

A map of the Portland area, Maine, showing various municipalities and water bodies. The map is overlaid with a grid and colored in shades of pink and blue. The text is centered over the map.

# **Portland Area Comprehensive Transportation Committee**

## **Policies and Procedures for the 2008/2009 Transportation Improvement Program As Amended August 17, 2006**

**Adopted March 16, 2006**

# PACTS

## Portland Area Comprehensive Transportation Committee



August 17, 2006

TO: All PACTS Committee Members  
FROM: John Duncan and Eric Ortman  
SUBJECT: 2008/2009 Policies and Procedures Document As Amended

We are pleased to present this detailed document for the TIP priority setting process for the upcoming biennium, and we want to thank the members of the TIP Process Committee for their work in eleven meetings during the past year:

- Mike Bobinsky, Chair, Portland Public Works Director (Policy Committee)
- Sara Behr, Urban Program Manager of the MaineDOT Bureau of Transportation Services
- Bob Burns, Gorham Public Works Director (Technical Committee)
- Pete Cavanaugh, Director of Operations, METRO (Transit Committee)
- Tex Haeuser, South Portland Planning Director (Planning Committee)
- Kyle Jackson, Civil Engineer II at the MaineDOT Bureau of Planning
- Tom Reinauer, Transportation Director at the Southern Maine Regional Planning Commission
- Bill Shane, Cumberland Town Manager (Policy Committee)
- Dave Sherlock, Region Engineer, MaineDOT Region 1
- Jim Thomas, Old Orchard Beach Town Manager (Policy Committee)

The members were invaluable in their input to Eric Ortman in his work with them and MaineDOT in shaping the new Enhanced Project Scoping (EPS) process, which is one of several major new components in this document. Other substantial changes or new sections to this document include:

- A new policy for programming contingency funds for all PACTS projects.
- A new policy for prioritizing the PACTS MPO Allocation list sent to the MaineDOT.
- Increased monitoring by PACTS staff of the financial and work status of PACTS MPO Allocation projects.

The underlying basis for many of these changes is the shift at the MaineDOT whereby PACTS will now be responsible for the cost increases in projects above the amounts initially programmed through the MaineDOT Biennial Capital Work Plan.

We will review these policies and procedures in 2007 before our 2010/2011 project selection process.

## 2008/2009 TIP Policies and Procedures

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## 2008/2009 TIP Policies and Procedures

### I. Introduction

The Portland Area Comprehensive Transportation Committee (PACTS) shares the responsibility with the Maine Department of Transportation (MaineDOT) for the programming of all projects funded with Federal Highway and Federal Transit Administration funds in the PACTS Funding Area. This PACTS area covers parts or all of the following fifteen municipalities: Biddeford, Cape Elizabeth, Cumberland, Gorham, Falmouth, Freeport, North Yarmouth, Old Orchard Beach, Portland, Saco, South Portland, Scarborough, Westbrook, Windham and Yarmouth.

This document is a revision of our March 2004 funding policies and procedures. A key feature is the procedure for producing better project cost estimates and scopes early in our priority setting process – so called Enhanced Project Scoping (EPS). We developed this new process in order to be consistent with MaineDOT's own new Enhanced Project Scoping process. Other key revisions include prioritizing of the projects funded with the MPO Allocation; a policy for dealing with project cost increases above the amounts originally programmed; and increased monitoring by PACTS staff of the financial and work status of PACTS MPO Allocation projects.

The underlying basis for many of the changes in this document is the shift at the MaineDOT whereby PACTS will now be responsible for the cost increases in projects above the amounts initially programmed through the PACTS MPO Allocation and contained in the MaineDOT Biennial Capital Work Plan. To this end the 2008/2009 document has been amended to reflect revisions made to the following policies; project cost increases; match ratios for federally funded projects; and PACTS set aside policy. Changes in funding levels coming to the MaineDOT have necessitated this shift by the MaineDOT. Formerly, the MaineDOT usually covered most cost increases in PACTS MPO Allocation projects.

The primary purpose of this document is to describe the process for the development of the PACTS "MPO Allocation" priority list of projects. These projects are funded with federal Surface Transportation Program (STP) and National Highway System (NHS) funds made available to PACTS for the 2008/2009 biennium by MaineDOT. This document does not describe the structure of the PACTS committees, nor the regional transportation planning process at PACTS. Contact staff for more information on those subjects, or visit [www.pactsplan.org](http://www.pactsplan.org).

The MPO Allocation is based on a percentage of the funds that come to Maine via the Federal Highway Administration (FHWA). Given that the amount is determined on an annual basis, the MPO Allocation will annually rise or fall based on this percentage. This will require PACTS to manage its MPO Allocation in a slightly different manner than in past biennia where the biennial allocation amount did not change. The Allocation is the sum of the federal funds plus state and local matching funds.

The Policy Committee will program the funds for the following eleven eligible purposes. Refer also to several key PACTS eligibility requirements in Section VII.

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1. Reconstruction, rehabilitation, resurfacing and restoration of highways.
2. Highway safety improvements.
3. Traffic operational improvements, including installation and upgrading of traffic signals.
4. Streetscape projects.
5. Transit-oriented development projects.
6. Capital costs for transit projects and carpool projects.
7. Park 'n ride and satellite parking facilities and programs.
8. Programs to secure bicycle storage facilities and other facilities, including bicycle lanes.
9. Pedestrian overpasses, and related road improvements.
10. Programs for new construction and major reconstruction of paths, tracks or areas solely for the use of pedestrian or other non-motorized means of transportation.
11. Preservation of abandoned railway corridors, including the conversion and use thereof for pedestrian or bicycle trails.

Participants in the allocation of federal and state funds in our area should be aware of these three documents that are adopted every two years, and updated when necessary.

1. Biennial Capital Work Plan - This is a MaineDOT statewide programming document prepared for the review and approval of the Maine Legislature. (This used to be called the "BTIP".)
2. Statewide Transportation Improvement Program (STIP) - This is a MaineDOT programming and project scheduling document prepared for the review and approval of the FHWA and FTA. Projects funded in the most recent Work Plan are listed here, as are active projects that were funded in earlier Work Plans. The projects listed in the STIP, including Congressional earmark projects, must also be listed in the PACTS TIP.
3. Transportation Improvement Program (TIP) - This is a PACTS document prepared with MaineDOT's help for the review and approval of the FHWA and FTA. The projects listed in the PACTS TIP, including Congressional and Legislative earmark projects, must also be listed in the STIP.

While most regional highway and transit investments in the PACTS Metropolitan Planning Area are funded with a combination of federal, state and local funds, the Maine Turnpike Authority is also a key player in our region's transportation system. The Authority – which uses toll revenues to finance all of its maintenance, operations and capital improvements – operates the primary highway entrance to Maine and helps to finance a variety of highway, public transportation and ridesharing programs along the turnpike corridor.

## **II. Coordination with MaineDOT**

As the primary implementing agency for projects programmed via PACTS, MaineDOT plays a key role in advising PACTS committee members and staff.

### **A. Project Financial and Work Status Reports**

In 2006, MaineDOT will begin providing to PACTS a regular report on the financial and work status of all MPO Allocation projects. PACTS staff will work with MaineDOT to fine-tune this report to make it as useful as possible for all parties. While MaineDOT will begin this new reporting to PACTS staff on a monthly basis, we will share it with PACTS committee members on an appropriate level of frequency based on members' preferences.

PACTS will also use the MaineDOT information to monitor the development of projects per the order of priority in the final 2008/2009 MPO Allocation list to be submitted in September 2006.

### **B. Project Development Priority**

In 2006, for the first time, PACTS will request that MaineDOT develop the new MPO Allocation projects in the order of priority set by the Policy Committee. See page 24 for more on this.

### **C. Enhanced Project Scoping**

PACTS and MaineDOT have developed similar yet distinct EPS processes that will be used for the first time in the development of the 2008/2009 Work Plan\*. As a member of the TIP Process Committee, MaineDOT has provided assistance to PACTS in developing its process and will provide assistance in the following areas in the completion of the PACTS EPS Reports:

- Technical input and review of geotechnical analyses;
- Estimation of right-of-way costs;
- Recommending which projects should be subject to EPS; and
- Recommending which projects should be funded for PCE and construction in separate biennia and which should be funded in the same biennia.

Please see Part VIII C of this document for a full discussion of the EPS process.

\* EPS is being tested on 15 unfunded projects remaining from the 2006/2007 "short list". Appropriate revisions to the EPS process will be made following this initial usage and will be reflected in the EPS process used for the 2008/2009 Work Plan.

#### D. Cost Estimates for Non-EPS Proposals

MaineDOT will assist PACTS staff in developing cost estimates for “short list” proposals that do not require EPS.

#### E. Arterial Paving

MaineDOT will continue to use STP and/or NHS funds beyond the MPO Allocation to pay for the paving of all arterials in the PACTS Funding Area. This MaineDOT arterial paving policy applies statewide.

#### F. Collector Paving

MaineDOT will provide pavement management data, analysis and recommendations for use by PACTS in developing its list of *collector* road paving projects to be funded with the PACTS MPO Allocation. Emphasis will be placed on collectors that are “built”. In the spring of 2006 MaineDOT will also provide an analysis of the long-term cost to achieve and maintain a PACTS region average collector roads pavement condition rating of 3.0. (See more details on page 15.)

Using the MaineDOT’s pavement management information, and other data and analysis, PACTS staff will biennially prepare a “state of the region’s transportation system” report.

#### G. Other Federal and State Funds Available in the PACTS Area

In the near future MaineDOT will send letters to all municipalities, public transportation providers and state agencies inviting them to submit proposals for the use of federal and state transportation funds beyond the MPO Allocation (the source of most federal STP and NHS funds for the PACTS area). All PACTS member organizations are eligible *to apply directly to MaineDOT* for funding anywhere in their jurisdictions under the following programs.

- Congestion Mitigation and Air Quality Program (CMAQ)
- Transportation Enhancement Program (*MaineDOT and PACTS staff request that copies of Enhancement proposals be sent to PACTS when submitted to MaineDOT.*)
- Industrial Rail Access Program
- Small Harbor Improvement Program (for coastal marine areas)
- Boating Infrastructure Grant Program (for coastal marine areas)
- Certain eligible passenger and freight transportation improvements listed in MaineDOT’s Project Solicitation Application.

