



MEETING NOTICE & AGENDA

Please be advised that the Volusia Transportation Planning Organization (VTPO) TIP SUBCOMMITTEE will be meeting on:

DATE: Thursday, May 2, 2013
TIME: 9:00 a.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. **ACTION ITEMS**
 - A. **Evaluation & Ranking of Project Applications for XU Traffic Operations/ITS/Safety Funding** *(contact Bob Keeth) (scoring criteria are attached; project applications to be provided under separate cover)*
- III. **PUBLIC COMMENT/PARTICIPATION** *(length of time at the discretion of the chairman)*
- IV. **VTPO STAFF COMMENTS**
- V. **TIP SUBCOMMITTEE MEMBER COMMENTS**
- VI. **ADJOURNMENT**

TIP Subcommittee Members:

Bill McCord, Chairman	Clay Ervin, Vice Chairman	Bobby Ball
Richard Belhumeur	Heather Blanck	Judy Craig
A.J. Devies	Tom Harowski	Sandra Mason
Nick Mostert		Melissa Winsett

cc: TCC, CAC, BPAC Members
 Claudia Calzaretta, FDOT
 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 20416 at least five (5) working days prior to the meeting date.

**MEETING SUMMARY
(TIP SUBCOMMITTEE)
MAY 2, 2013**

II. ACTION ITEMS

A. EVALUATE AND RANK PROJECT APPLICATIONS FOR XU TRAFFIC OPERATIONS/ITS/SAFETY FUNDING

Background Information:

Interested parties were invited to submit project applications for XU Traffic Operations/ITS/Safety funding and Transportation Alternatives Program funding from February 4 to April 12, 2013. Nine applications for XU Traffic Operations/ITS/Safety funding were received, including four for project implementation and five for feasibility study. No applications for Transportation Alternatives Program funding were received.

The TIP Subcommittee is expected to create a draft list of priority projects for review by the CAC and TCC on May 21, 2013.

The following documents have been provided with this agenda packet for reference purposes:

- 2013 XU Traffic Operations/ITS/Safety Project Proposal Requirements and Criteria
- 2013 VTPO Priority Process Schedule

Completed project applications are available for download from the Volusia TPO file transfer site at the following links:

<https://www3.mydocsonline.com/Share.aspx?afd52cca> (project implementation applications)

<https://www3.mydocsonline.com/Share.aspx?9db1e490> (feasibility study applications)

ACTION REQUESTED:

RECOMMEND APPROVAL OF A RANKED LIST OF PROJECT APPLICATIONS FOR XU TRAFFIC OPERATIONS/ITS/SAFETY FUNDING.



2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety 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 Traffic Operations/ITS/Safety Project application form whether applying for a Feasibility Study or for Project Implementation.

If applying for a Feasibility Study, you will complete only the first part of the application.

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 the Project Implementation phase, you must complete the entire application. Information that was provided previously in an application for 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.

Project Qualification:

Except for certain improvements identified in 23 U.S.C. §133¹, only projects located on Federal-Aid Roads (roads on the National Highway System (NHS) or functionally classified as Urban Collector / Rural Major Collector, or higher) may be funded with Federal XU.

Only applications for Traffic Operations, Intelligent Transportation Systems (ITS) and Safety Projects will be considered. These projects are relatively low-cost enhancements to improve the operational safety and efficiency of the existing traffic circulation system. They are quick responses to implement low-cost improvements. They are typically narrow in scope and focus on improvements to traffic operations and modifications to traffic control devices. The following list of projects is representative of qualifying projects; however, it is not exhaustive:

1. Adding or extending left and/or right turn lanes;
2. improved signage or signalization;
3. targeted traffic enforcement;
4. limitation or prohibition of driveways, turning movements, truck traffic, and on-street parking;
5. modification of median openings;
6. replacement of standard intersections with traffic circles or roundabouts;
7. traffic incident response plans;
8. realignment of a road;

¹ These exceptions include: carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways, modification of public sidewalks to comply with the Americans with Disabilities Act, highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings.

General Instructions

XU Traffic Operations/ITS/Safety Project Application

Pg. 2 of 2

9. intelligent transportation systems (ITS) such as dynamic message signs and adaptive signal control systems;
10. traffic calming roadway designs or devices; and
11. street lighting to improve traffic safety.

Award Limits:

No more than \$1.5 million in XU funds will be awarded to any single project in any single application cycle, and no more than \$3 million in XU funds will be awarded toward the completion of any single project. Waivers/exceptions may be granted by the VTPO Board.

Local Match Requirement:

VTPO Resolution 2011-03 requires a local match of ten (10) percent of the total amount of XU funds programmed for each project. The match shall be by project phase for each programmed phase including feasibility study. A non-federal cash match is required for a feasibility study. For all other phases, the local match is defined as non-federal cash match and/or in-kind services that advance the project. 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, in which case, the State DOT shall be responsible for any cost overruns.

