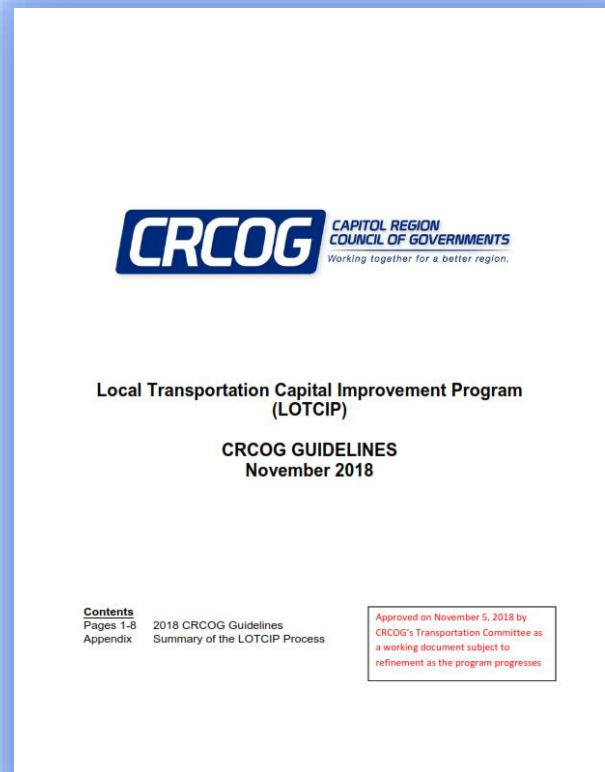
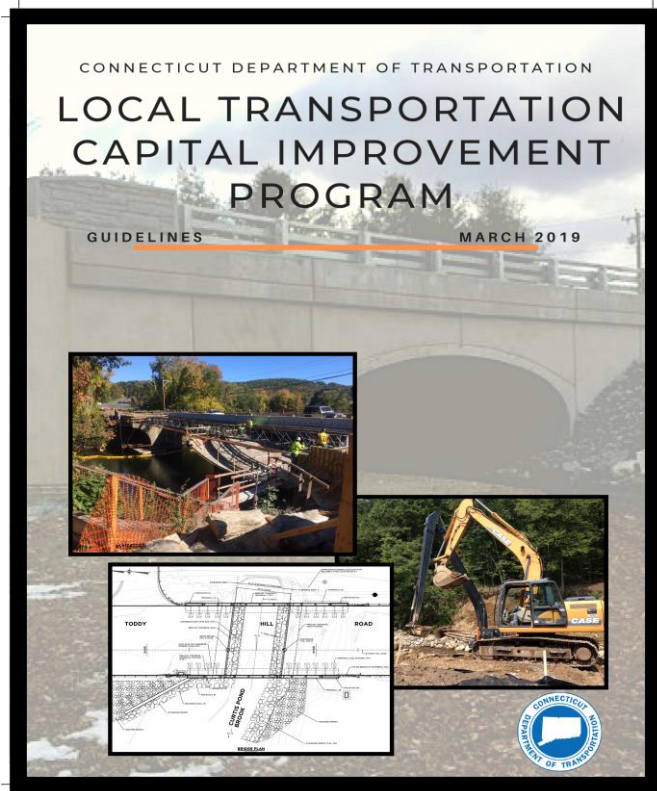


Capitol Region Council of Governments LOTICIP Program

Project Selection Policy



January 2020

This Project Selection Policy is used by the CRCOG Transportation Committee to guide the project selection process for CRCOG's member municipalities for the Local Transportation Capital Improvement Program (LOTICIP). The CTDOT LOTICIP Guidelines (March 2019) and LOTICIP CRCOG guidelines (November 2018) are used to administer the overall program.