Like all municipalities in the state, PACTS member organizations are also eligible *to apply directly to MaineDOT* for some types of projects to be included in MaineDOT’s 2006-2011 Six-Year Plan *in their jurisdictions outside the PACTS Funding Area*, and for funding for other highway transportation improvements listed in the MaineDOT’s

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project solicitation application. PACTS member municipalities are encouraged, however, to notify PACTS about such applications and to seek a statement of consistency with *Destination Tomorrow* prior to submitting such requests.

In addition, MaineDOT will program improvements to bridges throughout the state and to the interstate highway system (apart from the turnpike).

MaineDOT Rural Road Initiative Program funds are available to all municipalities in the state for minor collector roads that are outside of federal urban areas. These funds are available on a matching ratio of 67% state and 33% local.

MaineDOT's Office of Passenger Transportation also administers a Transit Bonus Program. Contact MaineDOT, SMRPC or GPCOG for more information on this.

Please contact MaineDOT (or John Duncan or Eric Ortman at PACTS) for more information on these programs. See pages 12 and 13 for typical types of eligible projects.

### **H. Match Ratios for Federally Funded Projects**

#### Intersection, Widen Road, Rebuild Road, and Bike/Ped Projects

The local share for these types of projects will be 25%. The share ratio will be 70% federal, 5% state, 25% local. Projects in these set-aside categories will have a 25% contingency applied to them as described in §VIII, cost increase policy.

#### Transit Projects

The local share for transit projects will be 20%. The share ratio will be 80% federal, 0% state, 20% local. Transit projects will not have a 25% contingency applied to them as described in §VIII, cost increase policy.

#### Collector Paving

In an effort to make more efficient use of limited financial resources concomitant with meeting state and federal standards, the MaineDOT and the Policy Committee have enacted the following cost sharing policy for collector paving project funded through the PACTS MPO Allocation. This policy will result in different local shares for collector paving projects depending on whether federal dollars are to be used in the project.

For collector paving projects that use federal dollars, the local share will be 25%. The share ratio will be 70% federal, 5% state, 25% local. These projects will have a 25% contingency applied to them as described in §VIII, cost increase policy.

For collector paving projects that do not use federal dollars, the local share will be 33%. The share ratio will be 67% state, 33% local. These projects will have a 25% contingency applied to them as described in §VIII, cost increase policy. In addition, municipalities

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may pursue doing state/local funded collector paving projects through the LAP process (Locally Administered Project).

PACTS members may also be eligible for funding through other programs. These programs also require matching funds. Here are the ratios for the various programs.

- Safety: 90% federal and 10% state
- Enhancement: 80% federal, 20% local (Please note that MaineDOT encourages municipalities to offer to pay a higher local share in order to spread the limited funding in this program to more projects throughout the state.)
- FTA Operating Assistance: Up to 50% of a system's annual operating subsidy (total operating expenses less fare box revenues) may be financed with FTA funds.
- FTA Capital Projects: 80% federal, 20% state and local
- Industrial Rail Access Program: 80% federal, 20% state and local
- Congestion Mitigation and Air Quality Program: 80% federal, 20 percent state and local
- Small Harbor Improvement Program and Boating Infrastructure Grant Program: Proposals for higher local match enhance a municipality's proposal

In addition, the MaineDOT and a municipality may agree to do certain highway improvements outside of the MPO Allocation. The normal share ratios for these improvements are:

- STP: 80% federal, 5% state and 15% local
- NHS: 80% federal, 10% state and 10% local

### **I. Coordination with MaineDOT's Six Year Plan**

During the TIP priority setting process in 2006, PACTS staff and members will review the MaineDOT's 2006 to 2011 Six Year Plan in order to be aware of priorities in that Plan that may affect the PACTS Area. Staff and committee members will discuss these priorities with MaineDOT and coordinate the development of studies and projects accordingly.

### **J. Non-Participating Projects**

A "non-participating" project is a cancelled FHWA-funded project for which the FHWA requests reimbursement of federal funds from MaineDOT and the affected municipality. The FHWA may require reimbursement for a project that is cancelled without a justifiable reason. This subsection is here simply as a reminder to member municipalities of this important federal policy.

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### K. Earmarks from MaineDOT, Congress and the Legislature

In November 2005 the Policy Committee decided to get involved in the two federal earmarking processes – the annual Congressional appropriations process and the six-year Congressional authorization process. .

In August 2006 the PACTS Policy Committee endorsed the following proposal for the development and promotion of a list of PACTS High Priority Projects for the submission to the Congressional Delegation in 2008 for the 2009 federal transportation reauthorization.

#### General Approach

1. Develop a “\$150 million” list of projects that each cost at least \$5 million.
2. Coordinate closely with MaineDOT.
3. Include projects in four themes: access to the interstate, bridges, alternative modes and “green” transportation.
4. Individual municipalities and others may continue to pursue federal earmarks.

#### Scope of Work

The Policy Committee will establish a 7-member “2009 High Priority Projects Committee” and direct the Policy Committee Chair to appoint four members of the Policy Committee and one member each from the Planning, Transit and Technical Committees to it. This committee will replace the existing group. (See the notes from a June 16<sup>th</sup> meeting.)

Staff and the 2009 High Priority Projects Committee will report to the Policy Committee on a monthly basis and do the following by December 2006:

1. Develop a project selection process.
2. (The resulting process might include help from the Planning and Technical Committees. Also, the process will include coordination with the recent project proposals of the Southern Maine Corridor Committee.)
3. Develop a projects list.
4. Develop a promotion plan.

In 2007, 2008 and 2009 PACTS staff and members will do the following:

1. The Policy Committee adopts the projects list and promotion plan by February 2007.
2. Promote the projects list to the 15 PACTS area councils and transit system boards, and get their endorsements by June 2007.
3. Promote the projects list to all relevant interested parties.
4. Work with MaineDOT and our Congressional Delegation in 2008 and 2009 as Congress develops the 2009 federal transportation reauthorization act.

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*The remainder of this section is a policy statement adopted in 2003. The 2006 PACTS foray into the federal earmarking process may prompt revisions to this policy statement.* The Policy Committee strongly encourages all proponents of FHWA and FTA proposals outside the MPO Allocation to seek a finding of consistency with *Destination Tomorrow* by the Committee before seeking funds. Proposals that receive a finding of consistency would remain subject to a final TIP endorsement by the Policy Committee later on. The Committee also requests this kind of sharing of proposals by MaineDOT's Office of Passenger Transportation and Bureau of Planning too. Primarily, the Committee requests a presentation and request for a finding of consistency before contact is made with members of the Congressional Delegation and the Legislature, and before the start of an Environmental Assessment by MaineDOT.

The basis for this policy is that all proposals for the use of FHWA and FTA funds in the PACTS region need the approval of the Policy Committee, and that the members have the responsibility to be as aware as possible of all proposals likely to come before the Committee for approval. The earlier that the members are aware of new proposals and major revisions to existing proposals, the better prepared the Committee will be to make thoughtful and sound programming decisions about them.

It is a challenging task to stay abreast of all proposals because there are numerous federal and state transportation programs from which proponents can seek funding, and there are many project proposals generated throughout the region due to the substantial needs facing us. Specifically, while the Committee is directly responsible for the "MPO Allocation" of STP and NHS funds, the members are also authorized to act on proposals for funding from these other federal programs: Congressional earmarks of FHWA and FTA funds, Interstate, other STP and NHS funds, Bridge, Safety, Enhancement and Congestion Mitigation and Air Quality.

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### L. Early Acquisition and/or Protection of Right-of-Way

The funding challenges and unmet needs of the transportation system require innovative approaches to increase the efficiency of limited resources. Early acquisition and/or protection of right-of-way is one approach that could significantly reduce the total financial cost of projects.

PACTS encourages its municipal members to pursue early acquisition and/or protection of right-of-way in areas where future transportation projects are expected. PACTS staff is currently working with the MaineDOT and FHWA on this potential policy and is seeking the endorsement of both the MaineDOT and the FHWA.

### M. Information Sharing on MaineDOT Projects in the PACTS Area

PACTS members are asked to inform the Policy Committee of MaineDOT projects that occur within their municipal PACTS boundaries. This request is for informational purposes only and will assist PACTS in its project decision making processes.

## III. Schedule for Development of 2008/2009 TIP

The following schedule is built around MaineDOT's request for a final 08/09 MPO Allocation priority list from PACTS by September 2006. See Section IV for schedules for the several PACTS committees.

- November 18<sup>th</sup>: Deadline for 08/09 Intersection, Road Widen and Road Rebuild proposals to PACTS.
- December 31<sup>st</sup>: Deadline for submission to PACTS of initial council/board endorsement of November 18<sup>th</sup> proposals.
- January 5<sup>th</sup>: Planning Committee reviews staff's "*Destination Tomorrow*" scoring of roadway proposals for consideration by the Policy Committee.
- January 10<sup>th</sup>: Technical Committee reviews staff's first "Roadway Formula" roadway proposal scores for consideration by the Policy Committee.
- Jan.19/Feb. 16<sup>th</sup>: Policy Committee establishes "short list" of roadway proposals. Many of the proposals on the list will undergo Enhanced Project Scoping.
- February 17<sup>th</sup>: Deadline for 08/09 Public Transportation Set-Aside and Bicycle/Pedestrian/Other Set-Aside proposals – and for submission of council/board endorsements.
- Mar 2<sup>nd</sup>: Planning Committee recommends "short list" of Bicycle/Pedestrian/Other Set-Aside proposals to the Policy Committee.
- March 16<sup>th</sup>: Policy Committee action on 06/07 EPS Reports and ranking. The action will be to allocate 06/07 PCE funds to one or more proposal(s),

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and to add the remaining proposals (provided that their EPS reports are adequate) to the “January 19th short list”.

- April 2006: MaineDOT sends *collector* preservation paving data, analysis and recommendations to PACTS staff. This will begin a MaineDOT/PACTS iterative review and discussion process during the summer and fall in preparation for Policy Committee action in September.
- April 2006: MaineDOT shares with us the list of potential arterial preservation paving, Interstate, CMAQ, and Bridge projects for our area.
- Apr 20, 2006: Policy Committee receives the recommendations for the Public Transportation Set-Aside projects from the Transit Committee
- Aug 17, 2006: Policy Committee receives the recommendations from the Technical Committee for the:
- Final “Roadway Formula” roadway project list based on a second application of the Roadway Formula using the cost effectiveness factor and the EPS Reports.
  - *Collector* pavement preservation analysis and recommendations based on MaineDOT and Technical Committee analyses.
- August: MaineDOT shares final draft list of *arterial* preservation paving projects with PACTS.
- Sept 21<sup>st</sup>: Policy Committee votes on final MPO Allocation priority list of projects. Staff sends list to MaineDOT the next day.
- Nov 2006: City/town councils or municipal officers endorse all of their proposals on the September 21<sup>st</sup> list.
- Dec 2006: MaineDOT incorporates PACTS MPO Allocation list in the MaineDOT 2008/2009 Biennial Capital Work Program, and submits it to the Legislature.
- July 2007: State funding becomes available for 2008/2009 projects funded with 100% state funds.
- August 2007: MaineDOT and PACTS adopt and submit the 2008-2010 STIP and TIP, respectively, to FHWA and FTA.
- October 2007: Federal funds become available at MaineDOT to start federally funded projects in the 2008/2009 Biennial Capital Work Program.

#### **IV. Roles of Municipal Officers and PACTS Committees**

A TIP-related overview of the roles and responsibilities of municipal officers and the four standing PACTS committees are presented below. (See Section IX for more details.) See the PACTS Bylaws for a broader perspective on the overall PACTS process, or contact staff.

##### **1. Municipal Officers**

The PACTS Policy Committee asks that the Municipal Officers in each municipality provide the following policy support:

- Submit written endorsement by December 31, 2005 for each of the TIP proposals to PACTS from their municipality.
- Submit written endorsement, and acknowledgement of the total project cost and local share, by November 2006 for all proposals from their municipality that are on the September 21, 2006 “final list” adopted by the Policy Committee.
- Endorse proposals to PACTS from private, non-profit organizations within their municipalities.

##### **2. Policy Committee**

- Adopt this document.
- Serve as the final authority on interpretation of these policies and procedures.
- Adopt and submit an annual FTA Urban Funding allocation for the PACTS Metropolitan Planning Area to FTA and MaineDOT.
- Adopt the 2006 Short List of projects.
- Adopt and submit the MPO Allocation list of projects to MaineDOT in September 2006.
- Endorse a final PACTS TIP document for 2008-2010 in August 2007 for submission to the FHWA and FTA.
- Amend (jointly with MaineDOT) the MPO Allocation list and TIP as necessary.
- Reprogram (jointly with MaineDOT) unspent MPO Allocation project funds.

##### **3. Transit Committee**

- Review staff scores for the proposals received for use of the Public Transportation Set Aside funds, and then submit “short list” and “final list” recommendations to the Policy Committee
- Submit a recommendation to the Policy Committee each year regarding the allocation of FTA Section 5307 Urban Formula Funds. (See Section V for details.)

#### 4. Technical Committee

- In January 2006, review staff's *first* application of the Roadway Formula for Intersection, Widen Existing Road and Rebuild Roads proposals and submit a "short list" recommendation to the Policy Committee. (These "80 percent" scores will be combined with the Planning Committee's "20 percent" scores for the Policy Committee. See below and Section IX for more explanation of this.)
- During spring/summer 2006:
  - (1) Review MaineDOT's collector pavement preservation data, analysis and suggestions and develop a list of collector paving candidates,
  - (2) Assist in visual inspection of collector paving candidates, and
  - (3) Develop recommendations to the Policy Committee for which collector paving projects to include in the Work Plan.

#### 5. Planning Committee

- In January 2006, review staff's "Destination Tomorrow" scores for Intersection, Widen Existing Road and Rebuild Roads proposals, and submit them to the Policy Committee. (These "20 percent" scores will be combined with the Technical Committee's "80 percent" scores for the Policy Committee. See above and Section IX.)
- In March 2006, review staff's scores of Bicycle/Pedestrian/Other proposals, and submit recommendations to the Policy Committee.
- In the summer, review, comment and make final recommendations on proposals that have had EPS reports completed and whose budgets have changed since March.

### V. FTA Section 5307 Urbanized Area Program

The Federal Transit Administration (FTA) administers federal funds dedicated for public transportation capital, operating and the planning purposes in the PACTS Metropolitan Planning Area. FTA Section 5307 Urbanized Area Program funds, which Congress appropriates on an annual basis, are a major source of funding.

In November 2005, the Policy Committee endorsed the following formula recommended by the Transit Committee for the allocation of Section 5307 funds in FY 2006 and FY 2007:

6.66 %	Biddeford Saco Old Orchard Beach Transit Committee (Shuttlebus)
17.34 %	Casco Bay Island Transit District (CBITD)
58.61 %	Greater Portland Transit District (METRO)
7.35 %	Regional Transportation Program (RTP)
7.00 %	South Portland Bus Service (SPBS)
<u>3.04 %</u>	York County Community Action Corporation (YCCAC)
100.00%	Total

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After Congress appropriates the FY 2006 funds, the Policy Committee will program the PACTS area sub-allocation using the formula above. The PACTS Director will then advise MaineDOT. An identical procedure will occur roughly a year later for the FY 2007 funds.

### **VI. Public Involvement**

PACTS encourages the general public to identify problems, to propose possible solutions, and to get involved in municipal decision-making processes leading to the development of projects to be funded via PACTS and MaineDOT.

The PACTS public involvement for TIP project priority setting is a combination of contacts with member organizations and the general public, as outlined below.

- On June 14, 2005, the Portland Press Herald published a legal ad regarding the development of revisions to the PACTS priority setting policies and procedures by the TIP Process Committee.
- On September 30, 2005, PACTS staff sent an email to seventy municipal, state, regional and public transportation providers and interested parties advising them of the November 18<sup>th</sup> and February 17<sup>th</sup> proposal deadlines.
- On December 9, 2005 PACTS staff sent a memorandum to people on the PACTS Interested Parties List regarding a draft of this document and the start of the project selection process
- By December 31, 2005, city/town councils or municipal officers must endorse all of their “November 18<sup>th</sup>” proposals submitted to PACTS.
- By February 17, 2006, city/town councils or municipal officers must endorse all of their Bike/Ped proposals submitted to PACTS. This deadline also applies to the boards of transit organizations.
- City/town councils or municipal officers will also endorse the final list of projects proposed for their respective communities before the September 21, 2006 Policy Committee vote. Such endorsements shall acknowledge the total project cost and projected local share.
- In August 2007, we will seek public comment on the *Draft PACTS Transportation Improvement Program for 2008 to 2010*.

All feasibility studies funded by PACTS – which often produce funding proposals for specific projects from MaineDOT and/or PACTS – include a public outreach component. Our new Enhanced Project Scoping process also includes a public input component. Together, these feasibility studies and project scoping efforts are designed to provide meaningful opportunities for public involvement in regional transportation planning and funding.

## **VII. Eligibility and Proposal Requirements**

### **A. Organization Eligibility**

The chief elected or administrative officials from the following organizations may propose projects through the PACTS process:

- Biddeford Saco Old Orchard Beach Transit Committee (Shuttlebus)
- Casco Bay Island Transit District
- Greater Portland Transit District (METRO)
- Fifteen PACTS member municipalities
- Greater Portland Council of Governments
- Maine Department of Environmental Protection
- Maine Department of Transportation
- Maine Turnpike Authority
- Northern New England Passenger Rail Authority (NNEPRA)
- Regional Transportation Program
- South Portland Bus Service
- Southern Maine Regional Planning Commission
- York and Cumberland Counties
- York County Community Action Corporation (YCCAC)

All others who wish to propose projects through the PACTS process must have the endorsement/sponsorship of one of the organizations listed above.

### **B. Project Eligibility**

Proposals for use of the PACTS MPO Allocation must be eligible for STP or NHS funding. *See also the Set-Asides Policy and definitions in Section VIII, and the proposal requirements in Subsection C below.*

The following list presents most of the eligible purposes under the PACTS MPO Allocation. In the event that a question arises regarding the funding eligibility of a proposal, PACTS, SMRPC or GPCOG staff will consult with MaineDOT, FHWA and/or FTA.

- Reconstruction, rehabilitation, resurfacing and restoration of highways.
- Highway safety improvements.
- Traffic operational improvements, including installation and upgrading of traffic signals.
- Streetscape projects.
- Transit-oriented development projects.
- Capital costs for transit projects and carpool projects.
- Park 'n ride and satellite parking facilities and programs.
- Programs to secure bicycle storage facilities and other facilities, including bicycle lanes.

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- Pedestrian overpasses, and related road improvements.
- Programs for new construction and major reconstruction of paths, tracks or areas solely for the use of pedestrian or other non-motorized means of transportation.
- Preservation of abandoned railway corridors, including the conversion and use thereof for pedestrian or bicycle trails.
- STP and NHS funds in the PACTS MPO Allocation may be spent on *bridge* construction, reconstruction, widening, rehabilitation, resurfacing and restoration. However, this is a low PACTS priority because MaineDOT has a separate federal funding program for these purposes. This same principle applies to the use of our MPO Allocation for projects on our interstate highways (including ramps).

### C. Proposal Requirements

Proposals for funding from the PACTS MPO Allocation must meet the following additional eligibility, threshold and policy endorsement requirements. Please review the application forms for specific information requested pertaining to the various project categories.

1. Proposals must be submitted by the November 18<sup>th</sup> and February 17<sup>th</sup> deadlines in Section III.
2. Proposals must be complete when submitted, must be consistent with *Destination Tomorrow*, and must not conflict with the municipality's comprehensive plan or other policy documents.
3. City/town councils or municipal officers must endorse their November 18<sup>th</sup> proposals by December 31, 2005. Proposals submitted for the February 17<sup>th</sup> deadline must have endorsements submitted also by that date.
4. A proposal must be based on a thorough analysis and include a written problem statement, analysis, scope of work and estimate of benefits. Proposals in the following Set-Aside categories must meet the *additional* requirements described below. The Policy Committee, with staff input, may waive these additional requirements for specific proposals.

Intersection and Widen Road – Proposals to change the existing road cross-section must be supported by a substantially completed feasibility study that includes an analysis of feasible alternatives, recommendation of the most viable alternative, a planning level estimate of cost, and at least one public forum. Studies without a clear recommendation will be deemed incomplete.

