

Transportation Improvement Program (TIP) Project Set-Aside Solicitation
Project Justification Package
Part A: General Information and Instructions

General Information: In order to apply for federal transportation funds a Project Justification Package (PJP) must be prepared for each project proposal. The PJP includes three parts:

- Part A describes PJP purpose, eligibility guidelines, deadlines, and contact information.
- Part B asks for specific information about the proposed project.
- Part C asks several questions about how the proposed project is related to the metropolitan transportation plan known as New Visions 2035 (www.cdtcmpo.org/rtp2035/2035.htm) and other local and statewide plans.

Purpose: The PJP asks for a variety of traffic, transit, land use and other information that will be used by the CDTC staff to evaluate the merits of each candidate project. This information will be compiled and shared with the CDTC Planning Committee to guide the selection of new projects for several 2013-18 Transportation Improvement Program set-aside projects. In programming these set-aside projects, CDTC will take into consideration the transportation funding expected to be available during the 2nd (2014-2015) and 3rd (2015-2016) years of the TIP. This funding may change when the latest federal transportation act (MAP-21) is re-authorized. Projects selected for funding will likely be programmed in the first three years of the TIP: 2013-2014, 2014-2015, and 2015-2016. CDTC's TIP evaluation process will be posted on the CDTC website (www.cdtcmpo.org) on **November X, 2013**. CDTC is soliciting candidate projects for the following set-asides and funding:

TIP Number	Project Description	1 st Year 2013–2014 (\$M)	2 nd Year 2014–2015 (\$M)	3 rd Year 2015–2016 (\$M)	Total Funding (\$M)
RG28	Intelligent Transportation Systems (ITS) ²		0.824	1.233	2.057
RG39	ITS Set-Aside for Local Traffic Signals	0.450	0.719	0.719	1.888
RG102	Alternative Fuel Program for non-CDTA fleets		0.372	0.372	0.744
RG103	Bicycle/Pedestrian Network Set-Aside ²	0.109	0.764	0.764	1.637
RG116	Goods Movement Set-Aside		0.625	0.625	1.250
RG119	Linkage Program Implementation		0.469	0.469	0.938
RG124	Intersection Safety Improvements ²		2.083	2.083	4.166
RG125	Pavement Preservation for Non-State Roads		8.238	3.412	11.65
RG126	Bridge Preservation for Non-State Roads ¹		9.185	4.630	13.815

¹ Contingent on final cost of existing bridge preservation projects.

² Projects submitted for these set-asides must provide additional crash history information due to HSIP (Highway Safety Improvement Program) requirements.

Project Sponsors: Project sponsors (the agencies designated to implement projects) are responsible for initiating requests for TIP programming, applying for programmed funds, and carrying their projects to completion. Project sponsors must be public entities. Public sponsors include state agencies (i.e. NYSDOT, NYSTA, etc.), regional authorities (i.e. CDTA, Albany Port District, etc.), the counties of Albany, Rensselaer, Saratoga and Schenectady, and the cities, villages, and towns within those counties with the exception of the Town of Moreau and the Village of South Glens Falls. Ideas for projects can emerge from the private and non-profit sectors, but must obtain the support of one of the CDTC region's implementing agencies which would then act as project sponsor.

Eligibility: ITS, traffic signals, alternative fuels, bicycle and pedestrian, goods movement, intersection safety, pavement preservation, bridge preservation, bicycle and pedestrian projects and small scale projects that implement Linkage Program concepts are eligible under this solicitation. For more information regarding eligibility see the TIP project listings on the CDTC website (www.cdtcmpo.org). Specific eligibility requirements, and a listing of potential project types, will be posted on our website on **November XX, 2013**.

CDTC Assistance: There will be no workshops for this solicitation. However sponsors can at any time contact CDTC for assistance. If requested, CDTC staff will review your applications before submittal and offer suggestions for improvement. As always, our staff is available to answer any of your questions.