Project Selection Policy Contents:

- I. Project Selection & Funding
- II. Project Rating Criteria

I. Project Selection & Funding

1. Total Program Award (\$35,500,000)

CRCOG will approve up to two years of LOTCIP funding for projects. The anticipated \$35,500,000 total program award is based on funding levels included in the Connecticut Department of Transportation (CTDOT) budget for State Fiscal Years 2020 and 2021. **Prior to the release of project ranking results, the project category amounts described in Sections 4 through 8 below, may be adjusted proportional to any funding revisions in the SFY2020/2021 State budget as administered by CTDOT.** The State Bond Commission approval of bonds is needed for project funding to proceed and will dictate the number and type of projects that will be initiated under this program. Therefore, selection under this solicitation does not guarantee project eligibility or funding.

2. Eligible Projects

As per CTDOT LOTCIP Guidelines, the projects must meet the eligibility requirements of the Federal Surface Transportation Block Grant (STBG) program. As such, roadway improvements must be located on a roadway classified as collector or higher (rural minor collectors, rural local roads, and urban local roads are not eligible). However, for projects primarily proposing bridge/culvert improvements, the following eligibility requirements apply:

1. The structure must carry a Federal Aid system roadway, OR;
2. For structures that carry public Local Roads or Rural Minor Collectors, the structure length (sum of the spans) must be greater than 20 feet.

Functional Classification Maps for each municipality are available on the Department's website at: <http://www.ct.gov/dot/maps>.

At times, in sensitive areas such as town centers, it may be appropriate to include enhancement type items on a project. It is CRCOG's policy to limit enhancement type items in a project to 20% of the project's cost. Enhancement type items include elements that enhance but are not required for transportation; such as benches, trash receptacles, concrete pavers, and decorative versions of streetlights, mast arms, and crosswalks. Also, street trees and landscaping, in excess of those needed to replace impacts in-kind, would be considered enhancement items.

Additionally, per CTDOT guidelines, items with no relation to transportation will typically be ineligible for funding in any quantity, including utility betterments/upgrades that are not required to accommodate the proposed transportation improvement.

It is the **responsibility of each municipality to independently confirm the eligibility** their proposal, as any prior lists of potentially eligible projects provided by CRCOG or others could contain errors, omissions, or outdated data.

3. Target Projects

CRCOG is primarily looking to fund capital improvement projects that will substantially improve the physical condition of our transportation system (roads, bridges/major culverts), construct complete streets (transit, pedestrian and bicycle accommodations) or correct existing traffic problems related to congestion, safety (crashes), and geometry. The majority of funding is for reconstruction projects, however separate funding is set-aside for pavement rehabilitation, stand-alone sidewalk, and bicycle and pedestrian projects.

4. Project Cost Limits (\$300,000 to \$3,000,000)

CRCOG will fund projects that cost between \$300,000 and \$3,000,000. Per CTDOT LOTCIP Guidelines, projects must have a minimum construction cost of \$300,000 to qualify for LOTCIP funding. Extremely large projects will take a disproportionate share of program funds, therefore projects utilizing more than \$3,000,000 of LOTCIP funding will not be approved.

5. Municipality and Agency Funding Limit (\$3,000,000)

No municipality will be awarded more than \$3,000,000 in projects (reconstruction, improvements, pavement rehabilitation, stand-alone sidewalk, and bicycle/pedestrian projects).

6. Pavement Rehabilitation and Stand-Alone Sidewalk Projects (\$5,400,000 Total)

A maximum amount of \$5,400,000 shall be reserved for Pavement Rehabilitation and Stand-Alone Sidewalk projects. This maximum amount is within the State limit of expending no more than 15 percent of program funds for pavement rehabilitation and/or stand-alone sidewalk projects. The maximum cost for any single project is \$1,000,000. Note that Pavement Rehabilitation Projects and Stand Alone Sidewalk projects will be ranked using different criteria as shown on page 12. However, both project categories are ranked using a total of 50 points and will compete against each other in one ranking list.

NOTE: Per State Guidelines, pavement rehabilitation projects will be subject to a 15 year minimum design life.

Stand-alone sidewalk projects must provide a safety and mobility benefit to the community. Per CTDOT, the replacement or maintenance of existing sidewalks due to their age and condition will not be eligible. However, if widening sidewalks to achieve ADA compliance, then project may be eligible.

