

## TwinCATS 2020-2023 TIP Roadway Call for Projects

**Deadline: December 3, 2018**

The Southwest Michigan Planning Commission is pleased to announce the Call for Projects for the 2020-2023 Twin Cities Area Transportation Study (TwinCATS) Transportation Improvement Program (TIP). This Call for Projects is to program federal Surface Transportation Program Block Grant (STBG) funds (formerly called STP) towards transportation projects over the next four years. TwinCATS allocation of STBG funds is estimated to be **\$916,872 in STBG funds per year between 2020 and 2023**.

Please note that any projects already **scheduled for 2020** in the 2017-2020 TIP **must be applied for again** so that they may be evaluated according to new criteria. However, in order to respect the past decisions of committee members, projects already scheduled for 2020 **will automatically be awarded** under the new TIP cycle unless there are significant changes in scope or cost that warrant reconsideration or the applicant simply chooses not to reapply. There is currently two projects programmed for 2020 totaling \$871,000 leaving a balance for 2020.

STBG can fund Road repairs such as resurfacing or reconstruction. It may also be spent on pedestrian, bicycle, transit capital, Americans with Disabilities Act (ADA) improvements, or certain streetscape projects. STBG funded projects must be on a federal-aid eligible road. Map(s) illustrating the federal aid eligible roads in TwinCATS member communities can be found here: [https://www.swmpc.org/downloads/federal\\_aid\\_eligible\\_local\\_road\\_maps\\_2018.pdf](https://www.swmpc.org/downloads/federal_aid_eligible_local_road_maps_2018.pdf)

A full list of the eligible activities that STBG can fund is available here: <https://www.fhwa.dot.gov/fastact/factsheets/stbgfs.cfm>

You are receiving these instructions because you are an elected or appointed representative of **a city, village, township, road department, or transit agency** and you may be interested in a project. Please note that **if you are a township, the Berrien County Road Department must be the applicant for the project**. Even if you, as the township, retain a consultant to handle the application and engineering for the project, the Road Department must be listed under agency name on the application. However, you may list your consultant under "Contact Name," provide their email address, and phone number if appropriate.

Note that the STBG funds **can only be used to fund construction**. Design and engineering costs are the responsibility of the local road agency. In addition, **a minimum local match of 18.15% of the total construction cost is REQUIRED for any project**. Projects that provide additional local match up to 30 or 40% of the cost are rewarded in the prioritization process.

## Project Prioritization & Selection

To serve as a guide in project selection, the Policy Committee has approved the Road Project Prioritization System. The full Prioritization Methodology can be found at on **page 7**. Once projects have been scored, a project review subcommittee made up of TwinCATS members will review projects and create a draft fiscally constrained project list. The project review subcommittee will recommend the draft list of proposed projects to the Technical Advisory Committee, who will then recommend that the Policy Committee approve this list. The public will have an opportunity to inform project selection at each stage of the process.

## KEY DATES

<b>Date</b>	<b>Activity</b>	<b>Public Involvement</b>
October 4, 2018	Call for STBG funded projects issued	X
December 3, 2018	Applications due to SWMPC staff	
December 10, 2018	Submitted projects available for public review and comment	X
December 17, 2018	Project Review Subcommittee selects fiscally constrained draft list of projects.	X
December 23, 2018	Draft list of proposed projects is available for public review and comment.	X
January 14, 2019	TwinCATS TAC & Policy Committee discussion and vote on STBG and transit projects	X


For further information on eligible projects, submittal of applications or other questions related to the STBG program, please contact Brandon Kovnat at (269) 925-1137 ext. 1524 or email [kovnatb@swmpc.org](mailto:kovnatb@swmpc.org).

## FY 2020-2023 TIP Application Instructions

The application form is attached in the email sent out for the Call for Project. The application can also be found here: [https://www.swmpc.org/downloads/twincats\\_stbg\\_application.docx](https://www.swmpc.org/downloads/twincats_stbg_application.docx). A sample application can be found on **page 10**.

