

**2014 Application for Project Prioritization**

**XU Bicycle/Pedestrian Projects**

**January 2014**

**General Instructions:**

For the 2014 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

The VTPO has two different application forms for XU Bicycle/Pedestrian Projects. One is to be used when applying for a Feasibility Study; the other is to be used when applying for Project Implementation. When applying for Project Implementation, the applicant will also be required to submit a completed copy of FDOT’s Project Information Application Form.

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.

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

Incomplete applications will not be accepted.

**VTPO staff will provide assistance in completing an application**

**to any member of local government that requests it.**

**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.

**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**. Waiv-ers/exceptions may be granted by the VTPO Board.

**Funding Requirements:**

**VTPO Resolution 2013-09 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.



**2014 Application for Project Prioritization – FEASIBILITY STUDY**

**XU Bicycle/Pedestrian Projects**

**Project Title:**

**Applicant (project sponsor):**   **Date:**

**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. 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.]*

**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.

**Project Purpose and Need Statement:**

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

The purpose is analogous to the problem. It should focus on particular issues regarding the transportation system (e.g., Proximity to Community Assets (Criterion #1), Connectivity (Criterion #2), Safety (Criterion #3) and Public Support/Special Considerations (Criterion #4)). Other important issues to be addressed by the project should be identified as ancillary benefits. The purpose should be stated in one or two sentences as the positive outcome that is expected. For example, “The purpose is to provide a connection between a park and a school.” It should avoid stating a solution as a purpose, such as: “The purpose of the project is to add a sidewalk.” It should be stated broadly enough so that no valid solutions will be dismissed prematurely.

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

**Commentary:**



**2014 Application for Project Prioritization – PROJECT IMPLEMENTATION**

**XU Bicycle/Pedestrian Projects**

**Project Title:**

**Applicant (project sponsor):**   **Date:**

[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:**

Attach a completed copy of FDOT’s Project Information Application Form.

**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? | [ ]  Yes[ ]  No |  |
| 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**

Feasibility Studies

1. Local government submits project(s)
2. BPAC reviews and ranks projects for feasibility studies
3. The TPO Board will approve a final ranking of all projects
4. TPO requests a Fee Proposal from consultant to perform a feasibility study
5. TPO schedules a scoping meeting with the consultant and local government
6. Consultant provides Fee Proposal to TPO
7. 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.)
8. TPO gives the consultant a Notice to Proceed on the feasibility study
9. Draft feasibility study is reviewed and approved by the TPO and local government
10. Final feasibility study is completed

Project Implementation

1. Local government submits project(s) and an official letter agreeing to pay 10% of the programmed project implementation cost, and agreeing to pay for any cost overruns
2. BPAC reviews and ranks projects for project implementation
3. The TPO Board will approve a final ranking of all projects
4. TPO coordinates with FDOT to program the project in the next available fiscal year of the FDOT Work Program
5. 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:**

**MPO/TPO Project Priority Number:**

**1. Contact Person:**

Name:

Title:

Address:

Phone Number:

E-Mail Address:

**2. Project Information:**

Roadway ID: (SR, CR, Etc.):

From:

To:

County:

Project Length (Miles):

**3. 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: (Use 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).

1. Please state the purpose and need for this project.

1. 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.

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

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

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

(g) Is this project within the Federal Aid system? **[ ]  Yes [ ]  No**

(If yes, FDOT staff needs to verify and check here: **[ ]** )

**5. Consistency with Local and MPO Plans**

1. 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.

1. 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) | $0 | $0 | $0 | $0 | $0 |
| Project Development and Environment Study (PD&E) | $0 | $0 | $0 | $0 | $0 |
| Design  | $0 | $0 | $0 | $0 | $0 |
| Right-of-way Acquisition | $0 | $0 | $0 | $0 | $0 |
| Construction | $0 | $0 | $0 | $0 | $0 |
| Other  | $0 | $0 | $0 | $0 | $0 |

**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**:  | $0 | (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:**  |       |
| **Name of Project:**  |       |
| **Local Agency Contact (Project Manager):**  |       |
| **Phone:**  |       | **Email Address:**  |       |
| **Project Scope/Description, Termini, Project Length:**  |
|       |
| **Procurement Method:** |
| **[ ]**  Advertisement |  |
| **Fee Estimate**:  | $0 | (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 38 (Design)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FPN (If Known):**  |       | **FAN:**  |       |
| **Name of Project:**  |       |
| **Local Agency Contact (Project Manager):**  |       |
| **Phone:**  |       | **Email Address:**  |       |
| **Project Scope/Description, Termini, Project Length:**  |
|       |
| **Design Procurement Method:** |
| **[ ]**  In-House | **[ ]**  Advertisement |
| **Design Fee Estimate**:  | $0 | (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”**

**Preliminary Scope & Study Schedule - Phase 58 (Construction)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FPN (If Known):**  |       | **FAN:**  |       |
| **Name of Project:**  |       |
| **Project Manager:**  |       | **Phone:**  |       |
| **Email Address:**  |       |  |
| **Project Scope/Description, Termini, Project Length:**  |
|       |
| **CEI Procurement Method:** |
| **[ ]**  In-House |
| **[ ]**  Advertisement |
| **CEI Estimate (LAP Projects Only)** | $0 | (Attach supporting man-hours and rates) |
| **Const Estimate (LAP Projects Only)**:  | $0 | (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:**  |       |