7. Bicycle and Pedestrian Project Funding (CTDOT “Transportation Enhancement / Alternative projects) (\$1,800,000 Total)

A maximum amount of \$1,800,000 shall be reserved for bicycle and pedestrian projects. In general, CTDOT differentiates these projects from stand-alone sidewalk projects by requiring the bicycle/pedestrian project to have a significant bicycle improvement component and/or have a significant portion of the pedestrian accommodations removed from a roadway alignment (such as a multi-use trail). The funding limit for each individual project is \$1,000,000 which allows for funding of at least two (2) individual projects.

8. Projects in Rural Communities (\$3,600,000 Total)

A maximum amount of \$3,600,000 will be set-aside exclusively for rural communities. The following policies will apply:

- CRCOG towns that are classified as 60% or more rural per the US Census Bureau’s 2010 census are eligible to compete for the set-aside. This results in the following fifteen eligible towns: *Andover, Bolton, Canton, Columbia, Coventry, Hebron, East Granby, East Windsor, Ellington, Granby, Mansfield, Marlborough, Stafford, Suffield, and Willington.*
- Projects will first compete with all CRCOG municipalities for \$35,500,000 of funding. Eligible projects from rural communities that are not awarded projects will then compete against each other for the \$3,600,000 funding set-aside.

9. Cost Containment Policy (Municipal Liability for Cost Increases)

CRCOG's cost containment policy will remain in effect as amended by the Transportation Committee on April 24, 2017 (and Policy Board on April 26, 2017) to address cost increases in excess of twenty percent (20%). A municipality will be held liable for any increase in the cost of its project beyond twenty percent (20%) of that previously approved by CRCOG. If costs exceed the CRCOG approved amount by more than twenty percent (20%), the municipality will be required to either pay the entire amount of the increase in excess of the twenty percent, or request review and approval by the CRCOG Cost Review Subcommittee. Similarly, any noteworthy changes to a project's scope will necessitate Cost Review Subcommittee approval, regardless of any associated project cost changes.

10. Eligibility of State Highways and Bridges

Projects on State highways will be considered eligible projects if they are proposed by member municipalities, however the LOTCIP program was initiated to streamline projects not requiring standard State/Federal design oversight and approval. Projects that require this oversight are better suited for other funding sources, however there may be circumstances where flexibility to utilize LOTCIP funding is necessary. If a proposed project is viewed by CRCOG or CTDOT staff as needing state design oversight in excess of an encroachment permit, staff will first work with CTDOT to determine if the project merits the use of alternate funding sources, such as STBG. For projects that primarily address bridge conditions, only municipally owned bridges (meeting eligibility criteria) will be eligible.

11. Project Rating & Approval Process

The following rating process shall be applied. Unsuccessful proposals from communities categorized as Rural per Section 9 will then again be rated (against each other) to compete for the rural funding set-aside.

Step 1: All proposals are due on April 22, 2020 at 2 p.m.

Step 2: Staff rates projects. All proposals shall be rated by CRCOG staff using the approved rating criteria.

Step 3: Staff confirms eligibility and prepares rankings. The staff will confirm eligibility of projects based on CTDOT LOTCIP guidelines and rank all eligible projects based on rating criteria.

Step 4: Subcommittee Reviews Project Rankings/Ratings. The Subcommittee will review all the project ratings/rankings prepared by staff. The Subcommittee may make revisions as warranted.

Step 5: Approval by the Transportation Committee and Policy Board. The project list shall be submitted to the full Transportation Committee for its consideration and approval. The list shall also be submitted to the Policy Board for its consideration and approval.

Step 6: Review of Alternate Funding Opportunities. CRCOG staff will identify projects that might be funded through other federal or state programs.

12. Project Rating Criteria

The project rating system is described in the attached "Project Rating Criteria". CRCOG staff shall rate each project on each of the criteria listed. Staff ratings will be reviewed by the Subcommittee.