Rebuild Road – Proposals must be submitted by a registered professional engineer, and must include a planning level cost estimate. Test pits and/or test borings will be taken during EPS to confirm the engineer's recommendation.

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Public Transportation – Proposals for new or improved infrastructure (excluding rolling stock) such as new buildings or fueling stations must be supported by a substantially completed feasibility study that included an analysis of feasible alternatives, recommendation of the most viable alternative, a planning level estimate of cost, and at least one public forum. Studies without a clear recommendation will be deemed incomplete.

Bicycle/Ped/Other – Proposals for the construction of new sidewalks/paths/trails (excludes (re)striping of existing roadways) intended to be used solely by bicycles and/or pedestrians must be supported by a substantially completed study that assessed viable alternative routes, potential demand, and level of municipal, business and resident support, that recommended the most feasible alternative, and includes a planning level estimate of cost. Studies without a clear recommendation will be deemed incomplete.

Collector Paving – Collector paving projects will be handled in a different manner than formal submittal of proposals. See page 34 for details.

5. An intersection proposal whose primary objective is to improve the accommodation of heavy morning or afternoon peak hour traffic must be for an intersection with at least one approach experiencing a current level of service of "D" or worse. A registered traffic engineer must make such a determination.
6. An intersection proposal whose primary objective is to address a current unsafe condition must be for an intersection that MaineDOT has determined is a High Crash Location and whose “MaineDOT percent personal injury” exceeds the state average by at least 10 percent. (Note that MaineDOT administers the separate STP Safety funds.)
7. Proposals for capital improvements abutting an adjacent community must be appropriately connected with the present or programmed transportation infrastructure in the adjacent community.

## VIII. FACTS Programming Policies

- A. **Set-Asides Policy – This section may change following the September 21, Policy Committee meeting. At which time the necessary changes will be made.**

In 2004 the Policy Committee created a set-asides structure. The intent of the policy is for the Policy Committee to act upon the priorities in *Destination Tomorrow* and to focus on regional priorities, but not to limit their flexibility and prerogative.

The six set-asides framework covers a six-year period: the 2006/2007, 2008/2009 and 2010/2011 biennia. The Policy Committee may deviate each biennium (as done

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in 2005 for the 2006/2007 biennium) with the intention ultimately to achieve the three biennia set-aside percentages.

The percentages in the table below are based on a synthesis of the Eight Guiding Policies in *Destination Tomorrow*, estimates of the funding needed to upgrade and preserve the region’s collector roadway network through appropriate paving strategies, and historical spending patterns in the pre-2004 PACTS Funding Area. The 2005 TIP Process Committee reviewed the set-aside percentages and recommended that we continue to use them. The TIP Process Committee recognizes that the Policy Committee will consider revisions to the Collector Set Aside percentage and/or dollar amount (and therefore other set asides as well) based on the MaineDOT spring 2006 analysis regarding long-term collector paving needs for the region. The analysis will be based on our goal of attaining an average 3.0 regional pavement condition rating goal.

In August 2006 the PACTS Policy Committed voted to amend the set aside policy as follows:

- Preserve the collective 10% set-aside for the Transit and Bike/Ped Set-aside categories.
- Fund the region’s collector paving needs up to 60% of the total MPO Allocation \$11.2 Million before funding the other roadway set-aside categories.

These amendments will result in the Intersection, Widen and Rebuild Road categories changing to (at a minimum) 12%, 12% and 6% respectively.

<b><u>Set-Asides for MPO Allocations Over Three Biennia*</u></b>					
<u>Category</u>	<u>FY 2006 and FY 2007</u>		2006/2007	2006 to 2011	<u>Submits Recommendations To the Policy Committee</u>
	<u>Percent</u>	<u>Goals</u>	<u>Actuals**</u>	<u>Goals***</u>	
Preserve Collectors	40%	\$4,596,775	\$6,857,137	\$13,790,326	Technical Committee
Intersections	20%	\$2,298,388	\$1,225,256	\$6,895,163	Tech.+ Planning Committees
Widen Existing Roads	20%	\$2,298,388	\$1,487,960	\$6,895,163	Tech.+ Planning Committees
Public Transportation	7%	\$804,436	\$1,271,760	\$2,413,307	Transit Committee
Rebuild Roads	10%	\$1,149,194	\$1,300,000	\$3,447,581	Tech.+ Planning Committees
Bicycle/Ped/Other	<u>3%</u>	<u>\$344,758</u>	<u>\$545,000</u>	<u>\$1,034,274</u>	Planning Committee
Total	100%	\$11,491,938	\$12,687,113	\$34,475,814	

\* The six-year amount may change due to changes in the statewide amount of federal funds received in Maine.  
 \*\* The \$12,687,113 is the October 20, 2005 \$13, 287, 113 Policy Committee projects list less \$600,000 in PCE and EPS.  
 \*\*\* The amounts in this column are based on three times the 2006/2007 goals amounts.

A proposal may be submitted for consideration in only one set-aside category. PACTS staff may change the category from which a proposal was submitted if the intent of the proposal is more closely linked to another category. In the event that a

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proposal has components that fit in multiple categories, PACTS staff will recommend the scoring category that fits best with the proposal's primary intent (not necessarily the largest cost component). Any PACTS committee member may challenge the choice of set-aside category selected. The Policy Committee will serve as the final authority regarding the appropriate set-aside category for a proposal

In 2004 the Policy Committee eliminated a proposed Build New Roads set-aside.

### Collector Paving Set-Aside

This largest of the set-asides is for paving of the collector streets/highways in the PACTS region. The forty percent is a larger percentage of the MPO Allocation than the Policy Committee programmed for this purpose in any biennium between 1990 and 2004. It is based, in part, on an estimate of the cost to achieve a PACTS goal of bringing the average PCR of the region's collectors up to 3.0 over the next several biennia. Once an average of 3.0 is achieved the amount of money needed to maintain a 3.0 average PCR should be less than the amounts currently being programmed.

The average 3.0 pavement condition rating is a goal. We will review the goal during each biennial priority setting process to determine if it is appropriate. In February 2004, the Technical Committee agreed with the TIP Process Committee and MaineDOT that it was an appropriate goal with which to begin. The 2005 TIP Process Committee concurred.

Eligible collector paving treatments include structural overlays, pavement reclamation and limited drainage work. Work on guardrails and ADA accessibility is also eligible. Structural overlays may include the paving of built gravel shoulders, but the creation of new paved shoulders and/or new sidewalks where no shoulder or sidewalk previously existed is NOT eligible under this set-aside. Projects with these components are to be funded under the Rebuild Roads and Widen Existing Roads set-asides. Crack sealing is excluded from eligible pavement preservation treatments; crack sealing is the responsibility of each municipality.

Emphasis will be placed on collectors that are "built". Rules governing the use of federal and state funds for various types of pavement treatments may limit certain paving options, in particular performing structural overlays on "unbuilt" collectors.

### Intersections Set-Aside

This category ties for second largest of the six categories because: (1) the Guiding Policies of *Destination Tomorrow* place an emphasis on improving the safety and efficiency of our region's intersections, and (2) the widening of many urban intersections is quite expensive.

Typical intersection projects are the addition or upgrade of traffic signals, and the addition or widening of shoulders, turning lanes and through lanes. Other treatments to intersections are also eligible under this category.

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### Widen Existing Roads Set-Aside

Projects that widen existing roads involve the construction of new paved shoulders and/or the construction of new lanes (including a center two-way left-turn lane). A minor widening of lanes (such as from 11 feet to 12 feet, or from 12 to 14 feet) is not meant for this set-aside, but is included in the Rebuild Roads set-aside (below).

While *Destination Tomorrow* and MaineDOT policy both recommend that we avoid the widening of existing roads where possible, there are certainly cases where it is needed. Past experience shows that the widening of roadways is a relatively expensive strategy. The high unit cost contributes to this category getting a twenty percent set-aside.

### Public Transportation Set-Aside

The eligible capital improvement purposes for this set-aside include garages, new or replacement vehicles, bus stops (including significant investments like the METRO pulse project), utility vehicles, computer hardware, bike racks, alternative fuel infrastructure, park 'n ride lot improvements, purchase of carpool or vanpool vehicles and construction of transit oriented developments. This set-aside category formalized the past twelve-year trend of the Policy Committee's programming STP funds for public transportation capital purposes.

### Rebuild Roads Set-Aside

This set-aside involves roadway reconstruction projects that typically include constructing a new pavement structure from the sub-grade up, and/or significant drainage improvements. Minor straightening of a roadway's horizontal and/or vertical curves is also done under this category.

While a Rebuild Roads project may also involve the widening of existing travel lanes (such as from 11 feet to 12 feet, or from 12 to 14 feet) and/or shoulders, it may NOT involve new paved shoulders or travel lanes where none currently exist.

A Rebuild Roads project may also include the construction of a new sidewalk.

### Bicycle/Pedestrian/Other Set-Aside

Eligible purposes include streetscape improvements, off-road bike paths, sidewalks, bike lanes built as roadway shoulders designed and designated strictly for bicycle/pedestrian use, and all purposes eligible under the FHWA's Enhancement program administered by MaineDOT except for the construction of paved shoulders designed to accommodate automotive travel.

These are stand-alone projects – NOT components of road projects eligible for funding under other set-asides. Please note that projects in the other set-aside

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categories may include components designed to enhance the safety and mobility of pedestrians and bicyclists – but these components in other project categories may not be financed with funds from this Bicycle/Pedestrian/Other Set-Aside.

Bicycle/Pedestrian/Other projects may be eligible for MaineDOT Enhancement funds. Lists of activities eligible under the MaineDOT’s Enhancement program, and some examples, are shown (with one annotation) in the following 2004 MaineDOT table. *MaineDOT will distribute a revised table in 2006.*

Similar to MaineDOT, PACTS will give more priority to Bicycle/Pedestrian/Other Set-Aside proposals in the Bicycle/Pedestrian and Scenic/Landscape/Historic sub-categories listed in the table.