Project Selection: All submitted project proposals will be reviewed by CDTC committees, including but not limited to the bicycle/pedestrian task force, the operations/safety task force, and the freight advisory committee. In

addition, NYSDOT safety staff will screen HSIP candidates for program eligibility and consistency. All project programming decisions for these set-asides will be made by the CDTC Planning Committee and Policy Board.

Project Status: Making progress in implementing and completing local, federal-aid projects is critical. Too often local projects are not progressed, and very limited federal funding is not utilized. In order to urge local sponsors to progress projects, CDTC will implement a new rule for new projects awarded funding in this set-aside solicitation. If a sponsor does not obligate preliminary engineering funds in the federal fiscal year in which the project is programmed, the entire project will be removed from the TIP and federal funds will be returned to its source, in this case the appropriate regional set-aside. The project would then have no status. The CDTC Planning Committee can take action to approve exceptions to this rule at its discretion.

Electronic Information: A downloadable version of these forms in Microsoft Word and Adobe PDF format will be available on the CDTC website at www.cdtcmpto.org on **November XX, 2013**. The CDTC staff can provide additional applications via email or U.S. mail upon request.

Deadlines and Transmittal Instructions: One (1) hard copy and one (1) electronic copy of the completed PJP (Parts B & C) must be completed and returned to the CDTC office by 5:00 p.m., **December XX, 2013**. Hard copies may be hand delivered or mailed and electronic copies may be provided via email to pjp@cdtcmpto.org or on CD/flash drive via hand delivery or regular mail.

Mailing address:	Michael V. Franchini, Executive Director Capital District Transportation Committee One Park Place, Main Floor Albany, NY 12205	Fax: (518) 729-5764
------------------	---	---------------------

CDTC Contact Information: For questions please contact Michael V. Franchini, Executive Director or David Jukins, Deputy Director of the CDTC staff at (518) 458-2161 or by email pjp@cdtcmpto.org.

**Transportation Improvement Program (TIP) Project Set-Aside Solicitation
Project Justification Package
Part B: Candidate Project Information**

Section 1: Sponsor Information

Project Name: _____

Project Location: _____

Project Sponsor (government body submitting the proposal): _____

Contact person with direct knowledge of the project (CDTC staff may need to contact this person for additional information)

Name: _____

Organization: _____

Title: _____

Street Address: _____

City/Zip: _____

County: _____

Telephone: _____

Email: _____

Check the following boxes to indicate:

- The sponsor has provided a signed cover letter from the chief elected official or equivalent along with this Project Justification Package.
- The sponsoring municipality or agency agrees to provide the minimum required local match (20% of the total project cost). NOTE: The 20% local match may be reduced depending on the project type, the federal fund source and the availability of Marchiselli funding.
- The sponsoring municipality or agency acknowledges that funds for locally administered federal aid projects will be provided on a reimbursement basis. The sponsor will be responsible for 100% of the upfront costs and will be reimbursed following completion of the project.
- The sponsoring municipality or agency acknowledges that the cost estimate provided by the sponsor may be adjusted by CDTC staff based on federal unit costs or other information related to federal aid projects.
- The sponsoring municipality or agency acknowledges that if preliminary engineering funds are not obligated in the federal fiscal year in which they are programmed, the entire project will be removed from the TIP and federal funds will be returned to their source, in this case the appropriate regional set-aside. The project would then have no status.

Section 2: Project Information

1) Project Type (check only one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Alternate Fuels (non-CDTA) | <input type="checkbox"/> Goods Movement | <input type="checkbox"/> Linkage Implementation |
| <input type="checkbox"/> Bicycle/Pedestrian | <input type="checkbox"/> Intersection Safety | <input type="checkbox"/> Pavement Preservation |
| <input type="checkbox"/> Bridge Preservation | <input type="checkbox"/> ITS | <input type="checkbox"/> Traffic Signals (Local ITS) |

2) Project Purpose and Need:

Describe the nature of the problem that the project intends to mitigate or fix. For example, is it designed to address a current congestion, operational or safety problem? Is it designed to preserve a deficient bridge or pavement? Is it designed to support or enhance use of alternative fuels, goods movement/freight or to implement a concept from a Linkage Study? Is it designed to improve the pedestrian or cycling environment?