Most of the criteria require some subjective judgments about the potential benefits of the project. The subjective nature of the rating system is due to the need to apply the rating system to a broad range of project types. To assure consistency in the rating process, CRCOG staff shall follow the guidelines specified in the attached "Project Rating Criteria".

13. Project Time Limits

Generally, design timeframes of more than 36 months (as measured between the commitment to fund letter and authorization to advertise) shall be considered significantly delayed. If a project schedule slips due to reasons outside of securing permits or DOT/DEEP review, a letter will be sent to the Chief Elected Official putting the municipalities on notice. CRCOG staff will bring significant delay issues to the Cost Review Subcommittee for their review and action. The Cost Review Subcommittee may also require additional Town/City Council Resolutions in support of the project or the submission of periodic project progress/status reporting. After 3 notices to the municipality, if the Subcommittee is not satisfied with the progress, it shall recommend project termination to the Transportation Committee.

14. Project Submissions

Each municipality may submit no more than two (2) proposals from a combination of any of the following categories. Each of proposal must consist of a completed signed LOTCIP application.

Project Category

Roadway Reconstruction	\$24,700,000
Pavement Rehabilitation and Stand-Alone Sidewalk Projects	\$5,400,000
Bicycle and Pedestrian Project Funding	\$1,800,000
Projects in Rural Communities	\$3,600,000

<i>Total</i>	\$35,500,000
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15. CRCOG Complete Streets Policy

Proposals must comply with the most current approved CRCOG Complete Streets Policy. The CRCOG Complete Streets Compliance Form needs to be completed and submitted with each project proposal.

II. Project Rating Criteria

Each project proposal is ranked using the criteria listed below for each project type. **It is up to each applicant** to provide a description and explanation of how they meet any of these criteria.

Proposals will be rated based on a point system, with the maximum number of possible points assigned to the criteria reflecting the relative importance of the criteria. Points are awarded on the basis of how well the project meets the criteria. For example, a reconstruction project that provides a major traffic safety and operational improvement will be awarded the maximum 16 points for that criteria. A project with no traffic safety or operational improvement will be given a score of zero on that criteria. CRCOG staff will review each application and determine the number of points warranted for the benefits described by the applicant.

ROADWAY RECONSTRUCTION & BRIDGE IMPROVEMENT

<u>Rating Criteria</u>	<u>Max. Points</u>
1. Structural Improvement (Pavement, Drainage, Bridge/Culvert)	15
2. Traffic Safety & Operations (Flow, Safety, & Geometrics)	16
3. Traffic Volume or Transit Ridership	15
4. Regional Significance	17
<input type="checkbox"/> Benefit to Regional Public Facilities (10 points)	
<input type="checkbox"/> TOD Supportive (5 points)	
<input type="checkbox"/> Economic Development (2 points)	
5. Environmental	12
<input type="checkbox"/> Green Infrastructure (4 points max.)	
<input type="checkbox"/> Environmental Justice (8 points max.)	
6. Complete Streets	16
<input type="checkbox"/> Vulnerable Users	
<input type="checkbox"/> Pedestrian Supportive (3 points max.)	
<input type="checkbox"/> Bicycle Supportive (3 points max.)	
<input type="checkbox"/> School Zones (2 points max)	
<input type="checkbox"/> Traffic Calming (5 points max)	
<input type="checkbox"/> Transit Supportive (3 points max)	
7. Derived from Corridor Study / Long Range Transportation Plan	4
8. Municipal Road	10
9. Leveraging of Other Finances	5
10. Municipality has not recently secured LOTICP funding	5
11. Demonstrated Ability to Accelerate Project Delivery	5
TOTAL Possible Points	120

1. Structural Improvement: Pavement, Drainage, Bridge/Culvert (15 points)

The structural improvement rating provides an indication of the extent to which the project will help correct or reduce a structural problem with a road, a bridge, or a culvert. A municipality must provide documentation of: (1) the existing structural problems, and (2) how the proposed project will correct the problem. The municipality should provide any available deficiency ratings such as the municipality's own pavement condition inventory or the State's ratings on local bridges. Photographs would also be helpful. The municipality should also describe how the project will address each of the deficiencies it identifies.

