

CDTC Transportation Improvement Program Project Application and Evaluation Updates

Scope of Work and Schedule February 22, 2021

CDTC's staff discussed the need to update the Transportation Improvement Program (TIP) project application and evaluation process with CDTC's Planning Committee at its January and February 2021 meetings. Identified update priorities include development of a web based project application, update of the merit evaluation score sheet, improved staff evaluation data management and improved communication of project evaluation results including placement of projects in preservation versus beyond preservation evaluation categories.

The scope of work and schedule, including needed check-ins with and approvals by CDTC's Planning Committee and Policy Board, is provided below. All work will be completed by September 2021 for Policy Board approval. The goals of the update are to simplify the application process for project sponsors, streamline staff evaluation efforts and ensure the process is consistent with the principles and language of New Visions 2050, CDTC's regional transportation plan.

Scope of Work

Web Based Project 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. CDTC staff will identify and review web based tool options, develop a sample application form, test tool capabilities and recommend a preferred web based tool. Free and low cost 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 location coordinates of the project
- 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 CDTC's central files
- Application ease of use for sponsors including possible save and edit options

Once a preferred tool is identified, an updated project 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 Score Sheet Update

Update the merit score sheet evaluation criteria and point assignments, as needed, to ensure they are consistent with New Visions 2050. CDTC staff will review scores assigned in the last two TIP updates, discuss potential changes with staff program managers and develop an updated merit 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 merit score sheet. The Benefit/Cost ratio components of CDTC's TIP project evaluation process will not be reviewed at this time.

Evaluation Data Management

CDTC staff will improve the management of TIP project evaluation data, improve the categorization of projects as preservation versus beyond preservation and improve the communication of evaluation results. Database software will be researched and tested for internal project evaluation data storage, communication and data sharing. Project fact sheets and evaluation data tables will be updated to improve the communication of evaluation results to CDTC's Planning Committee, Policy Board and the public. 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.

Schedule

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 next TIP project solicitation, expected to begin in fall 2021.