



MEETING NOTICE

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

DATE: Monday, November 3, 2010

TIME: 3:00 PM

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

Agenda

I. ACTION ITEMS

- A. REVIEW AND RECOMMEND APPROVAL OF THE REVISED PROJECT PRIORITIZATION PROCESS (*Contact: Bob Keeth*) (*Enclosure*)
- B. RANKING OF BICYCLE/PEDESTRIAN PROJECTS FOR THE 2011 SAFE ROUTES TO SCHOOL CALL FOR APPLICATIONS (*Contact: Stephan C. Harris*) (*Enclosure*)

II. ADJOURNMENT

BPAC Project Review Subcommittee Members:

Mike Chuen
A.J. Devies
Susanne Wilde
Tina Skipper
Roy Walters

cc: Joan Carter, FDOT; Steve Friedel, FDOT; Mary Schoelzel, 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., 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
November 3, 2010**

I. Action Items

A) Review and Recommend Approval of the Revised Project Prioritization Process

Background Information:

The purpose of this meeting is to review and recommend approval of revisions to the VTPO's Project Prioritization Process. The revised Project Prioritization Process will be provided under separate cover.

Action Requested:

As directed by the Subcommittee



Project Prioritization Process

October 27, 2010

INTRODUCTION

The Project Prioritization Process is the means by which transportation projects for the Volusia Transportation Planning Organization's (VTPO) Planning Area¹ are identified, evaluated and prioritized for funding with federal and state revenues. The priorities determined through this process guide the Florida Department of Transportation in the annual selection of projects for inclusion in the Department's 5-year Work Program. In turn, the VTPO updates and revises its Transportation Improvement Program annually to be consistent with the Work Program.

This selection of projects for funding is competitive, and there are never enough funds to fully satisfy our needs. Therefore, we strive to ensure that candidate projects brought forward for funding reflect our highest priorities, and address our needs in the most cost-effective manner. To the most practical degree, the process is comprehensive, rational and data-driven.

PROJECT CLASSIFICATION

Federal and State transportation funds are generally allocated to various "boxes" or categories for funding particular types of projects. Therefore, we group candidate projects for prioritization in accordance with these funding categories. Grouping candidate projects according to these funding categories also better enables us to make "apples to apples" comparisons. The groupings or categories are:

Strategic Intermodal System (SIS) Roadway Project – Only roadway projects on the Strategic Intermodal System² that are included in the VTPO's adopted Long Range Transportation Plan qualify

¹ The Volusia TPO's "Planning Area" includes all of Volusia County and the City of Beverly Beach and the City of Flagler Beach in Flagler County.

² The Strategic Intermodal System (SIS) is a statewide network of high-priority transportation facilities, including the state's largest and most significant commercial service airports, spaceport, deepwater seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways and highways. Currently, the only SIS Roadways in our Planning Area are:

- SIS Roadways - Interstate 4 and Interstate 95
- Emerging SIS Roadways include SR 40 from I-95 to the Volusia/Lake County line and SR 15/US 17/US 17-92 from Volusia/Seminole County line to Volusia/Putnam County line.
- Emerging SIS Airports - Daytona Beach International Airport
- Emerging Passenger Terminals - Daytona Beach Greyhound Bus Terminal
- SIS Connector Roadways - Daytona Beach International Airport to I-95 (I-95 to U.S. 92 to Midway Avenue to airport entrance) and Daytona Beach Greyhound Bus Terminal to I-95 (I-95 to U.S. 92 to Ridgewood Avenue to terminal entrance)
- SIS Waterways - Intracoastal Waterway and St. Johns River
- SIS Railroad Corridors - Florida East Coast Railroad's (FEC) Mainline "C" and the CSX Railroad's "A" Line

for funding in this category. These projects are usually large-scale, capacity projects. Because they are typically very costly, multi-year projects, anticipated well in advance of when they will be funded and constructed, SIS Roadway projects typically remain on the list for many years. Generally, we need to revise the list only every few years.

Regionally Significant, Non-SIS Roadway Projects – As is the case with SIS Roadway Projects, these projects are relatively costly, and are usually anticipated well in advance of construction. Only projects on Federal Aid Roads System³ and identified in the VTPO's Long Range Plan qualify. These projects generally move slowly up the list to construction; therefore, we do not automatically revise this list every year.

