



# MEETING NOTICE & AGENDA

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

DATE: Wednesday, November 7, 2012

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 CRITERIA (*Contact: Stephan C. Harris*) (*Enclosure, pages 2-9*)
  - B) REVIEW AND RECOMMEND APPROVAL OF LOCAL MATCH REQUIREMENTS FOR XU BICYCLE/PEDESTRIAN PROJECTS (*Contact: Stephan C. Harris*) (*Enclosure, pages 10-12*)
- IV. BPAC PROJECT REVIEW SUBCOMMITTEE MEMBER/TPO STAFF COMMENTS
- V. ADJOURNMENT

BPAC Project Review Subcommittee Members: Mike Chuen, A.J. Devies, Amanda Vandermaelen, Roy Walters

cc: Joan Carter, FDOT; Mary Schoelzel, FDOT, Jim Brown, 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 7, 2012

III. Action Items

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

Background Information:

The draft XU Bicycle/Pedestrian Project Proposal Requirements and Criteria are provided with this agenda packet for your review. The following revisions have been made to the current draft:

- The format has been changed on pages 1-3 to make the application easier to understand and more consistent with other applications used by the VTPO
- A purpose and need statement has been added on pages 3-4
- A reference to Flagler County School District has been added on page 5

*Action Requested:*

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



## 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 or for Project Implementation, 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.

### 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, in which case, the State DOT shall be responsible for any cost overruns. 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.

No more than \$1 million in XU Bicycle/Pedestrian funds will be awarded to any single project in any application cycle and no more than \$3 million in XU Bicycle/Pedestrian funds will be awarded toward the completion of any single project. *Waivers/exceptions may be granted by the VTPO 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 and Proximity to Community Assets 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 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 worthwhile 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 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: \_\_\_\_\_

**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
<b>Total (excluding Value-Added Tie Breaker)</b>	<b>100</b>

**Criteria #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.

For the application 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
<b>Maximum Point Assessment</b>		<b>30</b>

Criteria #1 Description (if needed): \_\_\_\_\_

**Criteria #2 – Connectivity (30 points max.)**

This criterion 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.

For the application 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	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 (i.e. A comprehensive plan, master plan, arterial study)	<input type="checkbox"/>	10
<b>Maximum Point Assessment</b>		<b>30</b>

Criteria #2 Description (if needed): \_\_\_\_\_

**Criteria #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 number of safety concerns.

For the application list and describe whether the proposed facility is located within a “hazardous walk/bike zone” and/or provide documentation that illustrates how bicycle or pedestrian safety could be enhanced by the construction of this facility.

Safety	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	<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. Please provide documentation such as photos or video of current situation/site or any supportive statistics or studies	<input type="checkbox"/>	10
<b>Maximum Point Assessment</b>		<b>25</b>

Criteria #3 Description (if needed): \_\_\_\_\_

For more information, contact Volusia or Flagler County School District Student Transportation Services.

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

This is an opportunity for applicant to provide other relevant data that may provide *additional* information as related to the project application.

For the application list and describe whether the proposed facility has examples of public support (i.e., documented requests from community groups, homeowners associations, school administrators, as well as letters of support, signed petitions, documented public comments) or any special issues or concerns that are not being addressed by the other criteria.

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

Criteria #4 Description (if needed): \_\_\_\_\_

**Criteria #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
<b>Maximum Point Assessment</b>		<b>10</b>

Criteria #5 Description (if needed): \_\_\_\_\_

**Criteria #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

SUMMARY SHEET  
BPAC PROJECT REVIEW SUBCOMMITTEE  
NOVEMBER 7, 2012

III. Action Items

B) Review and Recommend Approval of Local Match Requirements for XU 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. Additionally, 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***

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2011-03 (As amended)**

**RESOLUTION DELINEATING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS UTILIZING THE TPO'S URBAN ATTRIBUTABLE (XU) FUNDS**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the Urbanized Area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the Urbanized Area; and

**WHEREAS**, the Volusia Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the transportation planning process for the Urbanized Area including Volusia County, and Flagler Beach and Beverly Beach in Flagler County; and

**WHEREAS**, the Volusia TPO is designated and certified by the U.S. DOT as a "large MPO"; and

**WHEREAS**, as a result of the aforementioned designation the Volusia TPO annually receives Urban Attributable (XU) funds; and

**WHEREAS**, the Volusia TPO maintains full authority over the programming and distribution of the XU funds; and

**WHEREAS**, the Volusia TPO desires to provide, whenever possible, financial assistance to member local governments to allow them to pursue projects and programs; and

**WHEREAS**, the Volusia TPO wants to leverage its annual appropriation of XU funds and ensure a measure of local commitment to project programming requests,

**NOW, THEREFORE, BE IT RESOLVED**, by the Volusia Transportation Planning Organization that:

- 1) the Volusia TPO places a requirement of a local match commitment on its member local governments that are requesting XU funds; and
- 2) the Volusia TPO determines that, effective January 25, 2011, a match of 10% of the total amount of XU funds programmed for each project utilizing XU funds shall be required of the local government requesting the funds; and
- 3) the Volusia TPO determines that "local match" shall be defined as non-federal cash match and/or in-kind services that advance the project in question; and
- 4) the Volusia TPO also reaffirms its policy that any cost overruns encountered on a project funded with XU funds will be the responsibility of the member local government identified as the project originator with the following exception: if the project is on the

state highway system and the State DOT is the project manager of record then the state shall be responsible for any cost overruns utilizing state dollars; and

- 5) the required percentage of local match shall not exceed the percentage identified in the current policy of the TPO board at the time the local government commits to its amount of local match for the project; and
- 6) the Volusia TPO reserves the right to waive or adjust the local match requirement if the TPO Board deems there exists sufficient reason or circumstance; and
- 7) the Chairman of the Volusia TPO (or his/her designee) is hereby authorized and directed to submit this resolution to the:
  - a. State and Regional Clearinghouse Offices;
  - b. Florida Department of Transportation;
  - c. Federal Transit Administration (through the Florida Department of Transportation);
  - d. Federal Highway Administration (through the Florida Department of Transportation);
  - e. East Central Florida Regional Planning Council;
  - f. Federal Aviation Administration;
  - g. Environmental Protection Agency; and
  - h. Division of Resource Planning & Management, Department of Community Affairs; and
  - i. Councils, Commissions, and Managers of the TPO Member Local Governments

**DONE AND RESOLVED** at the regularly convened meeting of the Volusia TPO held on the 25<sup>th</sup> day of January 2011.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

  
\_\_\_\_\_  
Flagler Beach Commissioner Ron Vath  
Chairman, Volusia TPO

**CERTIFICATE**

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on January 25, 2011.

**ATTEST:**

  
\_\_\_\_\_  
Pamela C. Blankenship, Recording Secretary