3) Project Description:

Provide a description of the project including the key project elements.

4) Location Map:

Provide a location map that shows project boundaries, sketches, and/or renderings as an attachment to the completed Project Justification Package.

5) Existing Conditions:

Please provide the following information for the existing conditions as they relate to the appropriate project type. Indicate N/A if the data item is not present or is not applicable. (Attach detailed data summaries to this application, if needed.)

It is important that the existing conditions of the project area be provided as CDTC uses this information in the calculation of project benefits. Therefore, the following should be filled out as accurately as possible. If the required information (i.e. AADT, pavement type and condition, etc.) changes by road segment, then provide the required information for each segment. An example of this is provided on CDTC's website (www.cdctcmppo.org)

PROVIDE THE FOLLOWING FOR ALL PROJECT TYPES:

1. Road ownership: _____
2. Functional classification: _____
3. Road name or route number: _____
4. Right of way width: _____
5. Project limits: (from/to) _____
6. Project length (ft or miles): _____
7. Total number of travel lanes: _____
8. Travel lanes by direction: NB/EB _____ SB/WB _____
9. Width of travel lanes (ft): NB/EB _____ SB/WB _____
10. Pavement type: _____
11. Pavement condition score (from CDTC's website): _____
12. Shoulder type (paved/unpaved): _____
13. Shoulder width by direction (ft): NB/EB _____ SB/WB _____
14. Median type (raised/flush): _____
15. Median width (ft): _____
16. Signalized intersections (number & cross street): _____
17. Intersection turn lanes & width (ft): _____
18. Signal type (i.e. actuated, pre-timed, etc.): _____
19. Other signalized traffic controls: (i.e. pedestrian signals? countdown timers?) _____
20. Parking lane width by direction(ft): NB/EB _____ SB/WB _____
21. Sidewalk width by direction (ft): NB/EB _____ SB/WB _____
22. Bike lane width by direction (ft): NB/EB _____ SB/WB _____
23. Multi-use path width (ft): _____
24. Average annual daily traffic (vehicles/day): _____
25. Percentage of heavy vehicles: _____
26. Hourly traffic volumes, if available: _____
27. Peak hour vehicle & pedestrian counts (at intersections): _____
28. Existing posted speed limit: _____
29. Transit route(s) in project area: _____
30. School bus route in project area (Yes or No): _____
31. Number & location of transit stops: NB/EB _____ SB/WB _____
32. Number & location of bus pullouts: NB/EB _____ SB/WB _____
33. Number & location of commercial driveways: NB/EB _____ SB/WB _____
34. Number & type of vehicle to be retrofitted/replaced: _____
35. Linkage study identifying the proposed project concept: _____
36. Is the project located on the National Highway System? (Yes or No) : _____

FOR BRIDGE PRESERVATION PROJECTS ON NON STATE ROADS ONLY:

Note: Bridge rating information may be obtained from NYSDOT.

1. Road name bridge carries: _____
2. Road, stream, etc. bridge crosses _____
3. Bridge Identification Number (BIN): _____
4. Bridge owner: _____
5. Year built: _____

6. Bridge design type: _____
7. Material type (i.e. steel, concrete, etc.): _____
8. Bridge length (ft): _____
9. Deck area (square ft): _____
10. Condition rating (NYS): _____
11. Sufficiency rating (federal): _____
12. Hydraulic vulnerability rating: _____
13. Primary member rating: _____
14. Is the bridge structural deficient? _____
15. Fracture critical? _____
16. Load posting: _____
17. Flags (number and type): _____
18. Detour length if bridge closed (mi): _____
19. Detour AADT: _____
20. Total replacement cost: _____

FOR PROJECTS POTENTIALLY UTILIZING HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDS (BICYCLE/PEDESTRIAN, ITS AND INTERSECTION SAFETY PROJECTS):

CDTC staff will be working with NYSDOT Region 1 staff to identify the key existing conditions information that must be submitted to allow for the evaluation of safety related projects using HSIP procedures as well as CDTC's Safety Benefit calculation as part of its Merit Evaluation Procedure. A key aspect for HSIP funds is that the countermeasures selected for the project must be directly related to the crash types occurring in the project area. The selected countermeasures should also consider how they most cost effectively reduce crashes, particularly fatal and injury crashes.