<b>Eligible Activities:</b>	<b>Examples:</b>
<b>Bicycle/Pedestrian</b>	
<b>Pedestrian and Bicycle Facilities; Pedestrian and Bicycle Safety and Education Activities; Conversion of Abandoned Railway Corridors to Trails</b>	Planning, designing and constructing multi-use trails; paved shoulders or sidewalks on local roads; new sidewalks on major collectors or arterials where closed drainage exists; walkways or curb ramps; bike lane striping, bike parking and bus racks. Programs designed to encourage walking and bicycling. Acquiring railroad rights-of-way for the purpose of developing rail-with-trail projects.
<b>Scenic/Landscape/Historic</b>	
<b>Acquisition of Scenic or Historic Easements and Sites; Landscaping and Scenic Beautification; Scenic or Historic Highway Programs; Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities; Historic Preservation</b>	Acquisition of scenic land easements, vistas and landscapes; purchase of buildings in historic districts or historic properties; preservation of farmland. Improvements such as street furniture, lighting, public art and landscaping along streets, historic highways, trails and interstates, waterfronts, and gateways. Construction of turnouts and overlooks; designation signs and markers. Restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels and bridges. Preservation of buildings in historic districts; restoration and reuse of historic buildings for transportation-related purposes.

<b>Environmental</b>	
<b>Mitigation of Highway Runoff Pollution and Provision of Wildlife Connectivity</b>	Soil erosion controls; detention and sediment basins, river clean-ups; wildlife passage; wildlife mortality and safety.
<b>Other (low priority for funding)</b>	
Establishment of Transportation Museums	Construction of new museums or additions may include the conversion of railroad stations or historic properties to museums with transportation themes.
Archaeological Planning and Research	Research, preservation planning and interpretation.

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Control and Removal of Outdoor Advertising	Billboard inventories or removal of illegal and nonconforming billboards. Note: 23 MRSA 1901-1925 limits the amount and types of outdoor advertising; therefore, this category is not funded through MaineDOT's TE Program.
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### **B. EPS/PCE/Construction Funnel...***this is a new subsection*

For the 2008/2009 biennium the Policy Committee will continue the “EPS/PCE/Construction Funnel” policy established in 2005. This funnel applies primarily to our Intersection, Rebuild and Widen Set Asides. In essence, the Policy Committee will program the estimated \$11.5 million MPO Allocation in September 2006 *approximately* as follows:

- 1 percent (\$115,000) for Enhanced Project Scoping,
- 10 percent (\$1,150,000) for Preconstruction Engineering, and
- 89 percent (\$10,235,000) for Construction

The “funnel” metaphor reflects the multi-biennium concept of funding projects for PCE whose PCE budgets collectively total approximately 10% of the MPO Allocation, and using the remaining funds for construction (approx. 85%) and EPS (approx. 1%). Designed to better manage the financial risk of projects through the development of more detailed scoping and cost estimating, the concept spreads the programming of projects over the three phases (EPS, PCE and construction) described below. This funnel will help to ensure that in the subsequent biennium there are sufficient projects ready for construction while reserving approximately 10% of the MPO Allocation for PCE projects so that they are ready for construction in the following biennium. This funnel concept is illustrated in the diagram on the following page.

The Enhanced Project Scoping (EPS) step identifies, within reason, all issues that are likely to substantially impact either the cost of or time to deliver a project. EPS analysis of the “short list” of TIP proposals is a key component in the PACTS decision whether or not to fund a project for PCE and/or construction.

A decision to fund PCE constitutes a commitment also to fund the project for construction in the biennium following completion of PCE provided that: (1) PCE does not require a substantive change in the project, (2) PCE does not discover issues that either substantively increase the cost of the project or necessitates its deferral to a subsequent biennium, or (3) PCE determines that the project is not feasible for technical reasons or because of strong public resistance.

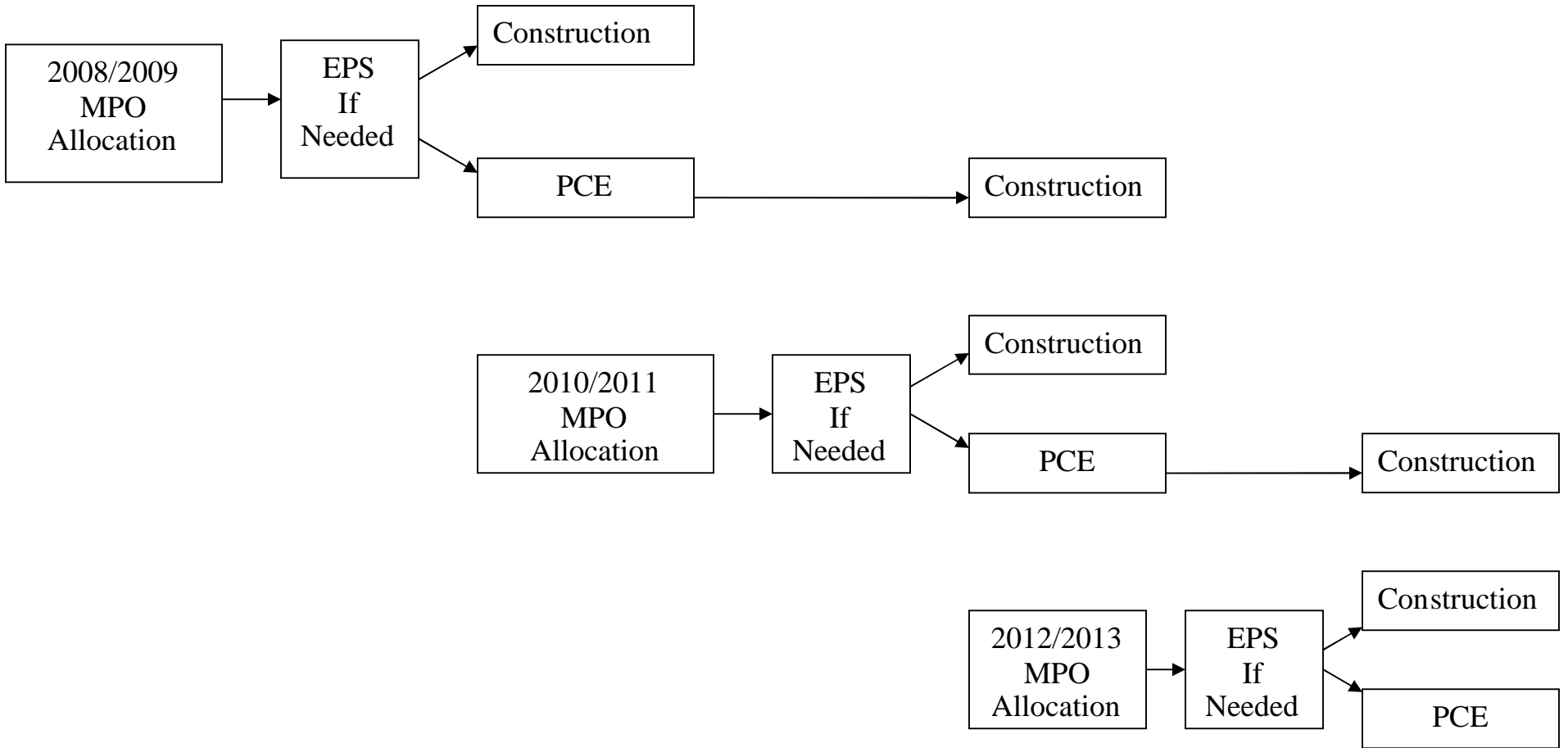
The final phase is project construction funding – awarded in the subsequent biennium as referenced above. Given the complexities of many projects,

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MaineDOT often needs two years to complete the PCE and advise us with adequate certainty what the project budget should be before the programming of construction funds. This two biennia practice is standard at MaineDOT.

This two biennia policy may not apply to “simple” projects” that do not require EPS and that may be funded for PCE and construction in the same biennium. See below for how a proposal is determined to be “simple”.

# EPS/PCE/Construction Funnel Flow Chart



### C. Enhanced Project Scoping

This is one of the key new policies produced by the 2005 TIP Process Committee and staff, and adopted by the Policy Committee in August 2005. Members should read this section thoroughly. It has eight subsections.

#### EPS Introduction

The PACTS Enhanced Project Scoping process (EPS) was developed in 2005 through a PACTS/MaineDOT collaborative effort in order to better manage the financial risk of projects. EPS will be used to identify issues within a project that are likely to substantially impact either the cost of or time to deliver a project. Municipalities will complete the EPS Reports. PACTS staff will provide assistance in certain areas. Consultants will be used where appropriate. The MaineDOT will provide technical assistance to the process such as reviewing geotechnical reports, and developing right-of-way cost estimates.

EPS Reports will be evaluated as either adequate or not adequate. Adequate reports make a proposal eligible for PCE (and construction) funding. Inadequate reports will not be considered for PCE (and construction) funding. Costs associated with PACTS retaining a consultant for completing the EPS Reports will be shared equally between PACTS and the municipality. Municipalities will pay for all costs associated with their retaining of consultants to complete an EPS Report.

The EPS Report will identify, within reason, all issues that may impact the cost/time to deliver the project; and develop a planning level cost estimate that accurately reflects the project scope and related issues. In addition, should EPS require a scope modification that does not change the intent of the project, the EPS Report will include a full description of the scope modification along with a planning level estimate of cost. Policy Committee approval is required for any project when the intent of the project is changed. PACTS staff and the MaineDOT shall determine whether a scope modification during EPS changes the intent of the original project.

EPS has been inserted into the PACTS TIP funding decision-making process between the Policy Committee's decision on the "short list" of project candidates and the final decision of which projects to submit to the MaineDOT for inclusion in the MaineDOT Biennial Capital Work Plan. The PACTS funding decision-making process is otherwise unchanged.

Study → TIP → Initial → Short → EPS → Final → 1.PCE & Construct in Same Biennium or  
Proposals Ranking List List → 2.PCE in 1 Biennium and Construction  
in Subsequent Biennium\*

\* PCE and Construction may be funded in same biennium for "simple" projects. For "complex" projects, PCE will be funded and completed before funding construction in the next sequential biennium. MaineDOT and PACTS will endeavor to keep the number of biennia needed to complete a project to a minimum as well as having projects progress in continuous biennia.

Although EPS will require more upfront work on a project, EPS will allow for more informed decision-making on whether a project candidate should be modified or terminated. The EPS

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Report will also be used during subsequent steps in the project's development. As such, it will result in better risk management without adding an extra layer to the overall process.

An EPS Report will be viable for a period of two-years from the time of its acceptance. After the two-year period expires, time sensitive data (e.g., ROW information) in the report shall be updated.

