

**CDTC TIP Application and Evaluation Update
Draft Scope of Work and Schedule
December 23, 2020**

CDTC's staff has discussed the need to update aspects of the Transportation Improvement Program (TIP) application and evaluation process following the adoption of New Visions 2050. Priorities include development of a web based application, update of the merit evaluation score sheet and improvements to staff evaluation data management and communication of evaluation results. The following outlines a scope of work and schedule including needed check-ins and approvals by CDTC's Planning Committee and Policy Board. The goals of the project are to simplify the application process for project sponsors, streamline staff evaluation efforts and ensure the process is consistent with the principles and language in New Visions 2050.

Scope of Work

Web Based Application

Develop an electronic TIP project application using a web based tool with updated questions that simplify the application and strengthen the relationship to the evaluation criteria. Work will include identification of web based tool options, development of a sample application form, testing of tool capabilities and making a tool recommendation. Free and low cost web tools will be explored. Considerations include, but are not limited to:

- The ability of the sponsor to upload supporting documentation (i.e. cover letter, support letters, additional data, etc.)
- Use of a Google map or other tool to identify the project location
- The ability of staff to download the application data in .csv or other file format
- The ability of staff to print a copy of all application material for the central files
- Ease of use for sponsors including possible save and edit options

Once a preferred tool is identified, an updated application with streamlined questions will be developed. The tool and application questions will be shared with CDTC's Planning Committee for review, comment and approval.

Merit Evaluation Update

Update the evaluation criteria and point assignments, as needed, in the merit score sheet to ensure they are consistent with New Visions 2050. Work will include reviewing scores assigned in the last two TIP updates, discussions with CDTC's program managers on potential changes and development of an updated draft score sheet. The format of the score sheet may be revised to best communicate how points are assigned by CDTC staff. CDTC's Planning Committee will review, comment and approve the updated score sheet. At this time the B/C ratio components will not be reviewed.

Evaluation Data Management

Improve TIP evaluation data management for CDTC staff and the communication of evaluation results. Work will include exploration of methods to improve internal staff communication and storage of evaluation data, technical updates and improvements to project fact sheets and evaluation data tables and improvements to the communication of evaluation results to CDTC's

Planning Committee, Policy Board and the public. Database software will be researched and tested to store TIP evaluation data in a master database. Considerations include, but are not limited to:

- Data entry options and formats for staff conducting evaluations
- Simultaneous use of database files by staff
- The ability of staff to internally communicate application data changes and clarifications from sponsors
- Development of user friendly and printable project fact sheets and data tables for CDTC's Planning Committee, Policy Board and the public.

Proposed Schedule

January 6, 2021 Planning Committee Meeting – Share an outline of the project; gather input on sponsor experience with the process.

February 3, 2021 Planning Committee Meeting – Provide an update on the project; gather input on initial work.

March 4, 2021 Policy Board Meeting – Present the purpose and need for the project, scope of work and schedule.

April 7, 2021 Planning Committee Meeting – Present a draft merit score sheet for review and comment.

May 5, 2021 Planning Committee Meeting – Present the draft application questions and share selected web based application tool; present draft project fact sheet and data table formats; additional merit score sheet discussion, if needed.

June 3, 2021 Policy Board Meeting – Provide an update on the project; gather input on work to date.

July 7, 2021 Planning Committee Meeting – Finalize and approve updated merit score sheet and recommend Policy Board approval.

August 4, 2021 Planning Committee Meeting – Finalize and approve updated application and recommend Policy Board approval; finalize the project fact sheet and data table formats.

September 2, 2021 Policy Board Meeting – Approve all changes recommended by the Planning Committee for use in the TIP solicitation, expected to begin in fall 2021.