Bascule Bridge Projects – This category was established to qualify and prioritize Volusia County's bascule bridges for funding with state and federal revenues specifically intended and reserved for rehabilitating and replacing bridges.

Extra Urban (XU) Projects – The VTPO receives an annual allotment of XU funds (referred to by FDOT as SU funds). These are federal Surface Transportation Program (STP) funds for urban areas with population greater than 200,000. The VTPO Board elected to commit 40% of the annual allocation of XU funds to traffic operations/ITS/safety projects, 30% to bicycle/pedestrian projects, and 30% to public transit projects (Votran).

1. **Transportation Systems Management Projects** (formerly referred to as Traffic Operations/ITS/Safety) – Transportation Systems Management (TSM) is a strategy aimed at improving the overall performance of the transportation system without resorting to large-scale, expensive capital improvements. TSM integrates techniques from across disciplines to increase safety, efficiency and capacity for all modes in the transportation system. Examples of TSM projects are provision of left and/or right turn lanes, improved signage or signalization, modification of median openings, replacement of standard intersections with traffic circles or roundabouts, extension of turn lanes, realignment of a road, widening of lanes to accommodate bicyclists, intelligent transportation systems (ITS), provision of traffic calming roadway designs or devices, and installation of street lighting.
2. **Bicycle/Pedestrian Projects** – Any new facility or improvement to an existing facility intended mainly for the use of bicyclists or pedestrians will qualify for funding under this category.
3. **Public Transit Projects** – These are public transit projects – typically bus and para-transit vehicle purchases. Historically, the VTPO has deferred to Votran for the prioritization of these projects.

Transportation Enhancement Projects – These are projects that go beyond what is routinely provided in transportation projects or in mitigation requirements associated with transportation projects. The following are the only activities related to surface transportation that can be funded with enhancement funds:

³ Federal Aid Roads are those on the National Highway System (NHS) or functionally classified as Urban Collector / Rural Major Collector, or higher.

1. Provision of facilities for pedestrians and bicycles;
2. The provision of safety and educational activities for pedestrians and bicyclists;
3. Acquisition of scenic easements and scenic or historic sites;
4. Scenic or historic highway programs, (including the provision of tourist and welcome center facilities);
5. Landscaping and other scenic beautification;
6. Historic preservation;
7. Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals);
8. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails);
9. Control and removal of outdoor advertising;
10. Archaeological planning and research; and
11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
12. Establishment of Transportation museums.

For further information regarding Transportation Enhancement Projects, see FDOT's Transportation Enhancement Procedure document at:

<http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/525030300.pdf>

CALL FOR PROJECTS/IDENTIFYING CANDIDATE PROJECTS

The Project Prioritization Process is on an annual cycle that officially begins when the VTPO staff issues a "Call for Projects" to its member local governments, usually in February or March. This notice includes the schedule and key dates for the current cycle.

Local governments should identify candidate projects, and begin compiling supporting information well ahead of the "Call for Projects". In fact, local governments are encouraged to employ on-going public outreach techniques and asset management programs to identify candidate projects, gauge public support and determine priorities, always maintaining up-to-date lists of candidate projects.

As noted above, candidate projects for the SIS, Non-SIS Highway, and Bascule Bridge categories are generally identified and prioritized in the FDOT's Strategic Intermodal System Plan and the VTPO's long range plan. For public transit projects, the VTPO generally accepts Votran's priorities which it establishes through its internal procedures. The annual "Call for Projects" will usually not include these categories.

MAKING APPLICATION

Local governments must complete an application for each candidate project on a form provided by the VTPO staff. A sample application form included here as Attachment "A". The application must include:

1. project name;
2. name of applicant and contact information;

3. clear statement of purpose and need;
4. conceptual description of the project and any alternatives that should be considered in the context of a feasibility study;
5. written description and graphic depiction (map) of the project location and limits;
6. identification of a qualified project administrator (LAP certified, if required);
7. letter of support by the entity that has responsibility for the facility on which the project is proposed (if different from the applicant); and
8. statements and supporting documentation indicating how the project addresses each of the applicable project evaluation criterion (varies by project category).