### Projects that require EPS

All projects except collector paving\* that meet any one of the criteria listed below will be required to complete an EPS Report. Projects in the PACTS Bike/Ped/Other and Public Transportation Set-aside categories are the most likely projects to not require an EPS Report.

1. Project will/may require right-of-way (ROW) acquisition.
2. Project will/may involve environmental issues beyond PBR (permit by rule).
3. Project will/may involve 4F (public parks and places) or § 106 (places of historic interest) issues. This criterion may be waived for §106 issues with a letter from the Maine Historic Preservation Committee (MHPC) stating that there are no §106 issues. MHPC may require certain information before writing this letter.
4. Project will substantially impact existing utilities (above or below ground).
5. Project will/may involve substantial drainage issues.
6. Project will/may impact a railroad infrastructure.
7. Projects that do not meet any of the above criteria may also be subject to EPS at the discretion of PACTS staff.

\* Collector paving projects will be exempt from completing EPS Reports provided that the scope is complete, unambiguous, provides sufficient detail to develop an accurate estimate of cost, and does not require an unusual course of action such as doing a structural overlay on an un-built road. PACTS and the MaineDOT staff will make the determination of whether the scope represents an "unusual course of action."

The EPS Report is divided into sections, e.g., right-of-way, drainage, utilities etc. The EPS Report for a specific project will address only those sections that are applicable. All applicable sections must be completed in full for the EPS Report to be accepted.

### Administration and Completion of EPS Reports

PACTS staff will administer and oversee all EPS Reports. Municipalities will complete as much of the EPS Report as practicable. PACTS staff and the MaineDOT will assist municipalities with this effort. At the discretion of PACTS staff, PACTS will retain the services of a consultant to assist with the gathering and/or analysis of data or to otherwise assist in the preparing of EPS Reports.

### Funding the EPS Reports

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All fees associated with consultants hired by PACTS in completing the EPS Reports will be shared equally (50%-5%-45%) between PACTS and the municipality for which the Report is being done.

All fees associated with consultants hired directly by municipalities will be paid by the municipality.

### Evaluation of EPS Reports

EPS Reports will be evaluated as either adequate or not. An EPS Report will be adequate when it (1) identifies, within reason, all issues that may impact the cost of, or time to deliver the project; and (2) includes a planning level cost estimate that accurately reflects the project scope and all related issues. An EPS Report will also be adequate provided that any required scope modifications do not change the intent of the project, or with Policy Committee approval if necessary scope modifications do change the intent of the project.

The following guidelines will be employed in determining the adequacy of an EPS Report.

Identified Issues – Identified issues that will impact the cost of, or time to deliver a project, will be evaluated as “adequate” if they:

1. include a course of action to resolve the issue;
2. include a planning level cost estimate for the course of action; and
3. do not change the intent of the project. PACTS staff and the MaineDOT will determine whether the intent of the project has been changed. Policy Committee approval will be required if the identified issues change the intent of the project.

Scope – If EPS requires a change in scope because of the discovery of a “red flag”, the scope will be evaluated as adequate provided that:

1. all information asked for in the EPS Report has been supplied in a definitive manner;
2. any scope modifications dictated by a “red flag”, discovered during the EPS process are accompanied by a planning level cost estimate provided that they do not change the intent of the project. PACTS staff and the MaineDOT will determine whether the intent of the project has been changed.

Scope modifications dictated by a “red flag” discovered during the EPS process that change the intent of the project will be evaluated as not adequate until such time as the Policy Committee approves the change in scope.

A scope that is not fully defined or that cannot be fully defined as a result of “red flag” identified during the EPS process will be evaluated as not adequate.

Cost Estimate – A planning level cost estimate based on a full unambiguous scope that includes courses of action for all identified issues will be evaluated as “adequate”. If the intent of the project has changed, Policy Committee approval of the change in project will also be required.

Special Timeline for 15 Unfunded Proposals Remaining from the 2006-2007 “short list”

The May 2005 Policy Committee decision to consider funding twelve of the unfunded proposals remaining from the 2006/2007 TIP “short list” requires the special EPS timeline illustrated below. The Policy Committee added three more to the list on October 20, 2005.

- August/Sept. 2005: Project applicants with unfunded 2006-2007 “short list” projects re-submit revised TIP project proposals.
- November-Jan. 2006: Municipalities/PACTS staff/Maine DOT/consultant complete EPS reports.
- February 2006: PACTS staff “grades” the EPS Reports. The Technical Committee reviews the “grading” and makes a recommendation to the Policy Committees on which projects should advance to PCE and construction\*.
- March 2006: Policy Committee makes final decision on which projects advance to PCE and construction\*. The action will be to allocate 06/07 PCE funds to one or more proposal(s), and to add the remaining proposals to the “January 19th short list” provided their EPS reports are adequate.

\* A decision to fund PCE constitutes a commitment also to fund the project for construction in the biennium following completion of PCE provided that: (1) PCE does not require a substantive change in the project, (2) PCE does not discover issues that either substantively increase the cost of the project or necessitate its deferral to a subsequent biennium, or (3) PCE determines that the project is not feasible for technical reasons or because of strong public resistance.

**D. Project Development Priority**

In 2006, for the first time, PACTS will request that MaineDOT develop the new MPO Allocation projects in the order of priority set by the Policy Committee. In making this request the Policy Committee understands that, given the nature of project development, there will be times when a project of lower priority is ready to proceed to the next development step before a project of higher priority. The intent of this policy is not to stop progress on any project but, all things being equal, to fund projects of a higher priority before funding projects of a lower priority. This policy will be used in conjunction with the policy detailed in the next section.

The Policy Committee will need to extend certain flexibility to projects that are almost, but not quite, finished with PCE when they develop their biennial MPO Allocation list. Such flexibility may prevent a project from unnecessarily being delayed for two years because its PCE was not completely finished by the time of the Policy Committee’s decision on the MPO Allocation. *PACTS is still working with the MaineDOT on how funding cost increases in projects between biennial allocations may be accomplished.* Options include:

1. Deferring a project to the next biennium and automatically funding it in the next biennium.

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2. PACTS setting aside a reserve account (aka a revolving loan fund) to fund increases. The downside of this is that a portion of the MPO Allocation will not be “spendable” for projects.
3. MaineDOT “lends” the funds needed to PACTS with the understanding the funds lent would be taken off the top of the next biennium. Staff is pursuing this option with the MaineDOT.

### **E. Project Cost Overruns and Contingency Funds Policy.**

PACTS MPO Allocation projects (excluding Transit set-aside projects) will have a 25% contingency added to the project’s cost estimate at the time of funding by the Policy Committee. This amount – the cost estimate plus 25% contingency – represents the total amount that PACTS will fund for a project. Any amounts above this figure will be entirely the responsibility of the municipality or agency for which the project is being done of behalf of.

With the exception of Transit Projects, all projects funded through the PACTS MPO Allocation will include a 25% contingency. The contingency plus the amount(s) originally programmed by the Policy Committee will constitute the entire amount that PACTS will program for a particular project. There will be no supplemental funding to a project for inflation, right-of-way acquisition or other reasons. The contingency and policy will be administered as described below. A cost increase contingency will not be applied to Transit Projects.

Simple projects when PCE and Construction are funded at the same time in one biennium. The 25% contingency will be added to the cost estimate used by the Policy Committee in their final decision to which project to fund in the next biennium. The estimate may be a result of the PACTS EPS process or a MaineDOT/PACTS field review, or may be supplied by the municipality or agency putting forth the project. Municipal/agency cost estimates will be reviewed by MaineDOT/PACTS.

Example: The most refined cost estimate for Project X at the time of the Policy Committee decision is \$1 million. The Policy Committee will approve spending a maximum of \$1.25 million of the PACTS MPO Allocation for this project. (This amount is comprised of the federal, state and local shares also called total dollars.)

Complex projects when PCE and Construction are funded in separate biennia.

Preliminary Construction Engineering (PCE) will be funded based on the most refined estimate at the time of the Policy Committee decision on which projects to fund in the next biennium. This estimate will normally be based on a percentage of a planning level estimate for the entire project. Historically, the amounts estimated to be needed to complete PCE have been accurate. However, in a limited number of projects, additional design may be required that exceeds the funded PCE amount. The Policy Committee will address these projects on a case by case basis.

Construction will be funded at the final PDR (Preliminary Design Report) amount plus a 25% contingency. If the PDR is not complete at the time of the Policy Committee final MPO Allocation decision, the Policy Committee will not fund the project for construction.

## **F. Project Monitoring and Amendments**

### Project Monitoring

In 2006 MaineDOT will begin producing a regular report on the financial and work status of all MPO Allocation projects. PACTS staff will work with MaineDOT to fine-tune this report to make it as useful as possible for all parties. While MaineDOT will begin this new reporting to PACTS staff on a monthly basis, we will share it with PACTS committee members on an appropriate level of frequency based on members' preferences.

PACTS will use the MaineDOT information to monitor the development of projects per the order of priority in the final 2008/2009 MPO Allocation list to be submitted next September. See more on this in Section D above. PACTS will also use the information in making any necessary adjustments to projects necessitated by increases or decreases in the MPO Allocation from year to year.

### Treatment of Projects that Languish

In the event that a project languishes for an extended period the Policy Committee will require a briefing by the project proponent based on the following framework.

- Staff will contact municipalities and transit organizations regarding all projects approved by the Policy Committee four (4) years or more in the past.
- Staff will make the contact three months before the PACTS deadline for new TIP proposals. The approximate date for the next contact will be in August 2007.
- A month later the project proponent will brief the Policy Committee at which time the members will consider taking action regarding the project.

### Reallocation of Unspent MPO Allocation Funds

Unspent MPO Allocation project funds go back into the PACTS MPO Allocation pool for reprogramming by the Policy Committee. The funds return to the full "pool" of funds, not to a specific set-aside.

### Project Withdrawal

During the past twenty years PACTS has developed, refined and used a TIP priority setting process based in great part on a technical evaluation of TIP proposals. This technical approach has fostered a confidence in the professionalism of the PACTS process. However, while this process provides a strong basis for decision-making, there have been and there will continue to be occasions when changes in local priorities create a need to withdraw a funded project. In this case, the Policy Committee will decide how to reallocate the project's unspent funds.

