MEETING NOTICE & AGENDA

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

DATE: **Friday, November 1, 2013**

TIME: **3:00 PM**

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

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AGENDA

I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT/PARTICIPATION

III. ACTION ITEMS

A) REVIEW AND RECOMMEND APPROVAL OF THE DRAFT XU BICYCLE/PEDESTRIAN PROJECT PROPOSAL REQUIREMENTS AND SCORING CRITERIA *(Contact: Stephan C. Harris) (Enclosure, pages 3-17)*

B) REVIEW AND RECOMMEND APPROVAL OF A LOCAL MATCH REQUIREMENT FOR XU BICYCLE/PEDESTRIAN PROJECTS *(Contact: Stephan C. Harris) (Enclosure, page 18)*

C) REVIEW AND RECOMMEND APPROVAL OF XU FUNDING LIMITS FOR BICYCLE/PEDESTRIAN PROJECTS *(Contact: Stephan C. Harris) (Enclosure, page 19)*

IV. SUBCOMMITTEE MEMBER/TPO STAFF COMMENTS *(Enclosure, page 20)*

V. ADJOURNMENT *(Enclosure, page 20)*

BPAC Project Review Subcommittee Members
Jason Aufdenberg, Jessie Clark, Wendy Hickey, Nic Mostert, Roy Walters

cc: Joan Carter, FDOT; Claudia Calzaretta, FDOT; 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., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

NOTE: If any person decides to appeal a decision made by the board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

NOTE: The Volusia TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.VolusiaTPO.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@volusiatpo.org.

SUMMARY SHEET
BPAC PROJECT REVIEW SUBCOMMITTEE
NOVEMBER 1, 2013

III. Action Items

A) Review and Recommend Approval of the Draft XU Bicycle/Pedestrian Project Proposal Requirements and Scoring Criteria

Background Information:

The 2014 draft XU Bicycle/Pedestrian Project Proposal Requirements and Criteria have been revised to make the application shorter and eliminate redundancies with the FDOT Project Information Application Form. The 2014 VTPO Call for Projects will require applicants to complete both documents, which are provided with this agenda packet for your review.

Action Requested:

Motion to recommend approval of the draft XU Bicycle/Pedestrian Project Proposal Requirements and Criteria

2014 DRAFT Application for Project Prioritization

XU Bicycle/Pedestrian Projects

November 2013

General Instructions:

For the 2014 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. The FDOT Project Information Application Form must also be completed.

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.

2014 DRAFT Application for Project Prioritization

XU Bicycle/Pedestrian Projects

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, complete the FDOT Project Information Application Form, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not attached.]

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	☐	5
Activity centers, town centers, office parks, post office, city hall/government buildings, shopping plaza, malls, retail centers	☐	5
Parks, trail facilities, recreational facilities	☐	5

Medical/health facilities, nursing homes, assisted living, rehabilitation center	☐	5
School bus stop	☐	5
Schools	☐	5
Maximum Point Assessment		**30**

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	☐	5
Project extends an existing bicycle/pedestrian facility (at one end of the facility)	☐	5
Project provides a connection between two existing or planned/programmed bicycle/pedestrian facilities	☐	10
Project has been identified as "needed" in an adopted document (e.g., comprehensive plan, master plan, arterial study)	☐	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.	☐	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.	☐	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?	☐	5
Maximum Point Assessment	☐	**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%	☐	1
12.5% ≤ Local Matching Funds < 15.0%	☐	2
15.0% ≤ Local Matching Funds < 17.5%	☐	3
17.5% ≤ Local Matching Funds < 20.0%	☐	4
20.0% ≤ Local Matching Funds < 22.5%	☐	5
22.5% ≤ Local Matching Funds < 25.0%	☐	6
25.0% ≤ Local Matching Funds < 27.5%	☐	7
27.5% ≤ Local Matching Funds < 30.0%	☐	8
30.0% ≤ Local Matching Funds < 32.5%	☐	9
32.5% ≤ Local Matching Funds	☐	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
2014 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

THIS FORM SHALL BE SUBMITTED FOR ALL PROJECTS NOT CURRENTLY IN THE FDOT WORK PROGRAM.