For pavement projects, please attach core or test pits data to provide a representative sample of the existing roadway conditions (if available and prior to submittal to CTDOT). If varying pavement conditions exist along roadway indicating the possibility of different pavement conditions, a core/test pit should be performed in each roadway section. Pavement thickness and type, subbase thickness and type, and the presence of fines and/or groundwater should be noted.

CRCOG staff will review the documentation on each project. They will then rate each project based on their professional judgment, the general criteria listed below, and the municipality's documentation.

General criteria: (indicate existing conditions & conditions after improvement)

Roadway Pavement: pavement condition rating (e.g., good, fair, poor)

Roadway Drainage System: adequacy of subsurface drainage system (water in base?)
adequacy of surface drainage system (icing or ponding?)

Bridges & Culverts: bridge condition rating (super structure, deck)
hydraulic capacity (adequate for 25, 50, or 100 year flood?)

When assigning a project rating, staff will consider the range of existing problems (pavement, drainage, and culvert/bridge), the severity of the problems, and the degree to which the problem will be reduced.

2. Traffic Safety and Operations: Flow, Safety, & Geometrics (16 points)

The traffic improvement criterion provides an indication of whether the proposed project will help improve traffic delay, traffic safety, or roadway geometrics. The applicant must provide documentation of the existing problem and describe the proposed improvement. Using the suggested design criteria will assist CRCOG staff in their review. CRCOG staff will review the documentation and determine whether the improvement qualifies as major, moderate, minor, or none.

	Existing Problem	Proposed Improvement	Design Criteria
Traffic Flow	Describe the existing delay, congestion, or traffic operations problem. What is the severity of the travel time delays?	Will the proposal reduce the congestion and delays, or improve operations?	Level-of-service (LOS) before & after the proposal is implemented. The use of Highway Capacity Manual procedures is recommended but not required.
Traffic Safety	Provide crash data over a 3 year period, that identifies high frequency crash corridors, high crash intersections, or number of crashes involving injuries or fatalities.	Identify safety countermeasures (e.g., signage, pavement markings, centerline rumbles, shoulder & clear zone, roadside barriers)	Describe the expected reduction. The use of Highway Safety Manual procedures showing Crash Reduction Factor (percentage) is recommended but not required.
Roadway Geometry	Describe roadway geometric deficiencies, such as excessive grade, substandard width, excessive horizontal curvature, poor sight line, improper super elevation.	Describe the proposed improvement and how it meets design criteria.	Indicate degree of improvement in appropriate design criteria (e.g., improvement to meet sight distance requirements for the design speed of the roadways. Use AASHTO "Green Book" or CTDOT Highway Design Manual.

3. Traffic Volume or Transit Ridership (15 points)

This criterion provides a general indication of the number of people who benefit from the proposed project. Measurement method is dependent on the type of project proposed. For roadway improvement projects, the applicant must supply data on either the annual average daily traffic (AADT) or the peak hour volume of traffic (PHV). For transit projects, the applicant must supply data on the number of transit riders who will benefit from the project. For projects other than road or transit improvements, the applicant must provide some other estimate of the number of people who will benefit and give an explanation of how the estimate was prepared. Submit documentation on one of the following:

1. ADT,
2. PHV,
3. Transit Riders

When using ADT, the score is calculated by the following formula: **Score = ADT/12,000 x 15** (where ADT = Average Daily Traffic, and the maximum ADT that will be considered is 12,000)

4. Regional Significance (17 points)

Regional significance provides an indication of how widespread or localized the *transportation* benefits of the project are. The applicant must describe the area of impact of the project. For example, does the project benefit only a very small area, an entire municipality, multiple municipalities, or most of the region? Proposals can receive up to seventeen extra points if the proposed project has any of the benefits listed below.

Benefit to Regional Public Facilities (maximum 10 points)

A proposal can receive up to ten points if it helps improve access to regional **public** facilities such as hospitals, colleges, and airports; on an evacuation route; or to an emergency shelter.