You must fill out a separate application for each project for which you are applying with each road being considered a separate project. The application form is a fillable Microsoft Word Document with a series of checkboxes and areas to fill in text. You may be prompted to enable editing, but note that this is not a macro-enabled form.

To fill in a text area, please click in the area where you want to enter text until you see a blue highlighted area, as shown below. When you see the blue highlighted area, you can start typing. If you end up expanding some of the boxes to complete your response, do not worry too much about formatting as long as your application is still legible.

Section 2: Project Proposal and Funding Request		
Project Name		
Project Limits (i.e. Napier to Britain)	Proposed Year(s) of Project Funding	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020
Project Length	(miles, to the nearest hundredth)	
Improvement Type	<input type="checkbox"/> Reconstruction <input type="checkbox"/> Preventative Maintenance <input type="checkbox"/> 3R <input type="checkbox"/> Non-Motorized Only	
Project Description (please provide major work items including any sidewalks, utility work, and ADA upgrades)		
Project Funding		
Funding Type	Source (i.e. STP, Village)	Amount
Federal	STP - R	\$
State	D- Funds	\$
State	MTF (Transit only)	\$
Local		\$

Please save your final file in the following format: AgencyName\_ProjectName.docx.

All applications are due on **Monday, December 3, 2018**.

Please email the completed application to both Brandon Kovnat at [kovnatb@swmpc.org](mailto:kovnatb@swmpc.org) and Kim Gallagher at [gallagherk@swmpc.org](mailto:gallagherk@swmpc.org). Please include "TwinCATS STBG Application" in the subject line

You may also mail your application to:

Brandon Kovnat  
 Southwest Michigan Planning Commission  
 376 W. Main Street  
 Benton Harbor, MI 49022

## **Additional Information and Rationale for Question in the 2020-2023 TwinCATS TIP Application**

### **Section 1: Applicant Information**

This section provides basic applicant information and will not be scored in any way. As noted above the agency name must be the recipient of the funds. Any project within a township must have the Berrien County Road Department as the applicant.

### **Section 2: Project Information**

This section ask about the basic project information. We are looking for just enough information to understand the major work items in the project.

A project already scheduled for 2020 in the 2017-2020 TIP will be allowed to proceed unless there are changes to the project scope that warrant reconsideration, or the project applicant has chosen not to reapply for funding.

There is an additional question regarding if the project was previously selected for the 2017-2020 TIP but has not been completed because it was canceled or failed to be obligated before the end of the fiscal year.

### **Section 3. Project Funding**

This section asks about the cost of the project. It is understood that this will be an estimate until further design is conducted. Use an engineer's best estimate for this section.

A local match of to 18.15% of the total construction cost is REQUIRED. Projects that provide 30% or greater local match will be prioritized because they allow the MPO to spread its limited federal dollars across more projects.

### **Section 4: System Preservation**

The MPO recognizes that STBG funding is the largest funding source that TwinCATS receives to do roadway improvement projects, and that the long range plan goal of System Preservation has become increasingly important, as a backlog of maintenance needs has developed. Projects will be prioritized based on the appropriate timing for preventative maintenance or reconstruction, based on PASER ratings and the extent to which the proposed treatments will extend the remaining service life (RSL) of the roadway.

The most current PASER data was taken in the summer of 2018. It is currently available as an [excel file](#), but can be sent as a Roadsoft export and as a GIS shapefile upon request.

Information on the effectiveness of a project will be determined from [MDOT's Local Agency Programs Guidelines for Geometrics on Local Projects](#). This document describes preventative maintenance treatments and gives the expected increases in RSL. It also has guidelines about reconstruction and resurfacing of roads. We are asking applicants to explicitly state which guidelines the project will conform to.

## **Section 5: Safety**

This section asks about the safety improvements that the transportation project makes. Improving safety contributes to TwinCATS' Support of the statewide safety targets

For this call for Projects, safety is being evaluated using Crash Reduction Factors (CRFs). Attached to the application is the list of potential safety counter measures MDOT developed for the Highway Safety Improvement Program (HSIP). Staff will review the crash types that occurred on the proposed road and calculate the expected reduction in crashes based on the countermeasures included in the project. This allows each project to be given a quantifiable value for how it will improve safety.