### Project Substitution

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This policy exists for the situation when a municipality requests to withdraw a funded project in order to transfer its funds to another project that needs more money. For the purposes of this policy, a “funded project” is an MPO Allocation project that has been printed in MaineDOT's Biennial Capital Work Plan. Here is how the policy works.

- A request for substitution of a funded project may not be made until after the Legislature has approved the project in the Biennial Capital Work Plan.
- A municipality seeking a substitution for a “funded project” will submit a written request to the Policy Committee for consideration.
- The Policy Committee will consider such requests on a case-by-case basis.
- If the substitution is approved, new funding for the withdrawn project may not be requested from PACTS during the next biennial funding cycle. There is also no future-funding guarantee ascribed to the withdrawn project.

### Certain TIP Project Amendment Requests to be treated on a Case-by-Case Basis

While the new policies and procedures in this document should reduce the need for future TIP project amendments, circumstances will evolve for which we have no clear policy. In those situations the Policy Committee will consider amendment proposals on a case-by-case basis.

**IX. PACTS Scoring Procedures**

This section describes the scoring processes used by the Technical Committee, Planning Committee, Transit Committee, MaineDOT and PACTS staff for proposals for the set-aside categories. (See Section IV for an overview of Committee responsibilities.)

The following table identifies the committees charged with developing recommendations for consideration by the Policy Committee. All recommendations go to the Policy Committee for final action.

Copies of the application forms may be downloaded at [www.pactsplan.org](http://www.pactsplan.org) under the Transportation Improvement Program page or can be obtained by contacting PACTS staff at 774-9891.

<b><u>Set-Asides Scoring Roles*</u></b>	
<b><u>Set-Aside Category</u></b>	<b><u>Scoring Roles</u></b>
Preserve Collectors	Technical Committee reviews analysis from MaineDOT and PACTS staff, and recommends to the Policy Committee.
Intersections	Tech Committee 80 percent. Planning Committee 20 percent.
Widen Existing Roads	Tech Committee 80 percent. Planning Committee 20 percent.
Public Transportation	Transit Committee recommends.
Rebuild Roads	Tech Committee 80 percent. Planning Committee 20 percent.
Bicycle/Ped/Other	Planning Committee recommends to Policy Committee.

\* All recommendations above go to the Policy Committee for final action.

**A. The Transit Committee and Application of the Public Transportation Set-Aside Scoring Criteria**

The Transit Committee will also review staff’s scoring of proposals for use of the Public Transportation Set Aside funds, and then submit recommendations to the Policy Committee in the spring of 2006. These STP funds are available for transit capital investments. Federal rules prohibit their use for public transportation operating assistance. (See Section V for a description of the Transit Committee’s role in developing recommendations regarding the allocation of FTA Section 5307 Urban Formula Funds.)

On December 8, 2005 the Transit Committee formally accepted the scoring criteria and process for use in 2006. On March 9, 2006 the Transit Committee members will review the staff’s scores, will consider additional information and recommendations from Committee members, and will vote on Committee scores to be submitted to the Policy Committee.

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Staff will use the following scoring criteria (also used in 2004):

1. Describe how this project will benefit the PACTS region. Explain how this project has regional and/or statewide significance. Which communities will the project serve, and how many people will benefit? Will this project increase transit ridership? (45 points)
2. Describe how this project will improve or replace existing transit capacity. How will the project maintain or improve existing or extend new transit routes, terminals, facilities, and/or services? (25 points)
3. Describe how this project is part of an approved or pending transportation plan or study, or addresses a requirement by a State or Federal mandate. Plans may include Destination Tomorrow, Maine DOT's Strategic Passenger Transportation Plan (Explore Maine), the provider's Strategic Plan or other local, regional, State, or Federal document. Specifically, explain how this project is consistent with and supports the Nine Guiding Principles in the Destination Tomorrow Plan. Examples of mandates include safety, security, and The Americans with Disabilities Act (ADA). (10 points)
4. Describe how this project will reduce air pollution and/or conserve energy. Does this project promote or use alternatively fueled vehicles? (5 points)
5. Describe how the project addresses the connection between transportation and land use. Does the project increase access to a designated growth area as depicted in the municipal comprehensive plan(s)? Does the project improve access to an area that encourages mixed-use development? Does the project establish or enhance transit service between activity centers? (5 points)
6. Describe how the project directly includes or involves more than one transit provider, including private providers? (5 points)
7. Describe how the project benefits several different alternative modes of travel, such as bus & rail, or bicycle & ferry? (5 points)

### **B. The Planning Committee and Application of the *Destination Tomorrow* Formula**

The Planning Committee will participate in the scoring of proposals for funds from four set-asides: Intersection, Widen Existing Road, Rebuild Road and Bicycle/ Pedestrian/Other. The Committee's scores for the first three set-asides will count for 20 percent (complementing the Technical Committee's 80 percent) and for the final one will count for 100 percent.

The Committee's scores for all four set-asides will reflect how each proposal would advance the Eight Guiding Policies as found in Chapter 5 of *Destination Tomorrow*. In all cases, the Committee will begin its decision making with a review of scores developed by PACTS staff. In brief, the scoring criteria focus on these subjects:

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- Maintenance of our region's transportation system
- The importance of intersections in the highway network
- Strategic expansion of the transportation system
- Efforts to avoid building major new highways
- The transportation-land-use connection
- Highway access management
- The region's passenger transportation system
- Compatibility with neighborhoods
- Economic development and redevelopment

### Intersection, Widen Existing Road and Rebuild Road Proposals

PACTS staff and the Planning Committee will score the Intersection, Widen Existing Road and Rebuild Road proposals in the following way:

- Staff will score each proposal applying the 9 scoring criteria within the following 0 to 3 range:
  - 0 points: either no consistency with the criterion, or is not applicable
  - 1 point: minimal consistency with the criterion
  - 2 points: moderate consistency with the criterion
  - 3 points: significant consistency with the criterion
- On January 5<sup>th</sup> the Planning Committee members will review the staff's scores, will consider additional information and recommendations from Committee members, and will vote on Committee scores to be submitted to the Policy Committee.
- Staff will add the Planning Committee's "20 percent" scores to the Technical Committee's "80 percent" scores for presentation to the Policy Committee on January 19<sup>th</sup>.
- During the spring and summer the municipalities (with assistance from PACTS and MaineDOT) will complete any required EPS Reports for the January 19<sup>th</sup> "short list" of proposals.
- In August 2006 the Planning Committee will review the EPS Reports and make its final recommendations to the Policy Committee for consideration in the final action on September 21<sup>st</sup>.

### Bicycle/Pedestrian/Other Proposals

PACTS staff and the Planning Committee will score the Bicycle/Pedestrian/Other proposals in the following way:

- Staff will score each proposal applying the scoring criteria within a 0 to 3 range (as described above).
- The Planning Committee members will review the staff's scores on March 2<sup>nd</sup>, will consider additional information and recommendations from Committee members, and will vote on Committee scores to be submitted to the Policy Committee.

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- During the spring and summer, the municipalities (with assistance from PACTS and MaineDOT) will complete any required EPS Reports for the January 19<sup>th</sup> “short list” of proposals for the Policy Committee’s March 16<sup>th</sup> “short list”.
- In early August the Planning Committee will review the fine-tuned proposals and may choose to offer comments to the Policy Committee for consideration in the final action on September 21<sup>st</sup>.

### C. The Technical Committee and Application of the PACTS Roadway Formula

The Technical Committee will participate in the scoring of proposals for funds from the Intersection, Widen Existing Road and Rebuild Road set-asides, and will evaluate and recommend candidates for the Collector Paving Set-Aside.

#### Collector Paving Set-Aside

MaineDOT will present paving data and analysis to PACTS staff and the Technical Committee during the spring of 2006. PACTS staff and the Technical Committee will work with the MaineDOT to review the data and analysis and develop a list of collector paving candidates. Collectively, the list will need to be constrained to approximately 125% of the total collector paving set-aside.

MaineDOT, PACTS staff and Technical Committee members will visually inspect each of the candidates during the summer. After the inspection, the MaineDOT will suggest treatments and provide cost estimates for each candidate. The Technical Committee will consider the MaineDOT suggestions in its development of a recommendation to the Policy Committee for which collector paving projects to include in the Work Plan.

In the event that the MaineDOT data and analysis is not available by June or is otherwise unusable, Plan B will be used to develop the list of collector paving candidates. Plan B is as follows.

Municipalities will submit a list of collector paving candidates to PACTS. Collectively, this list will need to be constrained by approximately 125% of the collector paving set-aside. MaineDOT, PACTS staff and municipal representatives will visually inspect each of the candidates. MaineDOT will develop a list of suggested treatments and estimates of cost for the collector candidates. The Technical Committee will review the data, analysis and MaineDOT suggestions and then make a recommendation to the Policy Committee for which collector paving candidates to include in the Work Plan.

#### Intersection, Widen Existing Road and Rebuild Road Set-Asides

For the Intersection, Widen Existing Road and Rebuild Road set-asides, PACTS staff will score proposals using the PACTS Roadway Formula, and then submit the results to the Technical Committee. The Committee members will review the scoring by PACTS staff and make a recommendation to the Policy Committee. The results of the Roadway Formula will count for 80 percent of the scores for these proposals. This procedure will be done twice.

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The first time in making its “short list” recommendations to the Policy Committee, and the second time in making its “final list” recommendation to the Policy Committee.

- Review staff’s *first* application of the Roadway Formula on January 10<sup>th</sup> for Intersection, Widen Existing Road and Rebuild Roads proposals. This will include a review of each proposal’s initial cost estimate – as well as a review of the Destination Tomorrow Scores developed by staff and endorsed by the Planning Committee.
- Submit the scores from the *first application of the Roadway Formula* to the Policy Committee for action on January 19<sup>th</sup> along with a recommendation for which projects to move forward to the “short list”.
- Review the EPS Reports, other proposal cost estimates from MaineDOT, and the final Roadway Formula scores from PACTS staff.
- Submit in August the *final* 80 percent component scores to the Policy Committee for final action in September, along with a recommendation for which projects to fund on the “final list”.

The PACTS Roadway Formula

The table below lists the eight factors in the PACTS Roadway Formula and the weights used for different types of proposals. The factors are described on the following pages and are each scored on a 0 to 10 scale. Each factor score is then weighted and the sum of the weighted scores represents the proposal’s Roadway Formula score that is equal to 80 percent of the proposal’s total score. Weighted scores are rounded to the nearest hundredth.