DRAFT

6) Proposed Conditions:

Please provide the following information for the proposed project using the appropriate project type. Indicate N/A if the data item is not present or is not applicable. (Attach detailed data summaries to this application, if needed.)

It is important that details regarding the proposed project be provided as CDTC uses this information in the calculation of project benefits. Therefore, the following should be filled out as accurately as possible. If the required information (i.e. AADT, pavement type and condition, etc.) changes by road segment, then provide the required information for each segment. An example of this is provided on CDTC’s website (www.cdtcmpo.org)

Disclaimer: Some project proposals, particularly transit related projects, may have components that do not fit the required requested information for proposed conditions. In such cases, supplemental information may be provided. However, the proposer must still identify the set-aside for which the project is to be considered.

PROVIDE THE FOLLOWING FOR ALL PROJECT TYPES:

1. Project limits: (from/to) _____
2. Project length (ft): _____
3. Total number of travel lanes: _____
4. Travel lanes by direction: NB/EB _____ SB/WB _____
5. Width of travel lanes (ft): NB/EB _____ SB/WB _____
6. Shoulder type (paved/unpaved): _____
7. Shoulder width by direction (ft): NB/EB _____ SB/WB _____
8. Parking lane width by direction(ft): NB/EB _____ SB/WB _____
9. Sidewalk width by direction (ft): NB/EB _____ SB/WB _____
10. Bike lane width by direction (ft): NB/EB _____ SB/WB _____
11. Multi-use path width (ft): _____
12. Median type (raised/flush): _____
13. Median width (ft): _____
14. Sidewalk/path buffer/planting area width (ft): _____
15. Intersection turn lanes & width (ft): _____
16. Intersection traffic signal (new or replace). How many and where: _____
17. Indicate if right-of-way is needed. If so, how much and where. _____
18. Note the need for drainage work, utility relocation, curbing, culvert installation or replacement, and other ancillary work. _____
19. Number of commercial driveways reduced: _____
20. ADA compliant curb ramps? _____
21. Pedestrian refuge islands? (number and location): _____
22. Bulbouts or curb extensions: (number and location): _____
23. Crosswalk location & type (note if at signal or midblock): _____
24. Number & location of transit stops: NB/EB _____ SB/WB _____
25. Number & location of bus pullouts: NB/EB _____ SB/WB _____
26. Change in turn radius (increase or decrease) at intersections: _____
27. Does the project include landscape or streetscape features? (Y/N): _____
28. Does the project include any green infrastructure elements? If so, please list: _____
29. If sidewalks, bike lanes or other bicycle/pedestrian accommodations (i.e. shared lane w/pavement markings, striped shoulder sufficient to accommodate bicyclists, etc.) are not proposed, indicate how pedestrians, bicyclists, and transit users are accommodated in the project (including ADA compliance):

ALTERNATIVE FUELS PROJECTS:

TBD

BICYCLE AND PEDESTRIAN PROJECTS:

1. Replace or add new pedestrian signals? What type (countdown timers, leading pedestrian interval, etc.)? :

2. Add bicycle signals?: _____
3. For midblock crosswalks, also note signalization such as: none, HAWK signal, flashing beacon, etc.): _____
4. Crash data analysis showing number of crashes reduced by the project (to be determined): _____
5. Other: _____

BRIDGE PRESERVATION PROJECTS:

1. Deck area (square ft): _____
2. Type and Components Repaired: _____
3. Years Life Extended: _____
4. Other: _____
5. For Bridge Deck projects, is there potential to connect to pedestrian facilities currently/in the future?