FDOT PROJECT INFORMATION APPLICATION FORM

DATE:

APPLICANT:

FDOT LIAISON:

1. MPO/TPO Project Priority Number:

2. Contact Person:

Name:

Title:

Address:

Phone Number

E-Mail Address

3. Project Information:

Roadway ID: (SR, CR, Etc…):

From:

To:

County:

Project Length: (Miles)

4. Phase(s) Being Requested ☐ Study ☒ PD & E ☒ Design ☒ Right-of-Way ☒ Construction ☒ etc. _____

The below documents must be attached to the application to move forward in the process:

- A map showing location of the area of interest. Label important features, roadways, or additional description to help FDOT identify the location and understand the nature of the project.
- Cost Estimate (with backup documentation, see "Exhibit A" to fill out correct Phase)
- Scope of work. (Please see "Exhibit A" to fill out correct Phase)
- Proposed preliminary project schedule. (Please see "Exhibit A" to fill out correct Phase)
- If construction phase is being requested, provide Right of Way Certification documents.

4. Project Description: (U*se additional sheets if necessary*)

(a) What type of project is being proposed? e.g., Road Capacity, ITS, Traffic Operations, Safety, Pedestrian, Bicycle, Streetscape, Aviation, Transit, Port, Bridge, Resurfacing (Describe in detail).

(b) Please state the purpose and need for this project.

(c) What data from the statement above was obtained and/or used to support this analysis? **Note:** If a study was done, then please provide a copy of the study. If no study was done, please provide documentation to support the need of the project and that the proposed improvements will address the issue.

(d) Is this project within 5 miles of a Public Airport? If yes, which one(s)?

(e) Is this project on a SIS connector or adjacent to a SIS hub? If yes, which one(s)?

(f) Is this project on a transit route? If yes, which one(s)?

(g) Is this project within the Federal Aid system? (If yes, FDOT staff needs to verify and check here ☐)

5. Consistency with Local and MPO Plans

(a) Is this project consistent with the Local Government Comprehensive Plan? If so, please attach a copy of the page in the Comprehensive Plan. If not, please state when an amendment will be processed to include the project in the Plan.

(b) Is the project in an MPO/TPO Cost Feasible component of the Long Range Transportation Plan (LRTP)? If so, please attach a copy of the page in the LRTP. If not, please state when an amendment will be done to include the project in the LRTP.

6. Indicate below if the following work has been completed on the project and who performed (or will perform) the work. Please do not leave any areas blank on the table below.

Work Type	Has The Following Phase Been Completed? (Yes / No / N/A)	Who Performed or Will Perform The Work? (Responsible Agency or N/A) (Note: If a LAP please fill out the appropriate exhibit for the requested phase)
Planning Development (Corridor or Feasibility Study)		
Project Development and Environmental Study (PD&E)		
Design		
Right of Way		
Construction		
Other		

7. Other Information: (*Use additional sheets, if necessary*)

(a) 1. If it is proposed that the project be administered by a governmental entity other than FDOT, does this entity have the fiscal, managerial, environmental and engineering capabilities to manage the project consistent with federal and state requirements and has been certified by FDOT to perform the work under the Local Agency Program (LAP) process?

2. If this is a non-State Road project, please specify whose Design Criteria (FDOT or Local Government) the project will conform to.

(b) Can public or private support of the project be demonstrated? (Examples include: written endorsement, resolution, financial donations or other appropriate means). Please provide documentation.

(c) If this is a non-state road, bridge, bicycle or pedestrian path to be located outside of State Right-of-Way, indicate whether sufficient right-of-way for the project is currently owned by the local government entity. Please specify the limits of available Right of Way. Provide right-of-way maps or maintenance maps if right-of-way maps are not available.

8. Provide an estimate of the total cost of the project phase(s) requested and indicate the source of the estimate. Identify the proposed funding source. Attach supporting documents that supports these estimates (how was estimate arrived).

WORK TYPE	FUNDING ($)				
	FEDERAL	STATE	LOCAL	OTHER	TOTAL
Planning Development (Corridor or Feasibility Study)					
Project Development and Environment Study (PD&E)					
Design					
Right-of-way Acquisition					
Construction					
Other					

EXHIBIT "A"

Preliminary Scope & Study Schedule - Phase 18 (Planning)

FPN (If Known): **FAN:** **TBD**

Name of Project:

Local Agency Contact (Project Manager):

Phone: **Email Address:**

Project Scope/Description, Termini, Project Length:

Procurement Method:

☐ Advertisement

Fee Estimate: **$** (include backup documentation)

Tentative Schedule (MMDDYY):

FDOT issues NTP for Study:

Advertise/Award/NTP for Study Services:

Begin Study:

Final Submittal:

Final Invoice:

Date Agreement needed:

Board Date:

EXHIBIT "A"

Preliminary Scope & Study Schedule - Phase 28 (PD&E)

FPN (If Known): **FAN:** **TBD**

Name of Project:

Local Agency Contact (Project Manager):

Phone: **Email Address:**

Project Scope/Description, Termini, Project Length:

Procurement Method:

☐ Advertisement

Fee Estimate: **$** (Include backup documentation)

Tentative Schedule (MMDDYY):

FDOT issues NTP for Study:

Advertise/Award/NTP for Study Services:

Begin Study:

Final Submittal:

Final Invoice:

Date Agreement needed:

Board Date:

EXHIBIT "A"

Preliminary Scope & Design Schedule - Phase 38 (Design)

FPN (If Known): **FAN:** TBD

Name of Project:

Local Agency Contact (Project Manager):

Phone: **Email Address:**

Project Scope/Description, Termini, Project Length:

Design Procurement Method:

☐ In-House Design ☐ Advertisement

Design Fee Estimate: **$** (Include backup documentation)

Tentative Design Schedule (MMDDYY):

FDOT issues NTP for Design:

Advertise/Award/NTP for Design Services:

Begin Design:

60% Plans Submittal (including Reviews):

90% Plans Submittal (including Reviews):

Final Plans Submittal :

Final Invoice:

Date Agreement needed:

Board Date:

Construction Funded: ☐ **Yes** ☐ **No** **Fiscal Year:**

EXHIBIT "A"

Scope & Construction Schedule - Phase 58 (Construction)

FPN (If Known): **FAN:** **TBD**

Name of Project:

Project Manager: **Phone:**

Email Address:

Project Scope/Description, Termini, Project Length:

CEI Procurement Method:

☐ In-House (Attach staff qualifications and experience)

☐ Advertisement

CEI Estimate (LAP Projects Only) $ (Attach supporting man-hours and rates)

Const Estimate (LAP Projects Only) $ (Attach engineer's estimate)

Tentative Construction Schedule (MMDDYY):

Ad Date:
Bid Opening Date:
Award Date:
Executed Contract Date:
Pre Construction Date:
NTP to Contractor Date:
Construction Duration:
Completion Date:
Final Acceptance Date:
Date Agreement needed:
Board Date:

SUMMARY SHEET
BPAC PROJECT REVIEW SUBCOMMITTEE
NOVEMBER 1, 2013

III. Action Items

B) Review and Recommend Approval of a Local Match Requirement for Bicycle/Pedestrian Projects

Background Information:

Most federal-aid highway projects are funded with a maximum 80% federal contribution and require a 20% state and/or local match to supplement the federal funds. This is true of projects funded with federal Urban Attributable (XU) funds. For projects located on the state highway system, matching funds are provided by FDOT. For projects not on the state highway system, the match is split between FDOT and the local government.

The Volusia TPO requires a 10% local match for federal XU funds which covers whatever portion of the federally mandated match that may not be covered by FDOT. Initially, the TPO required a 50% local match. It was later reduced to 25%, then to 15% for what was intended to be only a two-year period. In January 2011, it was further reduced to 10% [Resolution 2011-03].

Volusia TPO staff asks that you reaffirm the current 10% match requirement or recommend an alternative. TPO staff will lead a discussion regarding the manner in which the match requirement is applied.

Action Requested:

Motion to recommend approval of local match requirements for XU Bicycle/Pedestrian projects

SUMMARY SHEET
BPAC PROJECT REVIEW SUBCOMMITTEE
NOVEMBER 1, 2013

III. Action Items

C) Review and Recommend Approval of XU funding limits for Bicycle/Pedestrian Projects

Background Information:

Transportation Alternatives (TAP) funds are limited to $500,000 for any single project in any single application cycle. The local match for TAP projects is 20%.

XU Traffic Operations/ITS/Safety funds are limited to $1.5 million for any single project in any single application cycle and no more than $3 million towards the completion of any single project overall. The local match for Traffic Operations/ITS/Safety Projects is 10%.

There are no funding limits for XU Bicycle/Pedestrian Projects. TPO staff recommends funding limits for XU Bicycle/Pedestrian Projects similar to the XU Traffic Operations/ITS/Safety Projects. Waivers/exceptions may be granted by the TPO Board. TPO staff will lead a discussion regarding how XU funds are used for Bicycle/Pedestrian Projects.

Action Requested:

Motion to recommend approval of local match requirements for XU Bicycle/Pedestrian projects

SUMMARY SHEET
BPAC PROJECT REVIEW SUBCOMMITTEE
NOVEMBER 1, 2013

IV. SUBCOMMITTEE MEMBER/TPO STAFF COMMENTS

V. ADJOURNMENT