The crash question being asked are based on the federal safety performance measures. This data can be found at [michigantrafficcrashfacts.org](http://michigantrafficcrashfacts.org). Users can also access this data in the Roadsoft program.

## **Section 6: Complete Streets**

This section asks how the project will improve to walking or bicycling. The TwinCATS MPO has a Complete Streets Policy that the Policy Committee adopted in March of 2014, representing a commitment to meeting the needs of all users through transportation funding. Projects must meet the Complete Streets Policy in order to proceed, or be granted an exemption. The Policy can be accessed here: [http://www.swmpc.org/downloads/complete\\_streets\\_policy\\_adopted\\_version\\_2014](http://www.swmpc.org/downloads/complete_streets_policy_adopted_version_2014)

Projects will also be given extra weight if they connect to existing pedestrian and bicycle facilities, or facilitate safer connections to fixed route transit through biking, walking, or facilities for people with disabilities. If this is the case, please provide a map of the connecting facilities with the application.

## **Section 7. Regional connectivity**

This section asks about how important the roadway is to regional travel. Points are awarded to roads with higher traffic volumes and based on the functional classification of the road. . To address the Transit State of Good Repair performance measure, points will be given to road projects that improve roadway surfaces that carry [TCATA Red or Blue Fixed Routes](#).

## **Section 6: Strategic Planning & Investment**

This section asks whether the project has documented local support, whether potential issues to delay a project have been considered such as railroad permitting, and whether the project is coordinated with other investments, other jurisdictions, and other planning processes.

Inclusion in an asset management plan is especially important because it shows how this project is part of the agencies overall strategy for road maintenance.

Project which continue a project from the [TwinCATS 2017-2020 TIP](#) or an [RTF project](#) are awarded point because it means that you are creating a continuous route

The questions regarding utilities, water mains, and sewers are designed to ensure that agencies are considering the condition of their sewer, water, and utilities at the time of their road projects so that projects may be coordinated and infrastructure costs potentially saved.

## **Section 9: Existing and Proposed Roadway Design**

This section asks about the current roadway design and whether the proposed project will change it. This helps to show exactly what non-motorized infrastructure the road contains and how the project may improve this. It also clearly identifies if the project will expand capacity.

## **Section 10: Estimated Project Schedule**

This section asks for an estimate of the project schedule to ensure that applicant consider and budget for appropriate time to get the project obligated before the end of the fiscal year.

## **Glossary**

**Advance Construct-** An Advance Construct (AC) refers to a situation where an agency, in addition to the 18.15% required local match, pays all or a portion of the federal share up front using local money. The agency is then reimbursed with TwinCATS STBG funds in a later fiscal year, when the project is marked as Advance Construct Conversion (ACC). This technique allows agencies to deliver projects to their citizens more quickly even if federal funds are allocated to other projects in a given fiscal year.

**PASER-** The Pavement Evaluation and Surface Rating System (PASER) is a road rating system based on observable surface defects. Over the course of each two year period, SWMPC, MDOT, and Road Commission staff rate the condition of each of the federal-aid eligible roads. Roads are rated on a 1-10 scale, 10 being a road in excellent condition and 1 being a road that has failed. The latest PASER rating from 2018 can be found here: <https://www.swmpc.org/downloads/paser.xlsx>

PASER ratings are also available as a Roadsoft export or GIS shapefile, from SWMPC staff upon request. Please contact Brandon Kovnat at [kovnatb@swmpc.org](mailto:kovnatb@swmpc.org) for further information.

**ADT = Average Daily Traffic-** This is the average number of cars, trucks, and motorcycles that travel on a given roadway on a given day. This count can come from SWMPC, MDOT, or your local agency and is valid as long as you provide the source.