GOODS MOVEMENT PROJECTS:

1. At grade crossings reduced?: _____
2. Change in vertical clearance restrictions (increase or decrease)? : _____
3. Change in load limits (increase or decrease)? : _____
4. Does the project incorporate the use of advanced or innovative technologies? If so, please list: _____
5. Other: _____

INTERSECTION SAFETY PROJECTS

1. Replace or add new pedestrian signals? What type (countdown timers, leading pedestrian interval, etc.)? : _____
2. Add bicycle signals ? : _____
3. Crash data analysis showing number of crashes reduced by the project (to be determined): _____
4. Other: _____

ITS PROJECTS:

1. Transit signal priority: _____
2. Replace or add new pedestrian signals? What type (countdown timers, leading pedestrian interval, etc.)? : _____
3. Add bicycle signals? : _____
4. For midblock crosswalks, also note signalization such as none, HAWK signal, flashing beacon, etc.): _____
5. Crash data analysis showing number of crashes reduced by the project (to be determined): _____
6. Other: _____

PAVEMENT PRESERVATION PROJECTS:

1. Transit signal priority: _____
2. Replace or add new pedestrian signals? What type (countdown timers, leading pedestrian interval, etc.)? : _____
3. Add bicycle signals? : _____
4. Other: _____

TRAFFIC SIGNAL (LOCAL ITS) PROJECTS:

1. Intersection traffic control (i.e. replace existing signal(s)? add new signal(s)? signal types (i.e. countdown timers, leading pedestrian phases, bicycle signals, etc.)? : _____
2. Other: _____

7) Project Costs and Priority:

Accurate costs estimates are an important part of the benefit/cost scope of the project evaluation. Accurate cost estimates can prevent unintentional over-programming or under-programming of the TIP. Perhaps just as important, is that the costs of the candidate projects be consistent so all projects are treated equally. The latter indicates the value of an unbiased single source for all cost estimates.

CDTC staff has developed unit cost estimates for reconstruction and some additional project types based on recent federal-aid construction experience. Therefore, sponsors should complete the worksheet below using CDTC unit costs as applicable. The unit costs will be posted on the CDTC website at www.cdtmpo.org on **November XX, 2013**. If the project includes an element(s) for which CDTC has no empirical unit costs or other experience, please provide a cost estimate and indicate its source for each element. Examples of such sources include:

- Professional judgment
- Consultant for the community or agency
- Preliminary engineering report
- Estimate prepared by NYSDOT
- Cost estimate based on CDTC unit costs

Project cost estimates will be inflated by CDTC staff. Construction cost inflation is a mutually agreed upon factor calculated by NYSDOT and CDTC based on inflation trends. The inflation factor is currently under review.

PROJECT COSTS:

<u>Estimated Project Costs</u>		<u>Proposed Project Funding</u>	
Construction Costs (in 2013 \$)	\$ _____	Federal Funds Requested* *	\$ _____
+ Inspection Cost (12%)*	\$ _____	+ Additional Local Funds	\$ _____
+ All Design Phases (18%)*	\$ _____	+ Funds from Other Sources	\$ _____
+ Right-of-Way	\$ _____		
Total Project Cost (in 2013 \$)	\$ _____	Total Funding	\$ _____

* Percentages shown are percentages of construction cost
 ** Include 20% local match

In what year or years are you requesting funding?

Design Phases _____
 Right-of-Way _____
 Construction _____

Describe any conditions that would affect project costs (steep slopes, poor soils, utility relocation or reconstruction, curb replacement, drainage or stormwater improvements, culvert reconstruction, etc.)

PROJECT PRIORITY:

Sponsors submitting multiple project proposals should numerically rank them (1 being highest) as an indication of their priority to the sponsor.