Electronic and "Hard Copy" Submittal Requirement:

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.
7. If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.
8. 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.

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



2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety 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 a letter of support for proposed project from the responsible entity. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the applicant's responsibility will be.]

Is the Applicant LAP certified to administer the proposed project? Yes No

If the Applicant is not LAP certified, explain how you intend to comply with the Local Agency Program (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): _____

Project Eligibility for XU Funds (check the appropriate box):

- the proposed improvement is located on the Federal-aid system;
- the proposed improvement is **not** located on the Federal-aid system, but qualifies as a type of improvement identified in 23 U.S.C. §133 that is not restricted to the Federal-aid system.

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 your Purpose and Need statement is clear and complete. It will be the principal consideration in ranking your application for a Feasibility Study. It must convince the public and decision-makers that the expenditure of funds is necessary and worth-

while and that the priority the project is being given relative to other needed transportation projects is warranted. The project Purpose and Need will also help to define the scope for the Feasibility Study, the consideration of alternatives (if appropriate), and ultimate 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 such as livability and the environment 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 reduce intersection delays or to reduce rear end collisions. It should avoid stating a solution as a purpose such as: “the purpose of the project is to add an exclusive left turn lane”. 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 FOLLOW-
ING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION. *****

Criteria #1 – Location (5 points max.)

This criterion looks at the classification of the roads that will benefit from a proposed project. This criterion gives more points to projects that provide a benefit on roads that are classified at a higher level. If a project benefits more than one road, the road that has the highest classification will be used to allocate points.

VTPO staff will review the application to determine the classification of the roads benefitting from the proposed project.

Project located on a ...		Points
Non-Federal Functionally Classified Road	Select only one	<input type="checkbox"/> 0
Local Road (Federal Functional Classification)		<input type="checkbox"/> 0
Rural Minor Collector (Federal Functional Classification)		<input type="checkbox"/> 0
Urban Minor Collector Road (Federal Functional Classification)		<input type="checkbox"/> 2
Major Collector Road (Federal Functional Classification)		<input type="checkbox"/> 3
Minor Arterial Road (Federal Functional Classification)		<input type="checkbox"/> 4
Principal Arterial Road (Federal Functional Classification)		<input type="checkbox"/> 5
Subtotal		

Commentary: _____

Criteria #2 – Project Readiness (15 points max.)

This criterion looks at the amount of work required to develop the project and get it ready for construction. The closer a project is to the construction phase, the more points it is eligible for.

Check the appropriate boxes to indicate which phases of work have already been completed or will not be required. For each phase that will not be required, explain why in the space provided for commentary. Include with this application a copy of any relevant studies, warrants, designs, and/or permits. If this is an application for Project Implementation, you must attach a copy of the project scope and cost estimate.

Phasing Already Completed or Not Required ¹		Completed	Not Re-quired	Required But Not Completed (no points)	Unknown or TBD (no points)	Points
Feasibility Study/Conceptual Design/Cost Estimate	Check only one in each row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
PE (Design)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Environmental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Right-of-Way Acquisition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Permitting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Subtotal						0 - 15

¹ Since XU funding is Federal funding, all activities or work, including that which is done in advance of applying for Federal funds, must comply with all applicable Federal statutes, rules and regulations.

Commentary: _____

Criteria #3 – Mobility and Operational Benefits (30 points max.)

This criterion looks at the extent of traffic operational benefits that will be derived from a proposed project. The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the operational benefits of the proposed project. When putting your application together please include a copy of any approved signal warrant or street lighting studies.

Mobility and Operational Benefits				Points
Existing volume to capacity ratio (i.e., existing congestion severity) [Must be documented.]	Select only one	< 0.75	<input type="checkbox"/>	0
		0.75 to 0.99	<input type="checkbox"/>	3
		1.00 to 1.25	<input type="checkbox"/>	4
		>1.25	<input type="checkbox"/>	5
Mobility Enhancements (i.e., level of increased mobility that a project will provide)	Select all that apply	None	<input type="checkbox"/>	0
		Bike, Pedestrian, ADA or Transit	<input type="checkbox"/>	0 - 5
		Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming ²	<input type="checkbox"/>	0 - 10
Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant or widening justification ³ , access management or ITS improvements ⁴	Select only one	No	<input type="checkbox"/>	0
		Yes	<input type="checkbox"/>	0 - 5
Hurricane evacuation route upgrade including, but not limited to, converting traffic signal to mast arm or other operational improvements. ⁵	Select only one	No	<input type="checkbox"/>	0
		Yes	<input type="checkbox"/>	0 - 5
Subtotal				0 - 30

² Attach Traffic Signal Timing Study.

³ Attach Warrant Study to application; otherwise VTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

⁴ Access management and ITS improvements include, but are not limited to, addition of non-traversable median greater than 50% project length, addition of curb/gutter at intersection or greater than 50% project length, closure of minor intersections or crossovers, reduction of the number of access points (driveways or driveway widths), elimination of existing at-grade RR crossing, elimination of existing on-street parking, provision of traffic signal preemption for emergency vehicles, connection of three or more traffic signals, and new connection of traffic signal system to computerized signal control.