The applicant should provide documentation on (1) the size of the area that benefits from the proposed project, and (2) information on any regional **public** facilities that benefit from the proposed project. The documentation should demonstrate how the area or regional facilities benefit.

CRCOG staff will review the documentation and determine whether the project qualifies as regional, sub-regional, town-wide, or localized.

TOD Supportive (maximum 5 points)

A proposal can receive up to five points if it is supportive of transit-oriented development (TOD). The applicant should provide documentation showing that the proposed project is within a half mile of a transit station on the CT **fastrak** line or CT **rail's** Hartford Line. If the project is within a quarter mile of a transit station, the applicant should document that as well. Also, key to supporting TOD, any elements of the project that enhance bicycle and pedestrian connections within the project area should be clearly stated and documented.

Economic Development (maximum 2 points)

Projects that help the economic development goals of the community will receive up to two points.

5. Environmental (12 points)

Proposals can receive up to twelve points if the proposed project has any of the benefits listed below.

□ **Green Infrastructure** (maximum 4 points)

Proposals can receive up to four points if the project includes the implementation of new technologies and methodologies that reduce environmental impacts associated with transportation infrastructure, it can receive up to an extra five points. These new initiatives seek to reduce stormwater runoff and associated pollutants, promote the use of recycled materials, bring natural elements into streets, reduce “heat island” effects, and improve the access and accommodations for pedestrians and bicycles.

Green Streets strategies include the use of permeable pavement, bioslopes and bioswales, bioretention cells, and vegetated filter strips to reduce and filter stormwater runoff. Additional strategies to reduce environmental impacts include use of reclaimed or recycled pavements and integration of natural elements into streets. Additional strategies to reduce environmental impacts include use of in-place reclaiming of existing pavements for use as a road granular base on lower-volume roads, partial depth cold-in-place recycling of pavements up to 8,000 ADT, use of reclaimed asphalt pavement (RAP) into hot-mix-asphalt, warm-mix asphalt (WMA) technology, and integration of natural elements into streets.

□ **Environmental Justice** (maximum 8 points)

Proposals can receive up to eight points if the proposed project benefits primary target area. A maximum of 4 points if the proposed project benefits a secondary target area. A map of the environmental justice target areas is included in this document.

6. Complete Streets (16 points)

□ **Vulnerable Users**

□ **Pedestrian Supportive** (maximum 3 points)

Proposals that improve pedestrian mobility and/or safety can receive up to three points. Proposals should indicate pedestrian measures that are being proposed such as new sidewalks, crosswalks, or pedestrian traffic signal equipment and how the measures will improve pedestrian safety.

□ **Bicycle Supportive** (maximum 3 points)

If the project helps to improve the mobility and safety of bicyclists or helps achieve the goals of the Regional Bicycle Plan, it can receive up to three points. Proposals should indicate how bicycle provisions (i.e. pavement striping to provide exclusive bicycle lane) will advance the vision of safety, convenience and improved linkages. Considerations should be given to the viability of reducing vehicle lane widths (for example from 12’ to 11’), where appropriate, to provide additional shoulder width for cyclists.

□ **School Zones** (maximum 2 points)

Projects that assist in addressing vehicular, pedestrian, or bicycle safety in school zones will receive up to two points.

❑ **Traffic Calming** (maximum 5 points)

If the project will have a positive effect on reducing vehicular travel speeds, altering driver behavior and/or reducing the negative effects of automobile use, the project is eligible for up to five points. When considering traffic calming benefits, CRCOG staff will evaluate a wide range of potential traffic calming improvements such as road diets, speed humps, reduced lane width, streetscaping elements, or other measures appropriate to the type of street. Proposals should indicate the severity of the existing problem and the degree to which the proposed improvements will reduce the problem.

❑ **Transit Supportive** (maximum 3 points)

If a proposal benefits the region's transit system or transit users, it can receive up to three points. Proposals should indicate if bus shelters are being proposed or if sidewalks to bus stops are being improved or installed.