QUALIFYING PROJECTS

DRAFT

As applications are received, VTPO staff, in cooperation with FDOT, will determine whether or not the applications are complete and accurate and the candidate projects are consistent with the VTPO's adopted plans and policies and are eligible for the requested funding. In addition, staff determines whether the applicant has authority to pursue the project. The applicant must have responsibility for the facility on which the candidate project is to be located or authorization from the responsible entity to pursue the project.

The work involved in a proposed project may include one or more of the following activities, or phases:

1. Planning activities that either: (1) lead to the development of a proposed network or program of projects that could lead to specific construction projects; or (2) are specific planning activities for individual enhancement activities.
2. Project development and environmental (PD&E) studies performed in house or by consultants.
3. Preliminary engineering, design activities, architectural services, and preparation of construction documents, including design and right-of-way surveys, performed in house or by consultants.
4. Right-of-way acquisition, including right-of-way support services, performed in house or by consultants.
5. Physical construction activities performed on a force account basis or by contract.
6. Construction engineering and inspection services performed in house or by consultants (only eligible in conjunction with construction activities).

The above activities and work phases are generally eligible for funding under any of the VTPO's funding categories with one key exception. A proposed activity or phase may not be funded as a Transportation Enhancement project if the proposed activity is a requirement or a standard portion of the construction or planned construction (any project with a construction phase contained in FDOT's current Adopted Work Program) for the proposed facility. However, Transportation Enhancement projects may be combined with other work and funded separately (a split funded project) if the enhancement activity would not normally be included or constructed as part of the other work. An example could be using Transportation Enhancement funds to provide additional landscaping or a separate bicycle trail that may not routinely be included in a resurfacing, restoration and rehabilitation project.

Routine maintenance on any type of facility is not eligible for funding under any of the aforementioned categories.

SCORING AND RANKING PROJECT APPLICATIONS

Each year the VTPO Board is asked to approve the criteria that will be used to evaluate and rank the candidate projects. This occurs in advance of the Call for Projects so that applicants will have an idea of what projects will score highest.

The Bicycle/Pedestrian Advisory Committee meets to review and score applications for XU Bicycle/Pedestrian funds based on the approved criteria. The TIP Subcommittee meets to review and score all other project applications, again, based on the approved criteria. Following scoring, the committees assign a tentative rank or priority to the scored project applications. These tentative priorities should be based on the scores except where special considerations may warrant adjustments to the priorities.

Subsequent to the B/PAC and TIP Subcommittee assignment of tentative priorities, the TCC and CAC will review and comment on the tentative priorities. Then the tentative priorities will be presented to the VTPO Board for final approval with or without revisions.

New candidate projects can be ranked higher than projects ranked in previous years. However, to ensure a reasonable degree of predictability, the VTPO Board has enacted a policy that protects the highest ranked projects in each category. This policy currently provides that, unless the VTPO Board determines unusual circumstances dictate otherwise:

1. projects ranked one through five on the Prioritized List of Florida Strategic Intermodal System (SIS) Roadway projects and are not currently funded through the construction phase will remain in their current spot or moved to the next available higher spot until they are fully funded through the construction phase and drop out of the Work Program;
2. projects ranked one through five on the Prioritized List of Regionally Significant Non-SIS Roadway projects that are not funded through the construction phase will be ranked in their current spot or moved to the next available higher spot until they are fully funded through the construction phase and drop out of the Work Program;
3. projects ranked one through three on the Prioritized List of Bascule Bridge Projects that are not funded through the construction phase will be ranked in their current spot or moved to the next available higher spot until they are fully funded through the construction phase and drop out of the Work Program;
4. projects ranked one through three on the Prioritized List of XU Traffic Operations/ITS/Safety Set-Aside projects that are not funded through the construction phase will be ranked in their current spot or moved to the next available higher spot until they are fully funded through the construction phase and drop out of the Work Program;
5. projects ranked one through three on the Prioritized List of XU Bicycle/Pedestrian Set-Aside projects that are not funded through the construction phase will be ranked in their current spot or moved to the next available higher spot until they are fully funded through the construction phase and drop out of the Work Program; and

6. projects ranked one through eight on the Prioritized List of Enhancement projects that are not funded through the construction phase will be ranked in their current spot or moved to the next available higher spot until they are fully funded through the construction phase and drop out of the Work Program.

The VTPO Board generally reviews this policy annually.