⁵ The term “other operational improvements” includes any improvement that will likely result in a significant: a) increase in evacuating traffic capacity or b) reduction in the probable occurrence or severity of evacuating traffic delay and/or disruption from signal failure, lane blockage, etc.

Commentary: _____

Criteria #4 – Safety Benefits (20 points max.)

This criterion looks at the degree of safety benefits that will be derived from a proposed project. The distinction between the categories of benefits will be coordinated with the Community Traffic Safety Teams (CTST). The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the safety benefits expected from the proposed project, and explain how the proposed project will help to achieve those benefits. VTPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates.

Safety Benefits ⁶			Points
The specific project location is on FDOT’s High Crash List or has otherwise been identified as having an overrepresentation of severe crashes? (Provide supporting documentation (e.g., intersection crashes per million entering vehicles ⁷ , corridor crashes per million vehicle miles ⁷ , Community Traffic Safety Team report, etc.)	Select all that apply	<input type="checkbox"/>	0 – 5
The “problem” described on page 1 of this application is a safety issue that falls within one or more of the eight Emphasis Areas identified in the [forthcoming] 2012 Florida Strategic Highway Safety Plan (i.e., distracted driving, vulnerable road users, intersection crashes, lane departure crashes, aging road users and teen drivers, impaired driving, and traffic records) or does contribute to the ability of emergency response vehicles to effectively respond to an incident.		<input type="checkbox"/>	0 – 5
The proposed project represents a strategy that is professionally recognized as being effective in reducing the frequency and/or severity of traffic accidents.		<input type="checkbox"/>	0 – 10
Subtotal			0 – 20

⁶ If an application scores very high in this criterion, the VTPO may submit application to either the East or West Volusia Community Traffic Safety Team (CTST) for Safety Fund consideration.

⁷ Applicant must use the following crash rate calculation formulas: Corridor Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 days/year x Number Years x Segment Length); Intersection Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 x Number of Years).

Commentary: _____

Criteria #5 – Support of Comprehensive Planning Goals and Economic Vitality (10 points max.)

This criterion looks at the degree to which the proposed project will actually contribute to the achievement of one or more of the local government’s adopted comprehensive plan goals or objectives, and the degree to which it supports economic vitality. The applicant must identify specific goals and/or objectives from the relevant comprehensive plan and provide a rational explanation of how the proposed project will advance those goals and or objectives. Points will not be awarded for being merely consistent with the comprehensive plan. Points should be awarded in proportion to how well the project will show direct, significant and continuing positive influence. Temporary effects related to project construction, such as the employment of construction workers, will not be considered.

Support of Comprehensive Planning Goals and Economic Vitality			Points
Directly contributes to the achievement of one or more goals/objectives in the adopted comprehensive plan	Select all that apply	<input type="checkbox"/>	0 - 5
Directly supports economic vitality (e.g., supports community development in major development areas, supports business functionality, and/or supports creation or retention of employment opportunities)		<input type="checkbox"/>	0 - 5
Subtotal			0 - 10

Commentary: _____

Criteria #6 – Infrastructure Impacts (20 points max.)

This criterion looks at impacts to adjoining public or private infrastructure, which may be in the way of the project. The less existing infrastructure is impacted the more points a project will score.

In the space provided below for commentary, describe the infrastructure impacts that will occur as a result of constructing the proposed project. When completing your application, please consider the drainage issues that may be involved (see notes below for a more detailed explanation).

Infrastructure Impacts			Points
Major Drainage Impact – relocating or installing new curb inlets or other extensive drainage work is required, or drainage impact has not yet been determined ⁸	Select only one	<input type="checkbox"/>	0
Minor Drainage Impact – extending pipes, reconfiguring swales or other minor work is required		<input type="checkbox"/>	0 - 2
No Drainage Impact – no drainage work required		<input type="checkbox"/>	0 - 4
Relocation of private gas utility or fiber optic communication cable is not required ⁹	Select all that apply	<input type="checkbox"/>	0 - 4
Relocation of public/private water or sewer utility is not required ⁹		<input type="checkbox"/>	0 - 4
Relocation of telephone, power, cable TV utilities is not required ¹⁰		<input type="checkbox"/>	0 - 4
No specimen or historic trees ≥ 18” diameter will be removed or destroyed		<input type="checkbox"/>	0 - 4
Subtotal			0 - 20

⁸ ADA pedestrian crossings at intersections may impact drainage significantly. Attached Traffic Study should address drainage impacts.

⁹ Typically, these are underground utilities that can only be determined by a complete set of plans. Attach plans showing no impacts; otherwise, assumption is in urban area utilities will be affected.

¹⁰ Typically, above ground utilities are not affected except for widening and turn lane projects.

Commentary: _____



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