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**To:** Transportation Committee

**From:** Jennifer Carrier, Director of Transportation Planning  
Rob Aloise, CRCOG Principal Transportation Engineer

**Date:** September 26, 2016 (Reissued October 7, 2016 to Subcommittee)

**Subject:** Transportation Alternatives (TA) Set-Aside Handout  
2016 Solicitation

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Per the attached Request for Proposals (RFP), CRCOG is currently soliciting for new projects for 2016 through 2020 funding under the TA Set-Aside Program. Materials accompanying the RFP, including DRAFT 2016 Solicitation Guidance, can be found on CRCOG's website at the following link: <http://crcog.org/rfp/rfq/>

At our October meetings, CRCOG staff will be reviewing the DRAFT 2016 Solicitation Guidelines in more detail, and requesting your comments and endorsement. Specifically the committees will be asked to focus on the following topics:

1. Prioritization and resubmission of the projects that were approved under the 2012 Transportation Enhancement Program solicitation, including the South Main Street (Route 83) Enhancements project in Manchester, and the Silas Deane Highway (Route 99) Streetscape - Phase 2 project in Rocky Hill, including approval of adjustments for inflation.
2. CRCOG project selection process utilizing the pre-defined selection criteria and a similar methodology to that used for the previous Transportation Enhancement solicitation.
3. Strategy for initiation and advancement of CRCOG TA Set-Aside projects through CTDOT
4. Staff recommendation that the committee review a CTDOT list of recommended existing projects for TA Set-Aside pre-approval.

If you have any questions or comments please feel free to contact Rob Aloise at [raloise@crcog.org](mailto:raloise@crcog.org) or 860-522-2217 (x214).

**To:** Chief Administrative Officials  
**From:** Jennifer Carrier, Director of Transportation Planning  
Rob Aloise, Principal Transportation Engineer  
**Date:** September 20, 2016  
**c:** Municipal Engineers, Municipal Planners, Directors of Public Works  
**Subject:** ***Transportation Alternatives (TA) Set-Aside: Request for Proposals***

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The Capitol Region Council of Governments is inviting municipalities to submit proposals for projects to be funded under the federal Transportation Alternatives (TA) Set-Aside program for fiscal years 2016 through 2020. The recently passed Fixing America's Surface Transportation (FAST) Act replaced the Transportation Alternatives Program (TAP) with the TA Set-Aside program. To aid in application preparation, please download and review the following TA Set-Aside documents via the links under "RFP/RFQ" on CRCOG's website ([www.crcog.org](http://www.crcog.org)):

- CTDOT TA Set-Aside Program Application
- CRCOG 2016 Solicitation Guidance (DRAFT)
- CRCOG 2016 Cost Estimating Template
- CTDOT 2016 Cost Estimating Guidelines

To apply for the TA Set-Aside program funds please complete and send the following materials to Ms. Jennifer Carrier, CRCOG director of Transportation Planning by **4:00 pm on Tuesday, November 8th, 2016:**

- Three (3) completed and signed hardcopies of the TA Set-Aside Program Application
- Three (3) completed hardcopies of any additional supplemental materials required for the application (cost estimate, location map, concept plan, etc.).
- One (1) digital file of the electronically completed TA Set-Aside Program Application (in original file format with functioning form fields), and .pdfs of other provided supplemental documents

Municipalities are encouraged to submit no more than one application for consideration. Also, please note that the application requires an duly authorized representative to sign a "Project Sponsor and Commitment Statement" expressing a commitment to fund the necessary local match, and to operate, maintain, and insure the Transportation Improvement.

If you have any questions please feel free to contact Robert Aloise ([raloise@crcog.org](mailto:raloise@crcog.org)) or myself ([jcarrier@crcog.org](mailto:jcarrier@crcog.org)).

**TRANSPORTATION ALTERNATIVES (TA) SET-ASIDE  
CRCOG 2016 SOLICITATION GUIDANCE**

**DRAFT**

Elements of the following **DRAFT** solicitation guidance will be reviewed for approval at the October CRCOG Subcommittee/Transportation Committee meetings.