Priority Level: _____

**Transportation Improvement Program (TIP) Project Solicitation
Project Justification Package
Part C: Relationship to New Visions 2035 and Other Local & Statewide Plans**

The following questions are designed to identify New Visions 2035 principles that are being addressed by the proposed project. All answers must be direct and brief. For example, for a project proposing new capacity, pointing to an access management plan that has been adopted by the municipality can be one way to show how the project meets the land use management requirements of New Visions 2035. A repaving project that includes sidewalk repair and high visibility crosswalks can point to New Visions 2035 principles related to infrastructure renewal and multi-modalism.

1. Does the project advance a specific recommendation from a completed Linkage Study, or similar planning study or municipal program (i.e. Municipal comprehensive plan, bike/ped plan, sub area study, Generic Environmental Impact Study (GEIS), etc.)? Yes No

If **Yes** please indicate the name and date of the study and include appropriate citations, excerpts or pages from the plan.

2. Describe how the project is related to the long-range metropolitan transportation plan known as New Visions 2035 and its principles, strategies and actions. (www.edtcmpto.org/rtp2035/nv.htm)

3. Describe the community context surrounding the project location (i.e. examples might include: downtown/town center, on a community shopping street, nearby uses such as a school, along a transit route, suburban arterial with a description of surrounding land uses, etc. Please review the NYS Smart Growth Public Infrastructure Policy Act criteria (<https://www.dot.ny.gov/programs/smart-planning/smartgrowth-law>) to determine whether or not your project meets the intent of the law. If your project is selected for funding, you will be required to fill out the NYSDOT Smart Growth Screening Tool (link). In addition to new projects, the following maintenance projects will also be required to fill out the Smart Growth Screening Tool:

- Shoulder rehabilitation and/or repair
- Upgrade sign(s) and/or traffic signal(s)
- Park and Ride lot rehabilitation
- IR projects that include single course surfacing (inlay or overlay), per chapter 7 of the NYSDOT Highway Design Manual.

4. For projects adding or removing capacity to the transportation system, describe how the project is consistent with CDTC's Congestion Management Process? (www.cdtempo.org/rtp2035/materials/cm-doc.pdf)

5. Linear capacity improvement projects are required to be linked to land use management actions. Describe the sponsor commitment to a local land use/transportation plan, access management, the construction of new local streets or the provision of supplemental transit services.

6. Describe the public process used to generate the local plans or other public support for the proposed project.

7. Is there a new economic development initiative being planned or constructed which would be dependent on this project? Describe the nature of the initiative and how the proposed project will support it.

8. If the project is a bicycle/pedestrian project, how does it enhance the overall local and regional bike/ped transportation system?

9. Describe how the project may potentially impact various categories of roadway users or land uses near the intersection(s), along the adjacent roadway or other new or "preserved" facility. For example, will land access be enhanced or diminished for certain parcels? Will pedestrian crossing distances be increased? Decreased? Will transit riders be impacted? etc. Projects must be consistent with the NYS Complete Streets Law (see <https://www.dot.ny.gov/programs/completestreets> and http://nysmpos.org/wordpress/wp-content/uploads/2012/06/NYSAMPO-Fact-Sheet_-Complete-Streets_FINAL.pdf).

10. Who will be responsible for the maintenance of the completed project (snow removal, grass trimming, repair, wiring, lights, etc.)? Please include a statement of willingness from the responsible party to fully maintain the completed project.

11. If the project is near or crosses a jurisdictional boundary, is it consistent or complimentary with the facility in the adjacent jurisdiction? Please explain.

12. Could the project encroach on or impact any historic, environmental, or recreational areas? If yes, provide as much specific information as possible. If wetland (or other) mitigation is necessary, are plans in place to implement mitigation? Is there a cost implication? (For general location information on select natural and cultural resources see New Visions 2035 maps at <http://www.cdtempo.org/em-maps.pdf>)

13. Describe any inter-modal connections that are being created or enhanced by the proposed project.

14. Does the project improve freight access? Yes No

If Yes, explain how:

**Transportation Improvement Program (TIP) Project Solicitation
Project Justification Package
Part D: Attachments**

Please attach any additional relevant information as required in the application material or that will support the project application (i.e. engineering, planning studies, etc.)

DRAFT