FEASIBILITY STUDIES

After candidate projects have been prioritized, VTPO staff will coordinate with the local government sponsor and FDOT to determine if a feasibility study will be necessary. Ordinarily, a study will be required for the purpose of identifying any project alternatives that should be considered, identifying specific tasks that will need to be undertaken (e.g., environmental mitigation, right-of-way acquisition, utility relocation, etc.), and determining the total project cost. However, simple projects may not need to be studied, and more complex projects may have already been studied sufficiently to proceed directly to programming.

For those candidate projects that do require a feasibility study, VTPO staff will move through the list in order of priority to schedule scoping meetings. The schedule will be set in coordination and cooperation with the local government sponsor.

The VTPO staff and the local government sponsor will jointly determine who will be invited to the scoping meeting. At a minimum, an invitation will be given to the VTPO's consulting engineer and the governmental entity with jurisdiction over the facility or system on which the proposed project is being considered.

It is generally expected that a local government sponsor will have thoroughly engaged the public in the review of a candidate project prior to the scheduling of a scoping meeting. However, the local government sponsor may elect to solicit additional public input at the scoping meeting. If so, the local government sponsor shall be responsible for appropriate public notice.

The purpose of the scoping meeting is: 1) to clarify the purpose and need for the project; 2) to define an appropriate range of alternatives to be considered by the feasibility study; 3) identify specific issues and opportunities that should be considered (e.g., right-of-way issues, socio-cultural and environmental concerns and possible mitigations measures, community support or opposition, utility conflicts, etc.); 4) to identify particular data requirements and sources; and 5) to determine what "deliverables" are expected from the feasibility study.

From the decisions reached in the scoping meeting, the VTPO staff will prepare a scope of services. The VTPO's consultant will then prepare a fee proposal for the work defined in the scope. Upon acceptance of the fee proposal, and commitment by the local government sponsor to provide the required matching funds for the feasibility study, the VTPO will authorize the consultant to proceed with the study.

PROGRAMMING PROJECTS

When a candidate project is ready to be programmed (i.e., the feasibility study has been satisfactorily completed or the project tasks and cost estimate have otherwise been clearly and accurately determined, no insurmountable issues have been identified, and the project sponsor has committed to provide the required matching funds⁴), it shall be placed on a list of projects ready for programming in the order in which it became ready. VTPO staff will then formally request FDOT to program the appropriate project phase(s).

Project phases may include any or all of the following, depending on the project:

1. Planning;
2. Project Development and Environmental (PD&E);
3. Preliminary Engineering/Design (PE);
4. Right-of-Way Acquisition (ROW); and
5. Construction (CST)

Roadway capacity projects (adding lanes, new alignments and extensions of existing alignments) generally require all of these phases. TSM projects, bicycle/pedestrian projects and many Transportation Enhancement projects may require only PE and CST phases. If a project will involve right-of-way acquisition, FDOT will usually program the CST phase at least one year beyond the ROW phase.