**National Functional Classification (NFC)** - The National Functional Classification of a Roadway determines its importance in the overall movement of goods and services because it is based on the number of vehicles moved and the level of access it provides. A map of the NFC in Berrien County can be found at: [https://mdotcf.state.mi.us/public/maps\\_nfc/pdf/NFC14\\_BERRIEN.pdf](https://mdotcf.state.mi.us/public/maps_nfc/pdf/NFC14_BERRIEN.pdf)

# **TwinCATS Road Project Prioritization System**

## **for the 2020-2023 Transportation Improvement Program.**

Adopted on September 17, 2018

The following pages present a methodology to score projects submitted for consideration for TwinCATS' allocation of Surface Transportation Program (STP) dollars for the 2020-2023 Transportation Improvement Program (TIP).

This project prioritization system serves as a guiding document in project selection, but project selection will be made only after debate in an open and public process. A project selection subcommittee will recommend projects to the Technical Advisory Committee, who will then recommend projects to the TwinCATS Policy Committee. During the initial project selection process. The public will have an opportunity to inform project selection at each stage of the process. The ultimate authority for project selection still lies with the TwinCATS Policy Committee.

Each of these scoring categories corresponds to the relevant section on the TIP Application.

### **System Preservation (18 points possible total)**

#### **a. PASER Rating (10 points possible)**

- 10 points if the most recent PASER rating is 3-4
- 8 points if the most recent PASER rating is 5-6
- 5 points if the most recent PASER rating is 1-2

#### **b. Extension of Remaining Service Life (RSL) per MDOT's "Guidelines for Geometrics on Local Agency Project" (8 points possible)**

- 8 points if the project extends RSL by 15 years or more (4R project)
- 6 points if the project extends RSL by 10-14 years (3R Project)
- 4 points if the project extends RSL by 5 – 9 years (Preventative Maintenance)
- 2 points if the project extends RSL by 2-4 years (Preventative Maintenance)

### **Safety (7 points total possible)**

#### **a. Expected Crash Reduction - Based on MDOT approved Crash Reduction Factors (5 points possible)**

- 5 points for reduction of 50% or more
- 4 points for a reduction between 40% and 49.9%
- 3 points for a reduction between 30% and 39.9%
- 2 points for a reduction between 20% and 29.9%
- 1 point for a reduction between 10% and 19.9%
- 0 points for a reduction between of less than 10%

#### **b. Addressing High Crash Location (2 points possible)**

Based on the 5 yr. (2013-2017) total crashes per federal aid eligible road segment

- 2 points if the number of crashes is 20% higher than MPO median (4 crashes or more)
- 1 point if the number of crashes are within 20% of MPO median (2-3 crashes)
- 0 points if the number of crashes is lower than 20% of the MPO median (0-1 crashes)

### **Complete Streets (6 points possible total)**

**a. Complete Streets Policy (4 points possible)**

4 points if project meets the Complete Streets Policy

**b. Connectivity (2 point possible)**

2 points if the pedestrian and bicycle elements of the project connect to existing bicycle and pedestrian facilities or those that can reasonably expect to be completed during 2020-2023.

### **Regional Connectivity (8 Points total possible)**

**a. Traffic Volume (5 points possible)**

5 points if ADT is more than 10,000 vehicles per day

4 points if ADT is between 5,000 and 9,999 vehicles per day

3 points if ADT is between 2,000 and 4,999 vehicles per day

**b. Functional Classification (3 points possible)**

3 points if project is located on a Principal Arterial

2 points if project is located on a Minor Arterial

1 point if project is located on a Major Collector

**c. Fixed Route Transit**

2 points if fixed route transit used the road.

### **Strategic Planning & Investment (11 points possible)**

**a. Asset Management (3 points possible)**

3 points if the project is identified in an approved asset management plan.

**b. Local Planning Document (1 point possible)**

1 point if project is identified in another local planning document such as a master plan or a parks and recreation plan.

