















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**

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 funds<sup>4</sup>), 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.

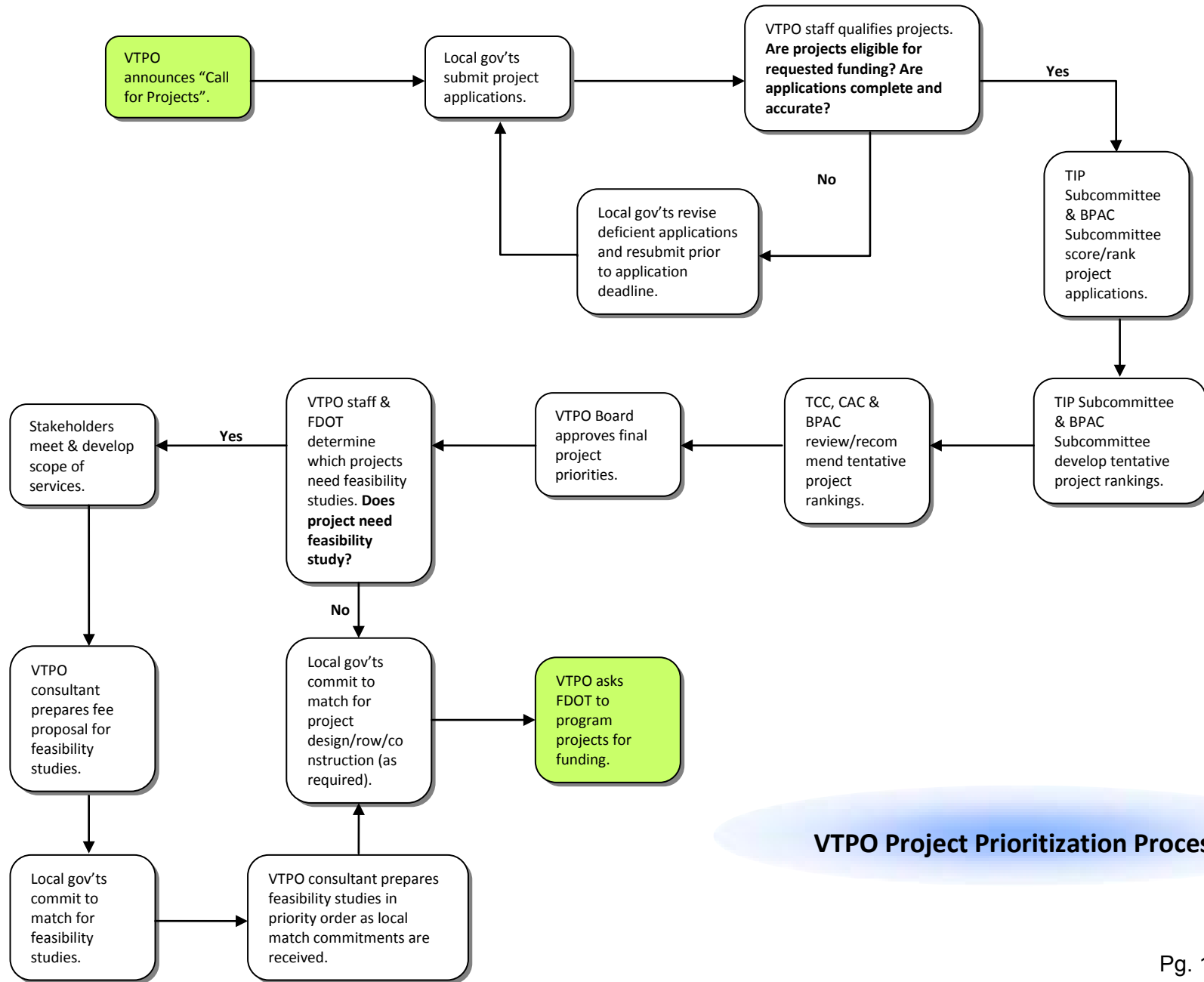
## **PROJECT ADMINISTRATION**

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.

<sup>4</sup> 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**

## **II. Action Items**

### **C. Review/Approve 2011 Project Prioritization Process Schedule (*enclosure*)**

#### **Background Information:**

VTPO Staff prepared the enclosed draft Project Prioritization Process Schedule for 2011. The schedule prescribes the general process and key dates for the 2011 Project Prioritization Process cycle, including the deadline for submitting candidate projects for review, the various committee review dates, etc.

#### **Requested Action:**

Forward to CAC, TCC and BPAC with Recommendation for approval with or without revisions.