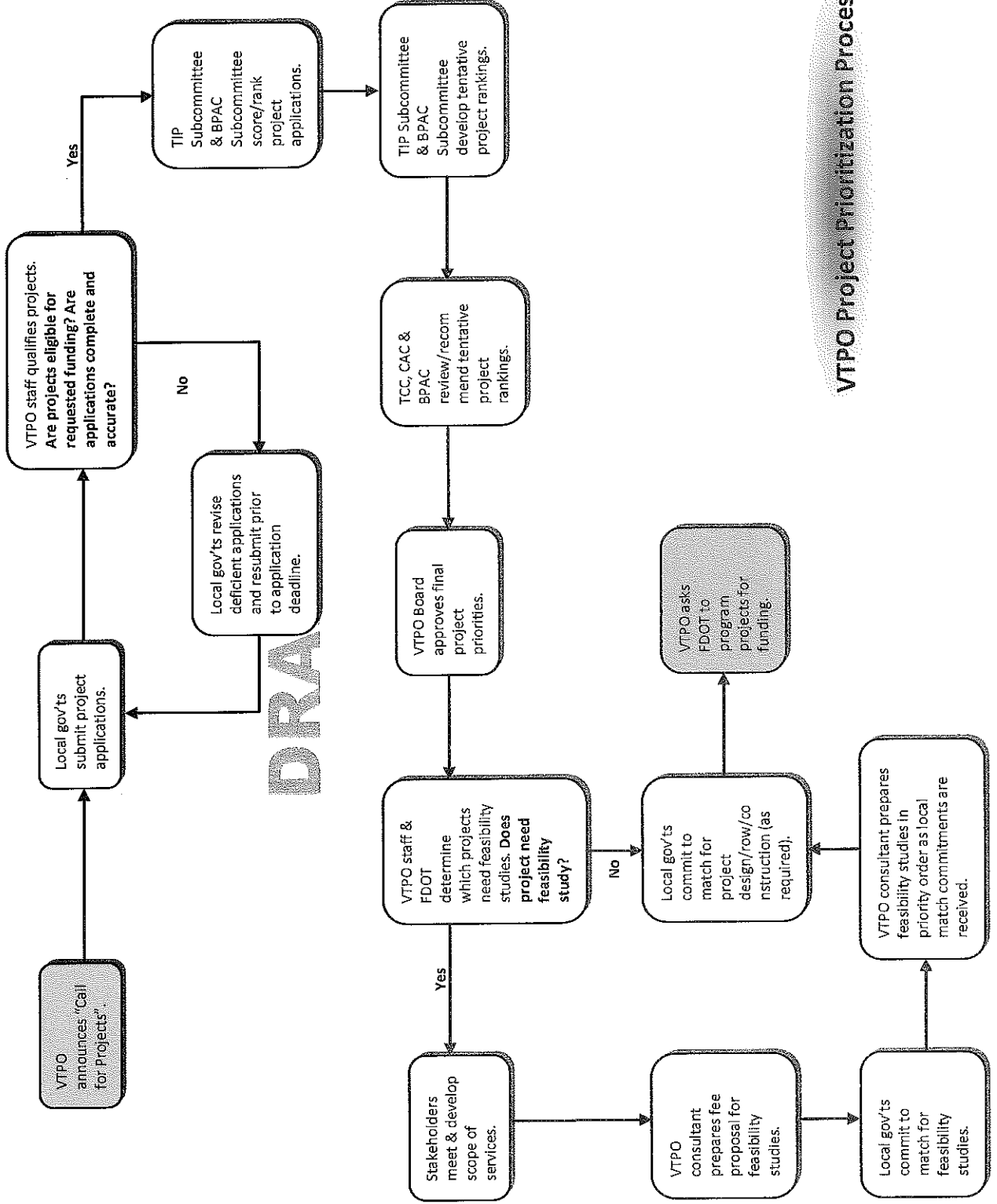
PROJECT ADMINISTRATION

The local government sponsor shall be responsible for administering its projects. This usually requires that the local government be LAP certified. However, under some circumstances, the local government may engage an agent, who is LAP certified, to administer the project.

COST OVERRUNS

VTPO will request FDOT to program only the portion of the estimated project cost above the local government sponsor's required match. The local government sponsor will be fully responsible for all cost overruns whether resulting from project scope revisions, unforeseen issues or underestimated costs. Under exceptional circumstances, the VTPO Board may authorize exceptions to this requirement.

⁴ The commitment to provide the required matching funds shall be by official action of the local government's governing board (commission/council). See Attachment "B" for a sample commitment letter.



VTPO Project Prioritization Process

**SUMMARY SHEET
BPAC PROJECT REVIEW SUBCOMMITTEE
November 3, 2010**

I. Action Items

B) Ranking of Bicycle/Pedestrian Projects for the 2011 Safe Routes to School Call for Applications

Background Information:

TPO staff recommends ranking priority projects identified in the Bicycle & Pedestrian School Safety Review Study for submission to the East Volusia Community Traffic Safety Team (CTST). Once the projects are approved by the CTST, they will be submitted to FDOT for the 2011 Safe Routes to School Infrastructure Grant program.

TPO staff has compiled the following priority projects from the Bicycle & Pedestrian School Safety Review Study:

- Flagler Avenue Sidewalk (east side) - Edgewater Public Elementary School
- Forest Hills Trail - Tomoka Elementary School
- Jimmy Ann Drive Sidewalk (west side) - Westside Elementary School
- Lafayette Street/Orange Avenue Sidewalk (east side) - Port Orange Elementary School
- 5th Street Sidewalk (south side) - Westside Elementary School

The studies for each school are provided with this agenda packet for your review.

Action Requested:

As directed by the Subcommittee