**c. Cross Jurisdictional Coordination (1 points possible)**

1 point if the project crosses jurisdictional boundaries (i.e. city to township) and it is arranged in such a way to be bid as a single project.

**d. Project Continuity (2 points possible)**



2 points if project continues resurfacing, reconstruction or Preventative Maintenance on segment of roadway adjacent to a resurfacing, reconstruction or Preventative project done during the 2017-2020 TIP cycle or through Rural Task Force funding. For example: if Colfax Avenue from May to Britain was resurfaced in 2015, a resurfacing project on Colfax from Britain to BL-94 would count as an adjacent segment.

**e. Additional Local Match (4 points total possible)**

4 points if agency is willing to provide 40% or more of the total construction cost in local match.  
2 point if agency is willing to provide 30% or more of the total construction cost in local match.  
An 18.15% minimum local match is **required** to proceed.

**f. Project Readiness (No Points)**

If the project requires relocation of utilities, purchase of ROW, or railroad crossing permits, these items must be addressed in the project schedule.

**g. Coordination with sewer and water projects (No Points)**

Prioritization of fiscal year if the project is coordinated with a planned sewer and/or water improvement in your community

**A grand total of 52 points are possible.**

Twin Cities Area Transportation Study  
 2020-2023 Transportation Improvement Program (TIP)  
 Federal Surface Transportation Block Grant Funds  
 Project Application

**Section 1. Applicant Information**

Agency Name			
Contact Name		Title	
Phone Number		Email	

**Section 2. Project Information**

Project Name/Road Name			
Project Limits (e.g. Napier Ave. to Britain Ave.)			
Project Length (nearest hundredth of a mile)		Proposed Year of Funding	
Primary Work Type	<input type="checkbox"/> Reconstruct <input type="checkbox"/> Restore & Rehabilitate <input type="checkbox"/> Roadside Facility <input type="checkbox"/> Resurface <input type="checkbox"/> Traffic Operations/Safety <input type="checkbox"/> Other		
Project Description (Please provide major work items including sidewalks, utility work, ADA upgrades etc.)			
Was this project awarded funding for the 2017-2020 TIP, but was either canceled or failed to be obligated	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		

**Section 3. Project Funding**

Federal Funding Requested	\$
Local Match (18.15% minimum)	\$
Total	\$
Local Match Percentage (local match/total cost)	
Does your agency have the financial capacity to Advance Construct (AC) all or part of this project if necessary? If yes, what is the maximum dollar amount your agency is willing to Advance Construct (AC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Maximum Dollar Amount you can AC? \$

### Section 4. System Preservation

2018 PASER rating (available as an <a href="#">excel file</a> )	
Current state of drainage	<input type="checkbox"/> Adequate <input type="checkbox"/> Minor and tolerable drainage problems <input type="checkbox"/> Occasional drainage problems with some maintenance required <input type="checkbox"/> Inadequate drainage, frequent flooding, excessive maintenance required
Expected increase in Remaining Service life (RSL)	<input type="checkbox"/> 0-3 years <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> 10-14 <input type="checkbox"/> 15-20 Use MDOT's <a href="#">Guidelines for Geometrics on Local Projects</a>
What MDOT guidelines does the project conform to?	<input type="checkbox"/> Reconstruction (4R) <input type="checkbox"/> Resurfacing, restoration, and Rehabilitation (3R) <input type="checkbox"/> Preventative Maintenance (PM)

### Section 5. Safety

Please list the number and severity of crashes within the proposed project limits over the last 5 yrs. (2013-2017) (see [Michigan Crash Facts](#) for crash data)

Total Crashes		Pedestrian & Bicycle Crashes	
Fatalities		Serious Injuries	
Using the attached Crash Reduction Factors sheet, please check each safety counter measure that will be included in the project			
Describe any other safety improvements this project will provide			

### Section 6. Complete Streets

Does this project meet the <a href="#">TwinCATS Complete Streets Policy</a> , approved in 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Please explain what pedestrian and/or bicycle improvements are included	
If No, please state the reason why this project should be exempt from the TwinCATS Complete Streets Policy.	
Does this project connect to an existing pedestrian/bicycle facility or one that is planned to be completed from 2020-2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a map of the connecting facilities

