

2016-2021 Transportation Improvement Program (TIP) Project Solicitation Project Justification Package

General Information

In order to apply for federal transportation funds a Project Justification Package (PJP) must be prepared for each project proposal. This document contains the project application and some general information on project eligibility, submission procedures and deadlines. For the 2016-2021 TIP Update, CDTC has attempted to streamline the application process due to time constraints on the solicitation and evaluation of projects. A downloadable version of this form in Microsoft Word and Adobe PDF format is available on the CDTC website at <http://www.cdtcmpo.org/tip> along with additional guidance and background materials.

Project Eligibility

All projects must be eligible for federal aid. General information regarding federal aid eligibility is available on the CDTC website at: <http://www.cdtcmpo.org/tip>. A map of federal aid roads is available on the NYSDOT website at: <http://gis3.dot.ny.gov/html5viewer/?viewer=risvexternal>. For pavement projects, **federal-aid cannot be used on roads functionally classified as local**. The 2013 pavement condition of federal aid roads and the 2013 list of structurally deficient bridges are available on CDTC's website at: <http://www.cdtcmpo.org/tip>. Bridge preservation candidates will be drawn from the Local Bridge Preservation Study prepared by CDM for CDTC and found at: <http://www.cdtcmpo.org/tip>. Replacement candidates may be drawn from a structurally deficient bridge list. Updated lists for pavement ratings and structurally deficient bridges will be posted shortly.

Submission Instructions

One (1) hard copy and one (1) electronic copy of the application (PJP) must be completed (all sections) and returned to the CDTC office by 5:00 p.m. on **Friday, January 22, 2016**. Hard copies may be hand delivered or mailed and electronic copies may be provided via email to pjp@cdtcmpo.org or on CD/flash drive via hand delivery or regular mail. Mailing address:

Michael V. Franchini, Executive Director	Phone: (518) 458-2161
Capital District Transportation Committee	Fax: (518) 729-5764
One Park Place, Main Floor	
Albany, NY 12205	

Project Evaluation

Projects are evaluated by the CDTC staff. 50% of the score is derived from a calculated Benefit/Cost ratio and 50% is derived from a Merit Categories Score. Details regarding the evaluation methodology and the Merit Categories Scoresheet are available on the CDTC website at <http://www.cdtcmpo.org/tip>. CDTC's Planning Committee and Policy Board are ultimately responsible for project selection.

Questions?

Sponsors may contact Michael V. Franchini, Executive Director or David Jukins, Deputy Director of the CDTC staff at (518) 458-2161 or by email pjp@cdtcmpo.org at any time for assistance. If requested, CDTC staff will review your application before submittal and offer suggestions for improvement.

Section A: Sponsor Information and Project Priority

1) Project Name:

2) Project Location (city, town, village, etc.):

3) Project Sponsor (government body submitting the proposal):

4) Contact person with direct knowledge of the project:

Name:

Municipality/Organization:

Title:

Street Address:

City/Zip:

Telephone:

Email:

5) Place an "X" in the boxes to indicate that you have read and understand the following:

☐

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. The project would then have no status. The CDTC Planning Committee can take action to approve exceptions to this rule at its discretion.

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

Priority Level:

Section B: Project Description Including Key Project Elements

Describe the proposed project with as much detail as possible including key project features by dominant project type. If the project proposal is directly related to an existing federal aid project, provide the PIN and TIP numbers as well.

For All Pavement Projects:

- 1) What are the limits of the project (Describe the beginning and endpoints of the project using side street names, reference markers or specific street addresses).
- 2) If the project is related to an existing federal aid project funded in the TIP, provide the TIP number and the NYSDOT PIN number.
- 3) What is the AADT (Annual Average Daily Traffic) and what year is the traffic count from? What is the percentage of Heavy Vehicles, if known? Refer to the NYSDOT traffic data view for more information at: <http://gis3.dot.ny.gov/html5viewer/?viewer=tdv>.
- 4) What is the project's purpose and need? Is it preventive maintenance, corrective maintenance, rehabilitation (system renewal) or reconstruction (system renewal)? Provide the condition score and/or other necessary engineering data that describes the problem. Condition scores are available on the CDTC website <http://www.cdtcmpo.org/tip>. Note: Preventive/corrective maintenance projects typically have a pavement condition score of 6. A pavement can be considered for preventive/corrective maintenance with a condition score of 5 if the previous year the score was 6. Pavements with a score of 7 can be crack sealed after 4 to 6 years of service. Pavements with a condition score of 5 or less for more than two cycles are considered to be beyond preservation and should be considered for rehabilitation or reconstruction (system renewal projects).
- 5) How was the need for the project identified? Was the project derived from CDTC's pavement condition inventory, NYSDOT's pavement condition inventory, a local pavement condition inventory, a planning/engineering study, part of an overall plan, or part of an existing capital plan? Other source? Provide a copy or web link to the related planning/engineering studies or other planning work as part of this application.
- 6) What specific pavement treatment will be used in the project? For examples of pavement work by category, see page 15 of the NYSDOT TIP/STIP Policy Guidance Document for the 2016 TIP Update on CDTC's website at: <http://www.cdtcmpo.org/tip>.
- 7) Are other treatments included in the project such as ADA compliant project elements or complete streets features, including low cost treatments to address identified needs related to sidewalk gaps, better access for transit and improved bicycle access features such as striping? ADA compliant project elements, such as the number of sidewalk curb ramps to be upgraded or the replacement of an impassible panel of sidewalk, must be identified as part of any resurfacing project on a roadway with sidewalks. Note: For resurfacing projects on roadways with sidewalks a technical advisory found at: <http://www.ada.gov/doj-fhwa-ta.htm> and issued jointly by the USDOT and US Department of Justice requires that such projects address the need for, or adequacy of, ADA curb ramps and crosswalks. See NYSDOT's website at <http://on.ny.gov/1lyFENP> and <http://on.ny.gov/1YINMK> for more information. For more information on complete streets features for different project types see NYSDOT's website at: <http://on.ny.gov/1Rd5vHM>.

- 8) Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes. CDTC staff is available to provide crash data by request. Note: if a project is eligible for Highway Safety Improvement Program funds, additional documentation may be required from the sponsor at a later time.
- 9) What is the length of the pavement area in feet or miles?
- 10) What is the width of the pavement area in feet (curb to curb or pavement edge to pavement edge if no curbs)?
- 11) Provide the following information in the table below for pre and post project conditions. If the width of the cross section (e.g. shoulder width, travel lane width, median width, sidewalk width, bike lane width, etc.) varies throughout the length of the project area, then provide the information in the below table for each segment where a new cross section exists and/or is proposed. Include ADA features as well. Do not leave blank spaces - insert N/A if the topic is not applicable to the proposed project.

Cross Section Feature	Base Condition (Pre-Project)	Proposed Condition (Post Project)
Total Number of Travel Lanes in Cross Section		
Number of Travel Lanes by Direction		
Width of Travel Lanes (Feet)		
Shoulder Type (paved or unpaved)		
Shoulder Width by Direction (Feet)		
Median Type (i.e. Raised or two way center turn lane)		
Median Width (Feet)		
Parking Lane Width by Direction (Feet)		
On-Street Bike Lane Width by Direction (Feet)		
Multi-Use Path Width (Feet)		
Number of Mid-block Crosswalks		
Sidewalk Width by Direction (Feet)		
Sidewalk/Path Buffer/Planting Area/Maintenance Strip Width (Feet)		

- 12) Any additional information the sponsor would like to provide about the project?

For All Bridge Projects:

- 1) What Bridge(s) does the project intend to address? Refer to the Local Bridge Preservation Study prepared by CDM for CDTC and found at: <http://www.cdtcmpo.org/tip> for more information on local bridge candidates. Provide location information and the BIN number.
- 2) If the project is related to an existing federal aid project funded in the TIP, provide the TIP number and the NYSDOT PIN number.
- 3) What specific bridge treatment will be used in the project? Is it preventive maintenance, corrective maintenance, major rehabilitation (bridge renewal) or replacement (bridge renewal)? For examples of bridge work by category, see page 14 of the NYSDOT TIP/STIP Policy Guidance Document for the 2016 TIP Update on CDTC's website at: <http://www.cdtcmpo.org/tip>. For local Bridges, if the proposed treatment is different than what was in the Local Bridge Preservation Study, explain the change.
- 4) If the project was not derived from the Local Bridge Preservation Study, where was it derived from? Indicate the other source (such as NYSDOT's Bridge Inventory or local assessment).
- 5) Are other treatments included in the project such as ADA compliance or complete street project elements?
- 6) Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes. CDTC staff is available to provide crash data by request. Note: if a project is eligible for Highway Safety Improvement Program funds, additional documentation may be required from the sponsor at a later time.
- 7) For bridge replacement projects, are there physical changes to the existing bridge cross section? (Are sidewalks or shoulders added? Additional travel or turning lanes? Any other additions?)
- 8) Any additional information the sponsor would like to provide about the project?