## 2011 Priority Process Schedule

### January/February 2011

- TPO staff issues “call” for new projects – application packets sent out to all interested parties (Friday February 11, 2011)
- **Local governments are NOT required to submit a new application for a candidate project already on this list. However, if a local government would like for their project(s) to remain as a “candidate project(s)” for funding, each local government must submit a letter to the TPO supporting their project(s)**
- TPO staff will host a **workshop** to discuss the Priority Project application process to provide information to local governments (Thursday February 18, 2011)

### March/April 2011

- **Deadline** to submit Priority Project Lists applications and/or letters of support for “candidate project(s)” **Friday March 18, 2011**
- TCC/CAC/BPAC - TIP Subcommittee meet to rank Transportation Enhancement and Traffic Ops/ITS/Safety projects (Tuesday April 5, 2011)
- BPAC Ranking Subcommittee meets to rank XU Bicycle/Pedestrian projects (Tuesday April 5, 2011)
- BPAC 1<sup>st</sup> review of draft XU Bicycle/Pedestrian and Transportation Enhancement Priority Project Lists (April 13, 2011)
- CAC 1<sup>st</sup> review of Transportation Enhancement and Traffic Ops/ITS/Safety Priority Project Lists (Tuesday April 19, 2011)
- TCC 1<sup>st</sup> review of draft Transportation Enhancement and Traffic Ops/ITS/Safety Priority Project Lists (Tuesday April 19, 2011)

### May 2011

- BPAC 2<sup>nd</sup> review of draft XU Bicycle/Pedestrian and Transportation Enhancement Priority Project Lists (Wednesday May 11, 2011)
- CAC 2<sup>nd</sup> review of draft of Transportation Enhancement & Traffic Ops/ITS/Safety Priority Project Lists (Tuesday May 17, 2011)
- TCC 2<sup>nd</sup> review of draft Transportation Enhancement & Traffic Ops/ITS/Safety Priority Project Lists (Tuesday May 17, 2011)
- TPO staff transmits draft Transportation Enhancement list(s) to FDOT for review (May 25, 2011)
- 30-day Public Notice for Public to Review the draft Priority Project Lists (May 31, 2011)

### June 2011

- Submit Draft Priority Project Lists to TPO Board for 2nd review (June 17, 2011)
- TPO Board holds a Public Hearing on the Draft Priority Project Lists (June 28, 2011)
- **TPO Board adopts Priority Project Lists (June 28, 2011)**

### July-August 2011

- TPO staff compiles all of the prioritization process information (including the adopted priority lists) and transmit this information to FDOT prior to the October 1, 2011 deadline

## **II. Action Items**

- D. Review existing TRANSPORTATION SYSTEM MANAGEMENT TOOLS and their strengths and weaknesses for rationally and systematically identifying and ranking potential transportation projects for VTPO's Project Prioritization Process (*enclosure*)**

### **Background Information:**

At their October 7, 2010 meeting, the TIP Subcommittee discussed whether we can better utilize existing or new transportation system management tools such as congestion management processes and crash reporting and analysis systems to more rationally and systematically identify and rank projects. The Subcommittee members agreed that we should strive to rely more on comprehensive, systematic tools to identify and prioritize projects. VTPO Staff identified some existing transportation system management tools that could be employed to identify and prioritize projects.

### **Requested Action:**

Discuss the existing transportation system management tools identified by staff, enhancements to those existing tools, and new tools that we might employ to identify and prioritize projects. Determine the next step.



**Existing TRANSPORTATION SYSTEM MANAGEMENT TOOLS and their strengths and weaknesses for rationally and systematically identifying and ranking potential transportation projects for VTPO's Project Prioritization Process.**

**Mobility/Congestion Relief – identify and rank level of service deficiencies; identify capacity improvements (or traffic reduction measures); evaluate effectiveness of improvements.**

FDOT Central Florida Regional Planning Model version 5.0 (CFRPM v5.0)

- Comprehensive (entire VTPO Planning Area)
- Prospective
- Typically addresses through-lane volume and capacity; does not identify intersection deficiencies

Volusia County Concurrency Data Management Tool (CDMT)

- Comprehensive (all of Volusia County; none of Flagler County)
- Addresses through-lane volume and capacity; does not identify intersection deficiencies except through special traffic impact analyses (TIAs) that may be required pursuant to a concurrency review.

**Safety – Identify and rank high crash frequency locations; identify mitigation measures; evaluate the effectiveness of mitigation measures.**

Electronic crash data from the Florida Department of Highway Safety and Motor Vehicles (DHSMV), printable crash reports, geographic information system (GIS) mapping and analysis tools, and crash-typing software.

- Comprehensive (entire VTPO Planning Area)

Volusia County Crash Data Management System

- Comprehensive (all of Volusia County; none of Flagler County)

Volusia Safety Pilot Project – a partnership between FDOT District 6, Volusia County and Volusia TPO to develop a practical approach to incorporate safety considerations in the long-range planning process. The project used FDOT crash data from 15 peer counties to estimate expected crash rates for various roadway network alternatives (i.e., cross section types) at projected volumes.

- Best suited for use in deciding among transportation network alternatives in the development of a long-range plan; but could possibly be adapted to identify areas of high potential for accidents on the existing roadway network as volumes increase (anticipating future condition).

**System Preservation**

FDOT Bridge Sufficiency Rating System

- Comprehensive (all public bridges are inspected/rated at least once every two years)

### FDOT Maintenance Rating Program

- Uniform evaluation system for maintenance features on the State Highway System (does not include local roads)

### City/County Pavement Conditions Rating Programs

- Standardized evaluation criteria for gauging relative need for roadway resurfacing
- Can be applied comprehensively, on an on-going basis, to rank multi-jurisdictional list of candidate projects; but so far, has been used only to a limited degree.