**PACTS Roadway Formula Factors and Weights**

<u>Factors</u>	<u>Inter- sections</u>	<u>Rebuild Roads</u>	<u>Widen Existing Roads</u>
Traffic Volume	0.15	0.15	0.15
Future Growth	0.05	0.05	0.10
Pavement Condition	na	0.20	na
Road Geometrics	0.05	0.05	0.05
Safety	0.20	0.20	0.20
Volume-to-Capacity	0.25	0.10	0.25
Multi-modal	0.20	0.15	0.15
Cost Effectiveness	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total	1.00	1.00	1.00

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### (1) Traffic Volume

Traffic volume for Widen Existing Road and Rebuild Road proposals is based on 2005 annual average daily traffic (AADT). The score is calculated by dividing the proposal's AADT by the largest AADT from the set of proposals submitted, then multiplying by ten to place it on a 0-10 scale.

Traffic volume for Intersection proposals is based on 2005 AM or PM peak hour volumes. The intersection's average approach volume (based on the average of all its approaches) is divided by the largest such figure for all intersection proposals, and then multiplied by ten to place it on a 0-10 scale.

Traffic volumes from recent prior years are acceptable and will be factored at a rate of one percent (1%) per annum to bring them to a 2005 level.

### (2) Future Growth

This factor is based on the 2000 to 2025 peak-hour traffic volume growth, as simulated in the PACTS model. The proposal's growth rate is divided by the largest growth rate for proposals of the same type, and then multiplied by ten to place it on a 0-10 scale. The maximum value awarded is 10.

Proposals that have questionable 2025 traffic volumes in the model, such as zero peak-hour volume or negative future growth, will be reviewed by staff who will propose a growth rate to the Technical Committee.

### (3) Pavement Condition

This factor is used only for Rebuild Road proposals. Points are awarded based on the current pavement condition rating (PCR) in the MaineDOT pavement condition database or as determined by other means if required:

<u>Existing PCR</u>	<u>Points Awarded</u>
2.0 and below	10
2.1 to 2.9	7
3.0 and above	0

### (4) Geometrics

Proposals (for links or nodes) are awarded points in accordance with MaineDOT's Highway Design Guide for the project's ability to remedy substandard conditions. Each condition remedied is awarded 2.5 points with a maximum of 10 points awarded to a proposal.

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The four link standards are for pavement width, shoulder width, horizontal alignment and vertical alignment.

The four node standards are for turning radius, lane width, signal placement, and alignment (horizontal and/or vertical).

### (5) Safety

The safety score is based on a MaineDOT procedure with points awarded based on the improvements that would accrue at the project location. The factors used in determining this score are the existing critical rate factor (CRF), the percent of accidents involving personal injury relative to the statewide average for that type of road/intersection, and the percentage drop in accidents expected as a result of the project, as determined by the literature. A maximum of 10 points is awarded for a proposal's safety score.

Data on the CRF and the number of accidents with personal injury including the statewide average are available from the MaineDOT. The CRF is a function of a location's actual accident rate, the statewide average for this type of road/intersection, the number of years over which the accidents occurred, and the annualized hundred million vehicle miles traveled at that location.

### (6) Volume to Capacity

The volume to capacity (V/C) factor is used to measure the (V/C) improvement at the location of a proposal. A maximum of 10 points are awarded using a MaineDOT scoring system with points awarded based on the proposal's estimated V/C improvement. PACTS staff will use the Highway Capacity Software to calculate the volume-to-capacity ratios.

Intersection proposals must include existing AM or PM peak hour volumes for each approach. Municipalities are encouraged also to supply estimated post-improvement AM or PM peak hour volumes. PACTS staff will assign post-improvement volumes if one is not provided. Proposals must also include existing and proposed intersection geometry describing the number and type of lanes, and signal phasing data where applicable.

Widening Existing Roads and Rebuilding Road proposals must include existing AM or PM peak directional volumes. Municipalities are encouraged also to supply estimated post-improvement AM or PM peak directional volumes. PACTS staff will assign post-improvement volumes if one is not provided. Proposals must also include existing and proposed roadway geometry describing the number and types of lanes.

### (7) Multi-modal

Multi-modal points are given to proposals that provide improvements for modes of travel other than the automobile within the proposal's location. Two points are given for each of the following elements up to a maximum of 10 points.

- Proposal includes a new sidewalk or is "bicycle friendly."

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- Proposal is to improve an intersection in a "pedestrian friendly" way, such as the addition of a new or improved traffic signal with a pedestrian phase, or construction of recessed curbs or a pedestrian refuge island.
- Proposal includes a bus turnout area.
- Proposal is for a location on an existing bus route. (A school bus route does not count.)
- Proposal is for a location in a land development zone in which a local ordinance allows mixed-use development and shows promise for travel demand reduction.
- Proposal includes a new or improved sidewalk, and is for a location within 1,000 feet of two of these five land uses: a store, a school, a church, ten or more housing units, or a non-retail business.
- Proposal includes improved access to, or site improvements at, an "official" park 'n ride lot.
- Project is on a route heavily traveled by trucks.
- Project will enhance direct freight access to commercial or industrial property.

### (8) Cost Effectiveness

For Widen Existing Road and Rebuild Road proposals, this factor is defined in terms of total cost per lane mile (including right-of-way costs). The score is calculated by dividing the proposed project's cost per lane mile by the largest cost per lane mile of all similar proposals, subtracting this number from 1, and then multiplying by 10 to place it on a 0-10 scale.

For Intersection proposals, this factor is defined in terms of total project cost and percent reduction in the volume to capacity ratio and accidents. The latter two components get equal weights. Similar to the procedure described above, the scores are calculated in two steps as described below.

- For the volume to capacity reduction component, the first step is to divide the cost of each project by the estimated change in volume to capacity ratio (as calculated by PACTS staff). The second step is to divide each project's quotient (from step one) by the largest quotient, then to subtract this number from 1, and finally to multiply by 5 to place it on a 0-5 scale.
- For the accident reduction component, the first step is to divide the cost of each project by the estimated reduction in accidents (as calculated by PACTS staff). The second step is to divide each project's quotient by the largest quotient, then to subtract this number from 1, and finally to multiply by 5 to place it on a 0-5 scale.

The final step adds the scores for each component together so that they fit on a 0 to 10 scale.

## Appendix A

### Glossary

**Biennial Capital Work Plan (Work Plan)** - This is a MaineDOT statewide programming document prepared for the review and approval of the Maine Legislature. It includes the MPO Allocation projects list developed by the PACTS Policy Committee. (Previously called BTIP)

**Built and Unbuilt Roads** – *The following definitions have been excerpted from the MaineDOT State of the System, November 2002 (p. 3-3). Professional judgment and interpretation have been and likely will continue to be used in the determination of whether a road is built or unbuilt.*

**Built Road** - Defined by the MaineDOT as one that has been constructed to a modern standard, usually post 1950. Standards include adequate drainage, base and pavement to carry the traffic load; and adequate sight distance and width to meet current safety standards. An **unbuilt road** is defined as a road that has not been built to modern standards; it may have inadequate drainage, base, pavement, sight distance and/or width.

**Cross Section (Layout)** – Configuration of travel lanes, turn lanes, and shoulders.

**Destination Tomorrow** – The PACTS Year 2025 regional transportation plan adopted in 2003 for the original seven PACTS municipalities, and then expanded and adopted in 2006 for the expanded fifteen-municipality area.

**Earmark** – Federal funding provided directly to MaineDOT by Congress for high priority projects.

**Enhanced Project Scoping (EPS)**. - A process that will help identify issues within a project that are likely to substantially impact either the cost of, or time to deliver, a project.

**High Crash Location** – Any location where the critical rate factor is equal to or greater than 1.0 and there have been more than eight (8) accidents in the last (recent) three years.

**Metropolitan Planning Organization (MPO)** – PACTS is one of the MPO programs in Maine. Required by Congress, an MPO shares the responsibility with the state for programming federal transportation funds in its region, and also does regional transportation planning.

**MPO Allocation** – This is an amount of STP and NHS money (usually referred to including the state and local matching funds required) that the PACTS Policy Committee takes the lead in setting priorities for. The biennial amount is based on a formula agreed to by MaineDOT and the PACTS Policy Committee.

**National Highway System (NHS)** – This is a set of nationally significant highways. NHS highways in the PACTS area include I-295, the Maine Turnpike, I-195, Route 302, Route 25 and several other short roadway sections. Route 111 in Biddeford west of Turnpike Exit 4 is on the NHS, but is outside the PACTS Metropolitan Planning Area.

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**PACTS Metropolitan Planning Area** – This is the area within which the PACTS Committees participate with MaineDOT in programming federal transportation funds.

**Pavement Condition Rating (PCR)** – A rating system from 1-5, where five (5) is a new or like new road surface and one (1) is a poor or inadequate road surface.

**Rural Road Initiative Program (RRI)** – A MaineDOT program where funds are available for minor collectors only. PACTS communities with minor collectors outside of PACTS Metropolitan Planning Area are eligible for these funds.

**Set Aside Policy** – This is a new PACTS programming policy developed for use in 2004 and beyond for setting priorities for the programming of the PACTS MPO Allocation funds. The MPO Allocation funds have been put into seven categories. The intents of the set-asides policy are for the Policy Committee to act upon the priorities in *Destination Tomorrow*, and to create a structure that will help our new members to understand our TIP priority setting process during their first years in PACTS. The members intend that the set-asides will help them to focus on their regional priorities, but not to limit their flexibility and prerogative.

**Statewide Transportation Improvement Program (STIP)** - This is a MaineDOT programming and project scheduling document prepared for the review and approval of the FHWA and FTA. Projects funded in the most recent BTIP are listed here, as are active projects that were funded in earlier BTIP's. The projects listed in the STIP, including Congressional earmark projects, must also be listed in the PACTS TIP.

**Surface Transportation Program (STP)** – This is a large federal highway funding program. It includes several sub-programs such as the Enhancement and Safety programs.

**Transportation Improvement Program (TIP)** - This is a PACTS document prepared with MaineDOT's help for the review and approval of the FHWA and FTA. The projects listed in the PACTS TIP, including Congressional and Legislative earmark projects, must also be listed in the STIP.