For Transit Projects

- 1) What is the proposed project and where is it located?
- 2) What is the project's purpose and need?
- 3) How was the need identified? If the project was derived from an existing plan or study, provide a copy or a web link to the relevant plan or study.
- 4) If specific to an existing transit route(s), what is/are the route number(s) and what is the current ridership?
- 5) What is the anticipated number of riders following project implementation, if known?
- 6) Would any transit vehicle travel time savings be expected with the project? If so, indicate in terms of travel time reduced and/or reduced delay per rider.
- 7) Does the project incorporate any transit supportive infrastructure? (Examples include bus only travel lanes, transit shelters, bus bays or bus pull offs, curb extensions at bus stops, transit signal priority, queue jumpers, park and ride lots, pedestrian crossings or sidewalks, ADA or other accessibility features.)
- 8) Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes. CDTC staff is available to provide crash data by request. Note: if a project is eligible for Highway Safety Improvement Program funds, additional documentation may be required from the sponsor at a later time.
- 9) Any additional information the sponsor would like to provide about the project?

For Bicycle Projects

- 1) What is the proposed project and where is it located? Is the project a trail, traditional bike lane, protected bike lane, shared use lane, widened shoulder, etc.?
- 2) What are the limits of the project (Describe the beginning and endpoints of the project using side street names, reference markers, specific street addresses or connecting trail names):
- 3) What is the purpose and need for the project? How was the need identified? If the project was derived from an existing plan or study, provide a copy or a web link to the relevant plan or study.
- 4) Are there bicycle counts in the project area? If so, how many riders and when was the count conducted?
- 5) What is the length and width of the project in feet, if applicable?
- 6) Are bicycle signals or other bicycle infrastructure being added with the project?
- 7) Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes. CDTC staff is available to provide crash data by request. Note: if a project is eligible for Highway Safety Improvement Program funds, additional documentation may be required from the sponsor at a later time.
- 8) Any additional information the sponsor would like to provide about the project?

For Pedestrian Projects Not Related to a Pavement Project

- 1) What is the proposed project and where is it located?
- 2) Is this a new pedestrian facility or replacing an existing facility?
- 3) What are the limits of the project (Describe the beginning and endpoints of the project using side street names, reference markers or specific street addresses)?
- 4) What is the purpose and need for the project? How was the need identified? If the project was derived from an existing plan or study, provide a copy or a web link to the relevant plan or study.
- 5) Are there pedestrian counts in the project area? If so, how many pedestrians and when was the count conducted?
- 6) What is the length and width of the project in feet, if applicable?
- 7) Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes. CDTC staff is available to provide crash data by request. Note: if a project is eligible for Highway Safety Improvement Program funds, additional documentation may be required from the sponsor at a later time.
- 8) Will the project replace or add new pedestrian signals? What type (countdown timers, leading pedestrian interval, etc.)?
- 9) Will the project include a midblock crosswalk? If so, note the traffic control device to be used in addition to the crosswalk, if any (e.g. HAWK signal, flashing beacon, etc.)
- 10) Any additional information the sponsor would like to provide about the project?

For All Other Projects

- 1) Provide a detailed description of the project including its location. If the project is derived from a planning or engineering study, provide a copy or a web link of it as part of the application.
- 2) What is the purpose and need for the project? How was the need identified? If the project was derived from an existing plan or study, provide a copy or a web link to the relevant plan or study.
- 3) Does the project include added capacity for motor vehicles (e.g. turning lanes, additional lanes, etc.)? Is there a related traffic study? Submit it if available.
- 4) Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes. CDTC staff is available to provide crash data by request. Note: if a project is eligible for Highway Safety Improvement Program funds, additional documentation may be required from the sponsor at a later time.
- 5) Any additional information the sponsor would like to provide about the project?

Section C: Project Costs

Accurate cost estimates are an important part of the project evaluation process. To assist sponsors and to provide consistency in the development of project costs, CDTC staff has developed unit cost estimates for some project types based on recent federal-aid construction experience. Descriptions of what is available by project type are provided below.

Pavement Reconstructions: CDTC will estimate project cost using its time-tested and updated unit costs. Sponsors can provide information detailing specific ways that their projects might include exceptional features, for which CDTC unit costs won't apply.

Pavement Preservation: CDTC does not have time-tested unit costs. Recently, projects of this type were added to the TIP, but there is yet any useful information from those projects to estimate reliable costs of future projects. Therefore, sponsors will be relied on heavily for estimates. CDTC will screen the estimates for consistency among sponsors and for excessive variance from unit costs provided by NYSDOT Region One.

Sidewalks and Bike Paths: CDTC will estimate project cost using its time-tested and updated unit costs. Sponsors can provide information detailing specific ways that their projects might include exceptional features, for which CDTC unit costs won't apply.

