual point assignments will be limited as listed below.

List and describe how the facilities link directly to community assets and who is being served by the facility. Show each of the Community Assets on a Project Area Map through the use of a buffer: a one (1) mile radius for Shared Use Path projects or a one-half (½) mile radius for Sidewalk projects.

Proximity to Community Assets	Check All that Apply	Max. Points
Residential developments, apartments, community housing	<input type="checkbox"/>	5
Activity centers, town centers, office parks, post office, city hall/government buildings, shopping plaza, malls, retail centers	<input type="checkbox"/>	5
Parks, trail facilities, recreational facilities	<input type="checkbox"/>	5
Medical/health facilities, nursing homes, assisted living, rehabilitation center	<input type="checkbox"/>	5
School bus stop	<input type="checkbox"/>	5
Schools	<input type="checkbox"/>	5

Maximum Point Assessment		30
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Criterion #1 Description (if needed): _____

Criterion #2 – Connectivity (30 points max.)

This measure considers the gaps that exist in the current network of bike lanes, bike paths and sidewalks. The measurement will assess points based on the ability of the proposed project to join disconnected networks or complete fragmented facilities.

List and describe how this project fits into the local and regional bicycle/pedestrian networks and/or a transit facility. Depict this on the map and describe in the document.

Network Connectivity	Check All that Apply	Max. Points
Project provides access to a transit facility	<input type="checkbox"/>	5
Project extends an existing bicycle/pedestrian facility (at one end of the facility)	<input type="checkbox"/>	5
Project provides a connection between two existing or planned/programmed bicycle/pedestrian facilities	<input type="checkbox"/>	10
Project has been identified as “needed” in an adopted document (e.g., comprehensive plan, master plan, arterial study)	<input type="checkbox"/>	10
Maximum Point Assessment		30

Criterion #2 Description (if needed): _____

Criterion #3 – Safety (25 points max.)

This measure provides additional weight to applications that have included safety as a component of the overall project and includes school locations identified as hazardous walking/biking zones and areas with significant numbers of safety concerns.

List and describe whether the proposed facility is located within a “hazardous walk/bike zone” in the Volusia TPO planning area and provide documentation that illustrates how bicycle or pedestrian safety could be enhanced by the construction of this facility.

Safety	Check All that Apply	Max. Points
The project is located in an area identified as a hazardous walk/bike zone by Volusia or Flagler County School District Student Transportation Services and within the Volusia TPO planning area. If applicable, provide documentation.	<input type="checkbox"/>	15
The project removes or reduces potential conflicts (bike/auto and ped/auto). There is a pattern of bike/ped crashes along the project route. If applicable, provide documentation such as photos or video of current situation/site or any supportive statistics or studies.	<input type="checkbox"/>	10
Maximum Point Assessment		25

Criterion #3 Description (if needed): _____

For more information, contact Volusia or Flagler County School District Student Transportation Services and refer to Florida Statute 1006.23.

Criterion #4 – Public Support/Special Considerations (5 points max.)

Describe whether the proposed facility has public support and provide documentation (e.g., letters of support/signed petitions/public comments from community groups, homeowners associations, school administrators). Describe any special issues or concerns that are not being addressed by the other criteria.

Special Considerations	Check All that Apply	Max. Points
Is documented public support provided for the project? Are there any special issues or concerns?	<input type="checkbox"/>	5
Maximum Point Assessment	<input type="checkbox"/>	5

Criterion #4 Description (if needed): _____

Criterion #5 – Local Matching Funds > 10% (10 points max.)

If local matching funds greater than 10% of the estimated project cost are available, describe the local matching fund package in detail.

Local Matching Funds > 10%	Check One	Max. Points
Is a local matching fund package greater than 10% of the estimated project cost documented for the project?		
10.0% < Local Matching Funds < 12.5%	<input type="checkbox"/>	1
12.5% ≤ Local Matching Funds < 15.0%	<input type="checkbox"/>	2
15.0% ≤ Local Matching Funds < 17.5%	<input type="checkbox"/>	3
17.5% ≤ Local Matching Funds < 20.0%	<input type="checkbox"/>	4
20.0% ≤ Local Matching Funds < 22.5%	<input type="checkbox"/>	5
22.5% ≤ Local Matching Funds < 25.0%	<input type="checkbox"/>	6
25.0% ≤ Local Matching Funds < 27.5%	<input type="checkbox"/>	7
27.5% ≤ Local Matching Funds < 30.0%	<input type="checkbox"/>	8
30.0% ≤ Local Matching Funds < 32.5%	<input type="checkbox"/>	9
32.5% ≤ Local Matching Funds	<input type="checkbox"/>	10
Maximum Point Assessment		10

Criterion #5 Description (if needed): _____

Criterion #6 – Value-Added Tie Breaker (if necessary) (variable points)

Projects with equal scores after evaluations using the five Project Proposal Criteria are subject to the Value-Added Tie Breaker. The BPAC and Project Review Subcommittee are authorized to award tie breaker points based on the additional value added by the project. A written explanation of the circumstances and amount of tie breaker points awarded for each project will be provided.

**Volusia TPO
2013 Priority Process for
XU Bicycle/Pedestrian Projects**

1. Local government submits project(s)
2. BPAC reviews and ranks projects for feasibility studies or project implementation
3. TPO requests a Fee Proposal from consultant to perform a feasibility study
4. TPO schedules a scoping meeting with the consultant and local government
5. Consultant provides Fee Proposal to TPO
6. Local government pays the 10% local match for the feasibility study based on the Fee Proposal. TPO pays the majority of the cost for a consultant to perform feasibility studies on the highest ranking projects. (Local governments can bypass the TPO Study if they pay for the feasibility study themselves.)
7. TPO gives the consultant a Notice to Proceed on the feasibility study
8. Draft feasibility study is reviewed and approved by the TPO and local government
9. Final feasibility study is completed
10. Local government gives the TPO an “unofficial” go-ahead for their project, based on the cost from the feasibility study and submits a project letter of commitment to the TPO
11. FDOT (i.e., Special Projects Coordinator) conducts a field review of the project
12. FDOT schedules an intake meeting with the local government, TPO and FDOT staff to review the project
13. TPO coordinates with FDOT to program the project in the next available fiscal year of the FDOT Work Program
14. Construction of top ranked project: 2-4 years