Section 7. Regional Connectivity	
What is the most current daily traffic count for the limits of this project?	<input type="checkbox"/> Less than 2000 <input type="checkbox"/> 2000-5000 <input type="checkbox"/> 5000-10,000 <input type="checkbox"/> Above 10,000 Year of count:                      Source:
National Functional Classification (NFC) for this roadway ( <a href="#">Berrien County NFC Map</a> )	
Does one of <a href="#">TCATA fixed route transit lines</a> use the road? (Only indicate yes if it carries a current route, not a planned route).	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 8. Strategic Planning & Investment	
Is the project identified in a Asset Management Plan, or Capital Improvement Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please cite the plan and page number:
Is the project identified in another planning documents such as a master plan or parks and recreation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please cite the plan and page number:
Does the project cross jurisdictional boundaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will it be bid as a single project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Will this project coordinate with other infrastructure projects (i.e. utility, water, sewer, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the project type and construction year:
How many water main breaks have you had at this location in the past five years?	
Is there a completed a utilities assessment that included televising the sewers in the project area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this project require environmental mitigation, purchase of Right of Way (ROW), or railroad permits?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure If yes, which items are required:
Does this project perform Resurfacing, Reconstruction, or Preventative Maintenance on a segment adjacent to a segment where a federally-funded project was done during the 2017-2020 TwinCATS TIP cycle or RTF cycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No What segment was the PREVIOUS project done on?

### Section 9. Existing and Proposed Roadway Design

	Existing			Proposed		
Number of Vehicle Lanes	Through Traffic Lanes	Center Turn Lane	On Street Parking	Through Traffic Lanes	Center Turn Lane	On Street Parking
			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Shoulder Surface	<input type="checkbox"/> Paved <input type="checkbox"/> Unpaved	Width (ft.)		<input type="checkbox"/> Paved <input type="checkbox"/> Unpaved	Width (ft.)	
Sidewalk/ path information	<b>Placement</b> <input type="checkbox"/> One Side <input type="checkbox"/> Both Sides <input type="checkbox"/> Intermittent <input type="checkbox"/> None	Width (ft.)		<b>Placement</b> <input type="checkbox"/> One Side <input type="checkbox"/> Both Sides <input type="checkbox"/> Intermittent <input type="checkbox"/> None	Width (ft.)	
On road bicycle facilities	<input type="checkbox"/> Bike Lane <input type="checkbox"/> Other (specify) <input type="checkbox"/> Sharrows <input type="checkbox"/> Wide Shoulders <input type="checkbox"/> None			<input type="checkbox"/> Bike Lane <input type="checkbox"/> Other (specify) <input type="checkbox"/> Sharrows <input type="checkbox"/> Wide Shoulders <input type="checkbox"/> None		
Utilities, Sewer and Water	<input type="checkbox"/> Utilities Upgrades Needed <input type="checkbox"/> Sewer and water work needed			<input type="checkbox"/> Replaced Utilities <input type="checkbox"/> Relocating Utilities <input type="checkbox"/> Sewer and Water Line Work		
Please describe any improvements being made as part of this project to crosswalks, signage or signals, or streetscape elements not discussed in project description						
Does this project enhance connectivity of pedestrian or bicyclists to fixed route or Dial-A-Ride transit?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how?			

### Section 10. Estimated Project Schedule

Activity	Estimated Date
Resolution of Support for <input type="checkbox"/> Local Match Submitted to SWMPC	
Project Application Submitted to MOT	
Grade Inspection Package Submitted to MDOT	
Grade Inspection Meeting Scheduled	
Final Plan and Estimate to MDOT	
Right of Way (ROW) certified*	
Rail Road Permits*	
Environmental Mitigation*	
Project Obligated	
Project Letting	
Construction Start <input type="checkbox"/>	
Project Completion	

\*Enter NA if these items will not be required.