Element Specific Bridge Repair: CDTC will use the costs provided by the Local Bridge Preservation Study prepared by CDM for CDTC. Sponsors can provide information detailing differences between the scope they are proposing and the one for which cost estimates are provided in the study, and how this affects the cost of the project. If they provide justification for a variance to the cost provided in the study, it will be considered. CDTC will work with relevant parties to consider increasing the costs estimated in the study across the board.

Bridge Replacement: CDTC does not have time-tested unit costs. Therefore, sponsors will be relied on heavily for estimates. But, given that these types of projects have routinely been underestimated, CDTC will screen the estimates for consistency among sponsors and for excessive variance from unit costs provided by NYSDOT Region One.

Other: For projects for which CDTC does not have a procedure, sponsors will be relied on heavily for estimates. CDTC will screen the estimates for consistency among sponsors and for excessive variance from like projects it is aware of.

CDTC's unit costs should serve as a point of reference for above project types to ensure the proposed project cost is in line with federal aid experience. CDTC staff will be using its unit costs to confirm sponsor costs, when available. If sponsor costs are substantially different than CDTC's unit costs, the sponsor will need to justify the difference. CDTC's unit costs are available on the CDTC website at <http://www.cdtcmpo.org/tip>.

1) Estimated Total Project Costs Worksheet

Sponsors should complete the worksheet below using the best available cost estimates. 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.

Note: All project cost estimates will be inflated 3.0% annually by CDTC staff.

Construction Costs (in 2015 \$)	\$
+Inspection Cost/Contingency (10%)*	\$
+All Design Phases**:	
For Pavement and Bridge Preservation (10%)* OR	\$
For Pavements and Bridges Beyond Preservation (18%)* OR	\$
For All other project types (18%)*	\$
+Right-of-Way (if applicable)	\$
=Total Project Cost***	\$

Source of cost estimate:

Notes:

- * Percentages shown are percentages of the construction cost.
- ** Select the percentage to apply for all design phases based on project type.
- *** The total in the project cost worksheet must equal the total in the funding worksheet.

2) Funding Worksheet

Sponsors should note the proposed sources of funding for the project. For clarity, the amount of federal funds requested has been separated from the required local match (though the two together constitute the federal aid requested as funds are provided on a reimbursement basis. Overmatches and other sources of funding beyond the required match should also be noted.

Federal Funds Requested + Required 20% Local Match*	\$
+Additional Local Funds Beyond the Required Match**	\$
+Funds for Other Sources Beyond the Required Match**	\$
<i>List the source of the other funding:</i>	
=Total Project Cost***	\$

Notes:

- * Match percentage may vary based on federal fund source requirements.
- ** These funds would be in addition to the required Local Match.
- *** The total in the project cost worksheet must equal the total in the funding worksheet.

3) What is your preferred year for design? Select one. Note that the federal fiscal year begins on October 1st and ends September 30th. The preferred year for design is not guaranteed.

☐
☐
☐

- 1st year (2016-2017) of 2016-2021 TIP
- 2nd year (2017-2018) of 2016-2021 TIP
- 3rd year (2018-2019) of 2016-2021 TIP

4) What is your preferred year for construction? Select one. Note that the federal fiscal year begins on October 1st and ends September 30th. The preferred year for construction is not guaranteed.

☐
☐
☐
☐
☐

- 1st year (2016-2017) of 2016-2021 TIP
- 2nd year (2017-2018) of 2016-2021 TIP
- 3rd year (2018-2019) of 2016-2021 TIP
- 4th year (2019-2020) of 2016-2021 TIP (for beyond preservation projects only)
- 5th year (2020-2021) of 2016-2021 TIP (for beyond preservation projects only)

Section D: Project Merit

CDTC's project evaluation process includes a Merit Score based on a number of project characteristics that are not directly evaluated as part of the Benefit/Cost Ratio (See Appendix H of the current TIP at: <http://www.cdtcmpo.org/tipdoc13/tip13.pdf>). The following categories are considered in the assignment of the merit score and aid in determining the relationship of the project to the New Visions 2040 Plan found at <http://www.cdtnewvisions.com/> and CDTC policies. All answers must be direct and brief and entered for each merit category as listed below and as applicable to the project. Sponsors should refer to the Merit Categories Scoresheet available on CDTC's website at <http://www.cdtcmpo.org/tip> for full details related to each category.

Regional Benefit (5 Points Maximum)

Community Quality of Life & Equity (10 Points Maximum)

Appropriate Infrastructure (10 Points Maximum)

Multi-Modalism (10 Points Maximum)

Environment & Health (8 Points Maximum)

Economic Development (5 Points Maximum)

Safety & Security (5 Points Maximum)

Operations & Technology (5 points Maximum)

Freight (5 Points Maximum)

Innovation (2 Points Maximum)

Project Delivery (2 Point Possible)