7. Derived from Corridor Study or Long Range Transportation Plan (4 points)

A proposal can receive up to four extra points if the project is the result of a recommendation from a corridor study initiated through CRCOG, or is contained in CRCOG's Long Range Transportation Plan.

8. Municipally Owned Arterial or Collector Road (10 points)

A proposal can receive up to 10 points if the project is located on an arterial or collector road that is owned by the municipality (as versus State ownership).

9. Leverages other Finances (5 points)

A proposal will can receive up to five points if the proposed project leverages other finances. Leveraging other finances is defined as using LOTCIP funds to supplement other existing funds to fully fund a project. The number of points awarded will depend on how complete the planning or design processes are. To receive points, the existing funding must be secure and cannot be in the form of an earmark. With difficult financial times expected, multiple funding sources will offer great flexibility towards completion of projects.

10. Municipality has not recently secured LOTCIP funding (5 points)

A proposal can receive up to five points if it is from a municipality that either has not yet been awarded a LOTCIP project or all of its municipal projects have received an Authorization to Award Letter by application due date.

11. Accelerated Project Delivery (5 points)

A proposal can receive up to five points if it is demonstrated that significant design phase efforts have already been completed in a commitment to accelerate project delivery.

PAVEMENT REHABILITATION PROJECTS

<u>Rating Criteria</u>	<u>Max. Points</u>
1. Structural Improvement (Pavement)	20
2. Traffic Volume or Transit Ridership	10
3. Complete Streets	5
4. Regional Significance	5
<input type="checkbox"/> Benefit to Regional Public Facilities (3 points)	
<input type="checkbox"/> Economic Development (2 points)	
5. Environmental Justice	5
6. Municipality has not recently secured LOTCIP funding or all of its municipal projects have received an Authorization to Award Letter by application due date.	5
TOTAL Possible Points	50

Pavement rehabilitation projects will be evaluated on, but not limited to, the following criteria: structural deficiencies including existing roadway issues, pavement deficiencies, and above surface drainage issues (such as ponding); traffic volumes based on average daily traffic (ADT) or peak hour volume of traffic (PHV); regional significance including how widespread or localized the benefits of the project are (including the facilities it will benefit, and economic development); project location in relation to environmental justice areas; and whether the municipality has recently secured LOTCIP funding. In support of complete streets, considerations should be given to the viability of reducing vehicle lane widths (for example from 12' to 11'), where appropriate, to provide additional shoulder width for cyclists.

BICYCLE AND PEDESTRIAN PROJECTS and STAND-ALONE SIDEWALK PROJECTS

<u>Rating Criteria</u>	<u>Max. Points</u>
1. Improves Mobility (including filling gaps/connecting destinations)	20
2. Improves Safety (including volume of conflicting traffic)	15
3. Vulnerable Users	5
4. Environmental Justice	5
5. Municipality has not recently secured LOTCIP funding or all of its municipal projects have received an Authorization to Award Letter by application due date.	5
TOTAL Possible Points	50

Bicycle and Pedestrian projects and Stand-alone sidewalk projects primarily rated on their ability to improve bicycle and pedestrian mobility and safety. These projects will be evaluated, but not limited to the following criteria: whether or not the improvement fills a gap or connects destinations; the effectiveness in providing alternatives to driving; safety benefit to the community; if there are especially vulnerable users (i.e. elementary school children, handicap individuals, teenagers, elderly); the project's location in relation to environmental justice areas; and whether the municipality has recently secured LOTCIP funding.

Environmental Justice Target Areas 2017

EJ Target Area

- Primary Target Area*
- Secondary Target Area**

* Primary includes any block group that has at least 20% minority population according to the 2010 Census.

** Secondary includes additional census tracts that has at least 20% low-income population (household income 150% or below the Census poverty threshold, by family size) according to the ACS 2011-15 estimate.

Prepared by the
Capitol Region
Council of Governments
June, 2017

Source:
Census2010 SF3 P042
ACS 2011-2015 5 year estimate
Tele Atlas Road Network

FOR REFERENCE ONLY