**PROJECT ELIGIBILITY**

Per CTDOT guidance the 2016 solicitation applications may be submitted for the following types of projects: on-and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, multi-use trail projects, and safe routes to school projects. Per CTDOT policy, for a project to receive TA funding it must:

1. Be submitted by an eligible entity with a complete application
2. Be deliverable in FFY2016-2020 (design complete/construction started)
3. Have a minimum cost of \$500,000 (projects are not to be combined to meet this minimum). Existing eligible projects that are currently under design and have a funding shortfall can apply for funding and will not be subject to the \$500,000 minimum project amount.

**PROJECT FUNDING**

The maximum federal share for TA Set-Aside projects is 80% for all phases (Design, ROW, and Construction), and therefore a minimum local funding commitment of 20% of project costs is required. Municipalities should plan to fund the entire local share.

As a result of this solicitation, CRCOG plans to select, approve, and submit to CTDOT up to three (3) new TA Set-Aside projects for funding. CTDOT requires a minimum project size of \$500,000, however in order to fully utilize the regions available funding, projects should ideally be identified that are in the \$1± million federal price range (\$1.25± million total) for all phases.

Additionally, it is assumed that CRCOG will be resubmitting the two (2) previously approved projects that were selected as part of the 2012 Transportation Enhancement Program (the program that has since been re-named TA Set-Aside) solicitation, but have yet to be initiated. The two projects shown below were previously estimated to need \$2,250,700 federal, but accounting for inflation now may need approximately \$2.6 million of federal funds to progress:

- Manchester, South Main Street (Route 83) Enhancements
- Rocky Hill, Silas Deane Highway (Route 99) Streetscape - Phase 2

Unlike prior solicitations, CTDOT is not allocating funding to regions, but rather only provided estimated TA Set-Aside funding breakdowns by urbanized areas (many of which stretch between multiple regions). However, if funding were to be allocated in a similar manner as in prior solicitations, staff calculates that CRCOG would expect to have been allocated at least \$5.5 million (federal) of 2016-2020 TA Set-Aside funding. Therefore, the submission of projects of a similar total value, via the two existing projects totaling \$2.6 million federal, and three new projects totaling \$2.9 million federal, is suggested to maximize transportation investments while minimizing or eliminating the need for carryover.

## **CRCOG's EVALUATION & SELECTION PROCESS**

CRCOG will conduct the following evaluation to select the candidate projects to submit to CTDOT:

### **1. Review of Proposals & Selection of Candidate Project Short List (early Nov. 2016)**

CRCOG staff will review and rate all proposals. The objective is to identify the best 5-7 projects that will be invited to participate in the second phase of the process that is described below. The factors CRCOG staff will consider include:

- Eligibility of the project and how well the project fits the general program guidelines
- Completeness of the application including how well the project is described and the quality of the cost estimate
- Evidence of town commitment to the project (funding commitment, public support, etc.)
- Consistency with regional planning documents such as CRCOG's Long Range Transportation Plan, Pedestrian and Bicycle and Plan, etc.

### **2. Transportation Committee Review and Program Selection (mid Nov. 2016)**

The finalists will be invited to a Special Transportation Committee meeting to give brief (10-15 minutes) presentations on their proposals. Committee members will be allowed to ask the presenters questions about their respective proposals.

After all the presentations are finished, each Committee member will complete a project evaluation form ranking the projects from first (best) to last. The evaluation forms will be collected, and each project's "average" ranking will be calculated. The final ranking will be determined by placing the projects in rank order from the highest average ranking to the lowest average ranking.

It will be suggested that the committee consider the following when ranking the projects:

- High number of potential users
- Safety Benefit
- Cultural, historic, and aesthetic enhancement
- Length of useful life
- Relationship to other projects/future projects
- Economic development benefit
- Regional/statewide significance
- Environmental benefit/minimization of impact
- Supports multi-modal travel

### **3. Policy Board Approval (early Dec. 2016)**

As a result of this solicitation, CRCOG Transportation Committee plans to select and recommend up to three (3) new TA Set-Aside projects to add to the any approved existing TA Set-Aside projects. The Transportation Committee's recommended projects will be prioritized and submitted to the Policy Board for their review and approval. The approved projects will be forwarded to CTDOT as the region's recommended prioritized Transportation Alternatives Program.