

Transportation Improvement Program (TIP) Project 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 2030 (www.cdtcmppo.org/rtp2030/2030.htm) and other local and statewide plans.
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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 the 2010-15 Transportation Improvement Program. In developing the new TIP, CDTC will take into consideration the transportation funding expected to be available during the five years of the TIP. Projects selected for funding will likely be programmed in the last two years of the new TIP, 2013-2014 and 2014-2015. CDTC's TIP evaluation process will be posted on the CDTC website (www.cdtcmppo.org) on September 21, 2009.

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: Transit, federal-aid roadway, bridge, safety, bicycle, and pedestrian projects are eligible under this solicitation. Specific eligibility requirements will be posted on the CDTC website (www.cdtcmppo.org) on September 21, 2009.

Workshops: Four workshops have been scheduled to give project sponsors an opportunity to ask technical questions about the CDTC TIP process and PJP. Sponsors may choose to attend any of the following workshops:

- Saratoga County: September 21, 2009 at 3:30 PM at the Saratoga County Office Building
 - Rensselaer County: September 22, 2009 at 3:30 PM at the Rensselaer County Office Building
 - Albany County: September 23, 2009 at 3:30 PM at the CDTC Office
 - Schenectady County: September 24, 2009 at 3:30 PM at the Schenectady County Public Library Main Branch
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Electronic Information: A downloadable version of these forms in Microsoft Word and Adobe PDF format is available on the CDTC website at www.cdtcmppo.org. The CDTC staff can provide additional applications via email or U.S. mail upon request. Please note that electronic submission of the PJP is not acceptable.

Deadlines and Transmittal Instructions: Five (5) copies of the completed PJP (Parts B & C) must be completed and returned to the office of CDTC by 5:00 p.m., November 9, 2009. Only mailed, faxed or hand delivered submissions will be accepted.

Mailing address:	John Poorman, Staff Director Capital District Transportation Committee One Park Place, Main Floor Albany, NY 12205	Fax: (518) 459-2155
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CDTC Contact Information: For questions please contact David Jukins, Deputy Director or Glenn Posca, Senior Transportation Planner of the CDTC staff at (518) 458-2161 or by email pjp@cdtcmppo.org

**Transportation Improvement Program (TIP) Project 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 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).

 - 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.
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Section 2: Project Information

Nature of the Problem:

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 replace or reconstruct a deficient bridge or pavement? Is it designed to support or enhance use of public transit? Is it designed to improve the pedestrian or cycling environment?

Project Description:

Prepare a narrative describing what will be done to address the problem described above. Be as specific as possible by including the following:

- Brief project history.

- All project elements, their location and design specifications.

- Note the need for drainage work, utility relocation, curbing, culvert installation or replacement, and other ancillary work.

- Include a location map, sketches, and renderings (attach to the completed Project Justification Package)

- Indicate if right-of-way is needed. If so, how much and where.

Project Type (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Transit | <input type="checkbox"/> Intersection Improvement |
| <input type="checkbox"/> Traffic Operations | <input type="checkbox"/> Roadway Repaving, Rehabilitation or Reconstruction |
| <input type="checkbox"/> Bicycle/Pedestrian | <input type="checkbox"/> Complete Streets |
| <input type="checkbox"/> Additional Roadway Capacity | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> ITS | <input type="checkbox"/> Bridge |
| <input type="checkbox"/> Safety | <input type="checkbox"/> ADA Compliance Project |

Supporting Data:

Please provide the following information. Indicate N/A if the data item is not related to the proposed project. (Attach detailed data summaries to this application, if needed.) Much of this information can be obtained from data and analysis available from NYSDOT, CDTC, CDTA or municipal or consultant studies, etc.

Please tell us as much as you can about the existing and proposed traffic and land use conditions associated with the proposed project. For projects with cross section or intersection treatments that will be significantly different in various sections of the overall project limits, please provide the following information for each relevant section – do not average for the whole project limits.

Existing Conditions:

- Functional Classification: _____
- Road name or route number: _____
- Project limits: (from/to) _____
- Project length (ft or miles): _____
- Number of travel lanes: _____
- Width of travel lanes (ft): _____
- Pavement type: _____
- Pavement condition score: _____
- Shoulder type (paved/unpaved): _____
- Shoulder width (ft): _____
- Median type (raised/flush): _____
- Median width (ft): _____
- Width of parking lane (ft): _____
- Sidewalk width (ft): _____
- Bike lane width (ft): _____
- Multi-use Path width (ft): _____
- Average annual daily traffic (vehicles/day): _____
- Hourly traffic volumes (widening and new roadways only): _____
- Peak hour vehicle & pedestrian counts (at intersections): _____
- Annual number, type, & location of vehicle, pedestrian, bicycle crashes: _____
- Transit route(s) in project area: _____
- School bus route in project area (Yes or No): _____
- Number & location of transit stops: _____
- Number & location of bus pullouts: _____
- Number & location of commercial driveways (for intersection and arterial management projects only): _____

Proposed Project Characteristics:

- Number of travel lanes: _____
- Width of travel lanes (ft): _____
- Shoulder type & width (ft): _____
- Median type & width (ft): _____
- Intersection turn lanes & width (ft): _____
- Width of parking lane (ft): _____
- Sidewalk width (ft): _____
- Bike lane width (ft): _____
- Multi-use Path width (ft): _____
- Intersection Traffic Control (Replace existing signal(s)? New signal(s)? Replace or New Pedestrian Signal(s))? : _____
- Crosswalk location & type: _____
- Anticipated reduction in number of commercial driveways: _____
- Number & location of transit stops: _____
- Number & location of bus pullouts: _____
- Does the project include landscape or streetscape features? (Y/N): _____

Project Costs:

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.cdtcmpo.org on September 21, 2009. 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

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 2010 \$)	\$ _____	Federal Funds Requested* *	\$ _____
+ Inspection Cost (12%)*	\$ _____	+ Additional Local Funds	\$ _____
+ All Design Phases (18%)*	\$ _____	+ Funds from Other Sources	\$ _____
+ Right-of-Way	\$ _____		
 Total Project Cost (in 2010 \$)	 \$ _____	 Total Funding	 \$ _____

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

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 projects for the same project type should provide an indication of the relative priority of each project (high, medium, low).

Priority Level: _____

**Transportation Improvement Program (TIP) Project Solicitation
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Part C: Relationship to New Visions 2030 and Other Local & Statewide Plans**

The following questions are designed to identify New Visions 2030 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 2030. A repaving project that includes sidewalk repair and high visibility crosswalks can point to New Visions 2030 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 2030 and its principles, strategies and actions. (www.cdtempo.org/rtp2030/nv.htm)

3. For projects adding capacity to the transportation system, describe how the project is consistent with CDTC's Congestion Management Process? (www.cdtempo.org/rtp2030/materials/cm-doc.pdf)

4. 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.

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

6. 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.)

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) and along the adjacent roadway. 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.

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 2030 maps at <http://www.cdtcmpo.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:
