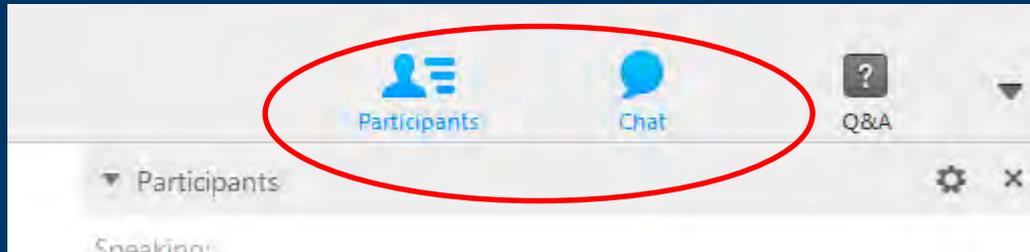


2016 VTrans Bike/Ped Program



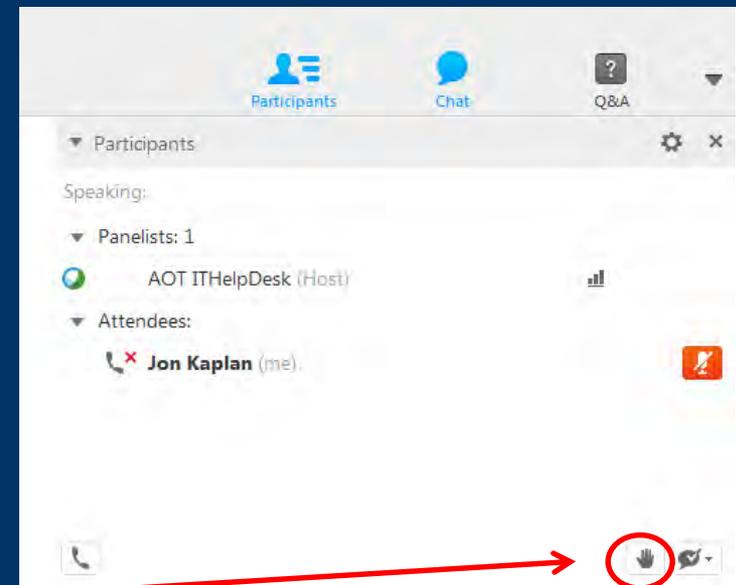
WebEx Tips

Audio via computer (if no microphone, you won't be able to speak) OR
call in to 1-650-479-3208 (not toll-free)
Access Code – 803-113-877



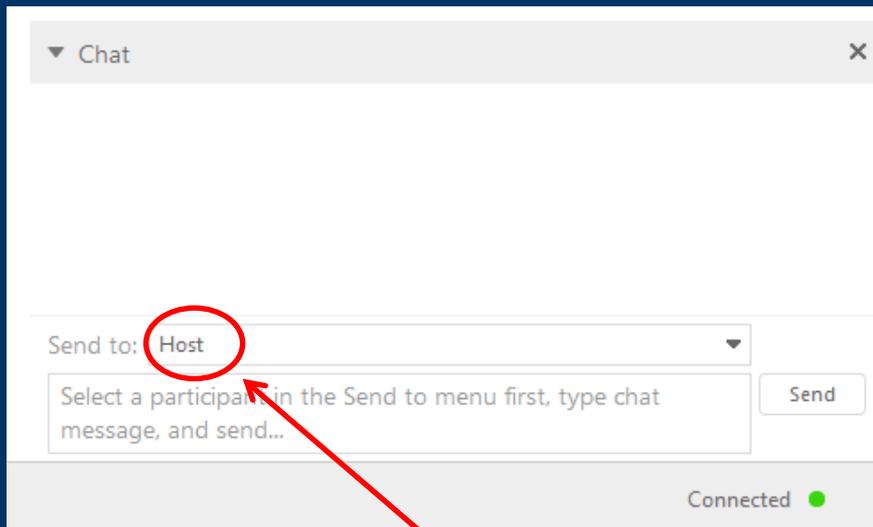
Have these two options selected

To speak, “raise” your hand

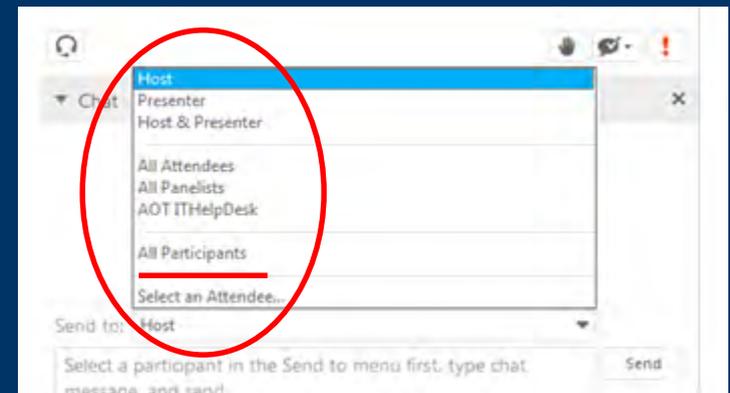


More WebEx Tips

Use the Chat Pane to enter your questions



If you select “All Participants”, then others can see your question.



You can vary who gets to see your chat comments

Today's Workshop will cover.....

- Eligible Applicants
- Eligible Projects
- Federal Aid Requirements 101
- Typical Project Costs
- Project Selection Timeline
- Project Development Timeline
- Your Questions

How Much \$\$

- \$4 Million Federal for Scoping and Large Design/Construction projects
(Avg. \$300K - \$400K per project)
- \$300 K State for small-scale projects
(approx. \$10K - \$40K per project)
- No cap with either

Changes to Local Match

- Federally funded large-scale design/construction – 20% Local
- Scoping Studies – 50% Local
- State funded small-scale projects – 50%

Eligible Applicants

- Local Governments - City, Town, Village
- State Natural Resource or Public Land Agency
- Federal Natural Resource or Public Land Agency
- Regional Transportation Authority
- Transit Agencies
- A tribal government
- A school district, local education agency or school
- Regional Planning Commissions



Eligible Projects

- Bicycle lanes
- Shoulders
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands
- Pedestrian signals
- ADA Improvements
- Shared-use paths
- Pedestrian-scale lighting
- **Should not** be routine maintenance

More on Eligible Projects

- Large scale Design/Construction projects generally require completed scoping/feasibility study
- Can apply for any or all three project types
 - Single Application Form but need separate supporting documents and narrative addressing criteria

General Overview

- No cap on maximum award
- However, award amount is capped
- Can apply through the TA program as well
- If design/construction project does not advance, payback may be required

Small-scale projects

- State \$ only (i.e. no Federal hoops)
- Funding for Construction ONLY
- 50% Local Share
- Not to be used to match Federal funds or federally funded project
- Sidewalk gaps, crossing improvements, ADA compliance, bicycle parking

Typical Sidewalk issues



No separation from road

Lack of sidewalks



Discontinuous sidewalks



Meet ADA requirements for universal design



Sidewalk Design Basics

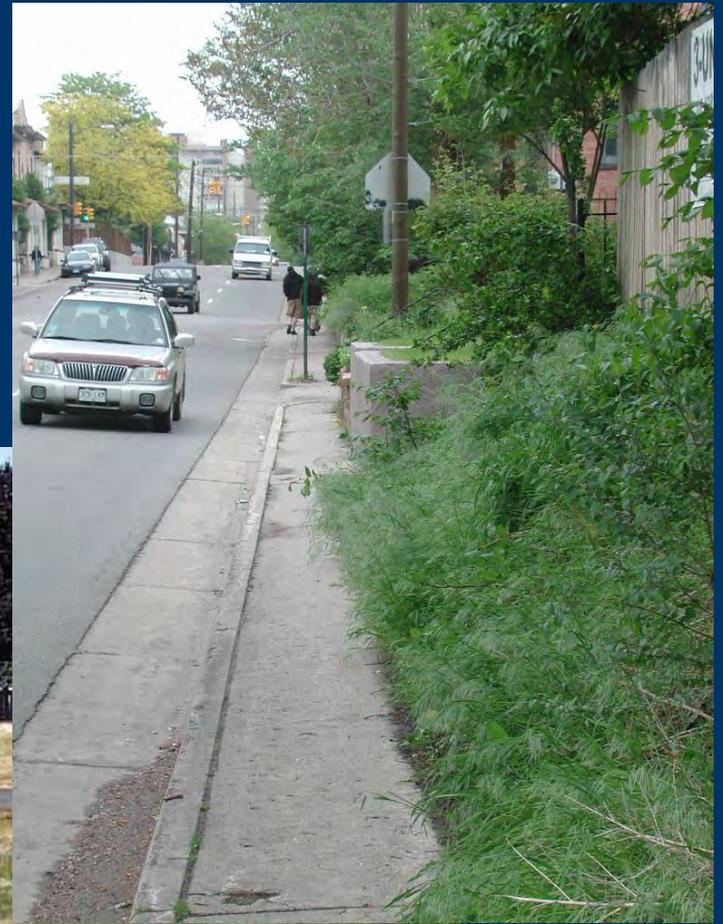
- 5 feet wide is standard
- Separate from road
- Greenstrips where possible
- Curb ramps at intersections
- Visible crosswalks
- Pedestrian Signals



Surfaces

- Use a firm, stable and slip resistant surface such as concrete or asphalt
- Surfaces should be smooth, free of rough textures, openings and gaps





Narrow curbside sidewalks provide no buffer

Provide buffer from travel lanes

Green Strip



Bike Lanes



On-street Parking



Landscaping



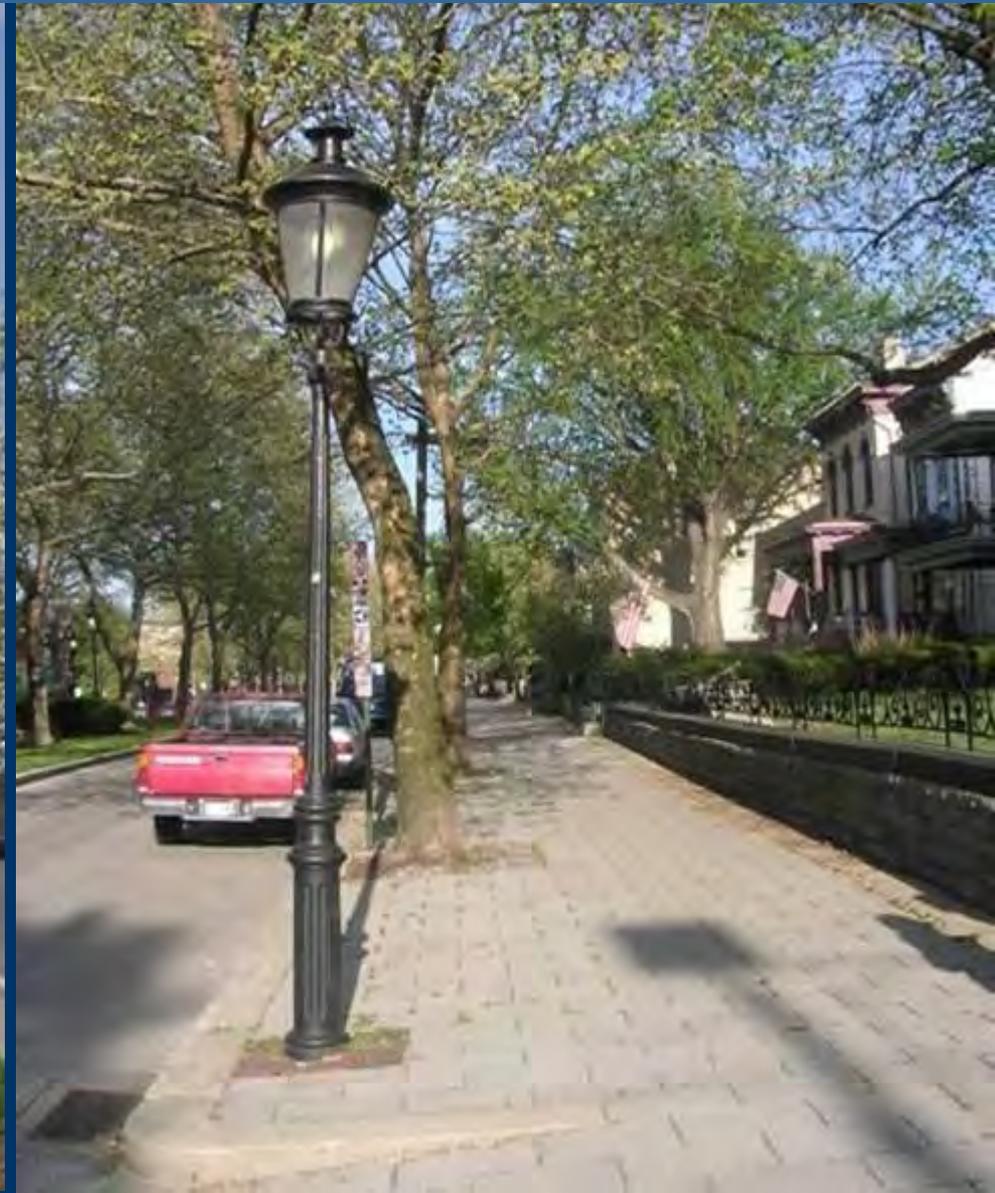
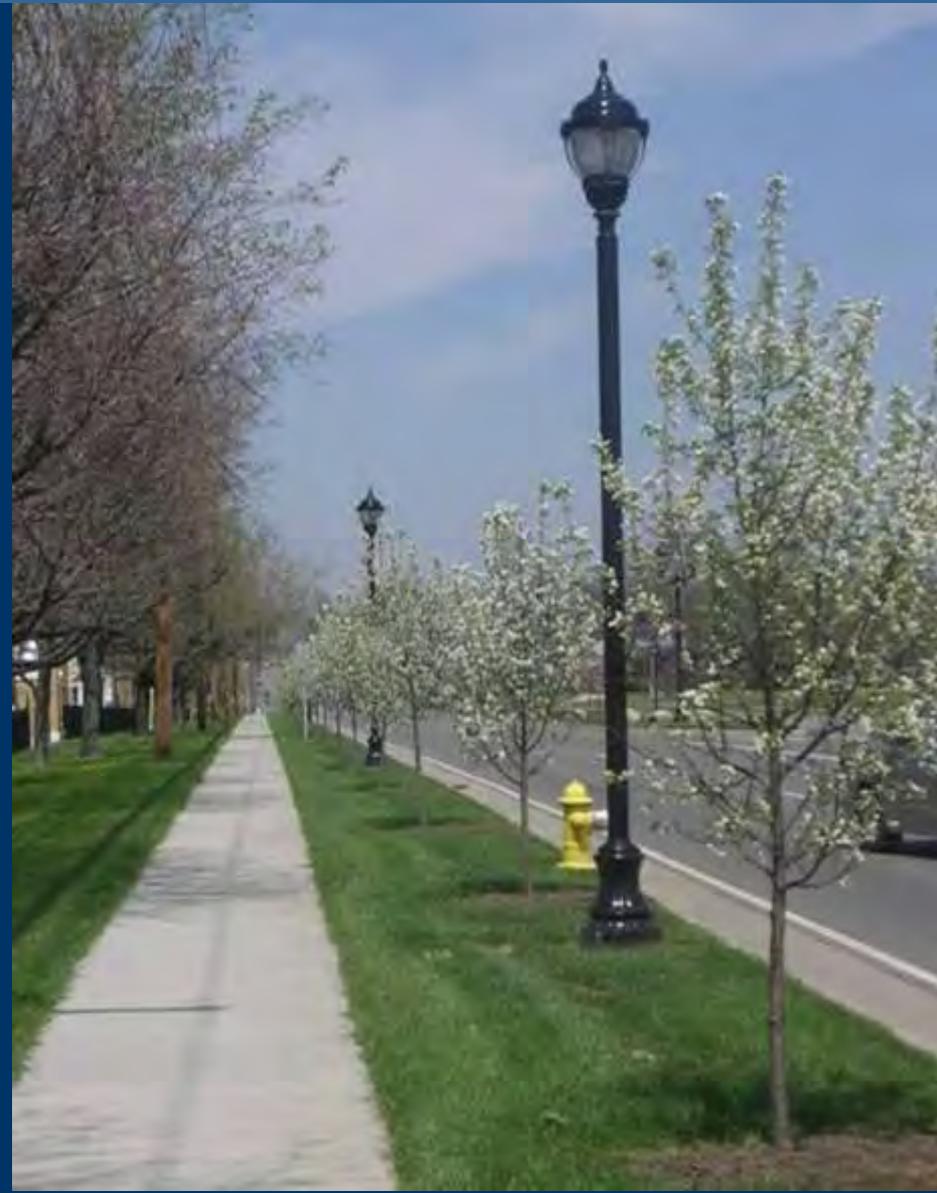
Green strip provides pleasant, uncluttered sidewalk



- 2 ft. min. – wider preferred
- 5 feet min. to plant trees



Install street lighting



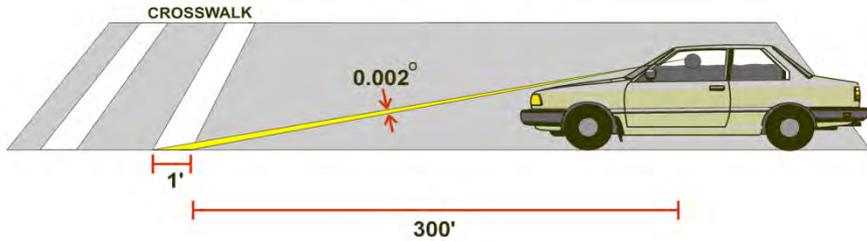
Provide safe crossings

1. Determine where people should/want to cross
2. Minimize crossing distances
3. Use appropriate traffic controls
 - Marked crosswalks
 - Warning signs
 - Stop signs and traffic signals
4. Slow vehicle speeds

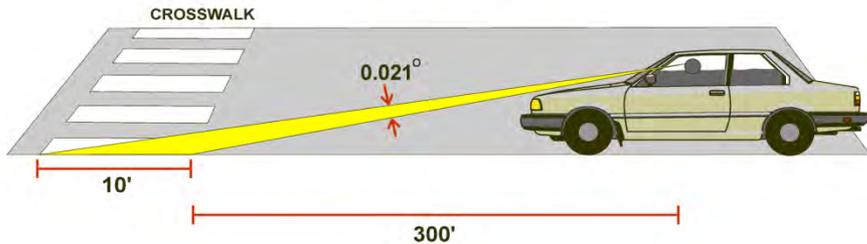


Install high-visibility markings

LATERAL 12" STRIPE



LONGITUDINAL MARKING



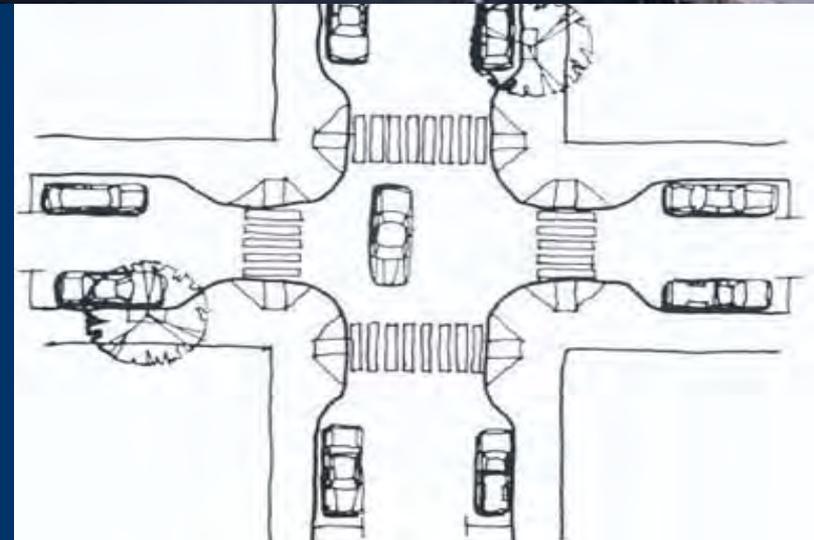
Block Style: more visible than two parallel lines



Curb extensions at crossings



- Reduce the crossing distance
- Allow better sight lines
- Improve visibility of pedestrians
- Narrower road reduces speed



Cut-through Medians or Islands

Guidance on use:

- 2004 AASHTO Pedestrian Guide
 - “crossing islands should be considered where the crossing distance exceeds 60 feet, but can be used at intersections with shorter crossing distances where a need has been recognized.”



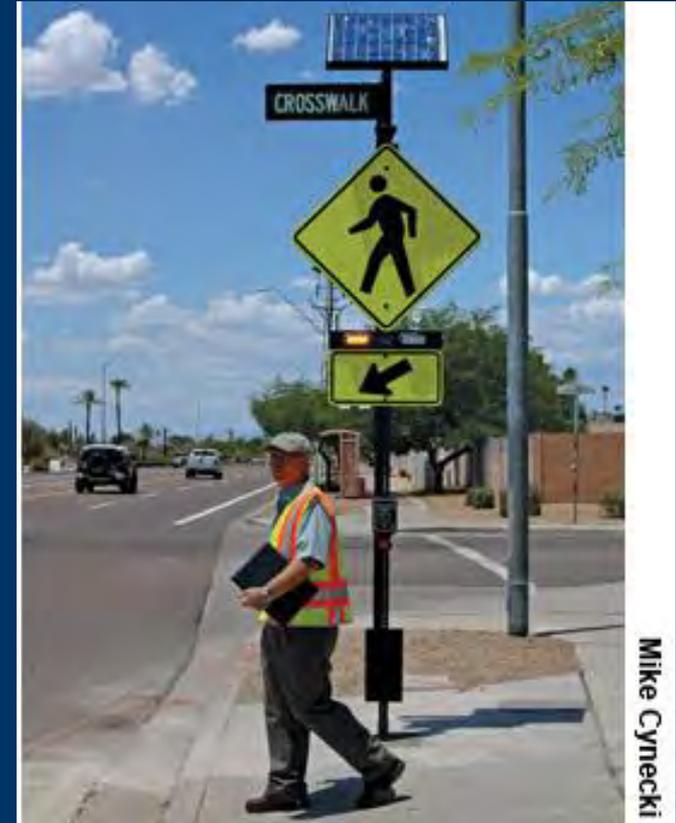
Photo credit: Dan Burden



Recommended by Federal Highway as a proven pedestrian safety countermeasure

Crosswalk Enhancements

RRFB – Rectangular Rapid Flashing Beacon



Mike Cynecki

Pedestrian Signals

- Timing of Walk phase
- Leading pedestrian interval
- Countdown signal
- No Right turn on Red



Bicycle facilities

On-road bicycling

Shared use paths

Bike Parking



Bicycle lanes



- Intended for congested areas
- Minimum 4' wide
- Pavement markings and signs

Buffered Bicycle lanes and Green Markings

- Buffer separates bikes from traffic
- Green for conflict areas



Shared use paths

- Standard width – 10'
- Multiple users
- On independent alignment



So. Burlington, VT



Wilder, VT

- Good when providing a short cut or alternative to high volume road
- Complements the street system
- Complex project development

Install bicycle parking

- Locate close to building entrance
- Simple design is best



- Adequate parking for expected use
- NO wheel benders

The Cost Of Free Money

- Compliance with Federal Regulations
- Compliance with Agency and National Design Standards
- Compliance with State of Vermont Regulations
- Local Project Management (LPM)
- Maintenance of the Improvement

Projects in State Highway Right of Way

- Will Need Highway Access Permit (Title 13 §1111)
- Input from VTrans District Staff (maintenance, drainage)
- Includes small-scale projects, as applicable

Three Phases of a Federal-aid Project

- PE - Preliminary Engineering
- ROW - Right of Way
- Construction

Preliminary Engineering (PE)

- Designate or procure a Local Project Manager (LPM)
- Procure a design consultant
- Identify and clear natural and historical resources. Obtain NEPA document.
- Design the project (including erosion and stormwater control if needed).

Environmental Resources and Permitting

- Documentation of environmental issues is a federal requirement – for most projects like these, it is a Categorical Exclusion (CE)
- Will need Historic resource (above ground) and Archaeological resource (below ground) clearances
- If wetlands/waterways are involved, the Corps of Engineers may have jurisdiction
- Erosion Prevention and Sediment Control (during construction) and Stormwater Plans (post-construction) may be required

Right of Way (ROW)

- All ROW activities and acquisitions must conform with federal requirements (the Uniform Act).
- Identify construction limits of project to determine property ownership
- Establish fair market value for property
- Negotiate price for easement, lease or fee acquisition with landowner.
- Purchase, lease, or obtain by donation.
- Obtain ROW Certification from VTrans.

Construction

- Construction projects require open competitive bidding through an Invitation For Bid (IFB) process. Lowest responsive bid by responsible bidder must be accepted.
- Erosion Control (NPDES) and Stormwater Plans Required.
- Materials testing and certifications are required.

Work by Municipal Forces

- Force Account work by a municipality (where municipal services and labor are used instead of contracting)
- This is meant to be the exception and not the rule. Town must present information to justify and seek approval
- Required even when town proposes completing a small amount of work to offset their match requirements for the project

Some Words on LPM

- Project sponsors are required to identify a Local Project Manager (LPM)
- Small projects are not always priorities for Town Managers and Administrators
- Designating an RPC or hiring a private consultant can be well worth the money
- Budget for LPM should be 10% of the total of all other project costs

LPM Qualifications

- Familiar with state and federal regs
- Ability to interpret engineering plans/docs
- Strong communication skills
- Familiar with procurement of services
- Experience with invoicing/expenditure tracking
- Will make project a priority

Local Person in Responsible Charge

- Full time employee of the town
- Day to day familiarity
- Periodic site visits during construction
- Aware of consultant activities at all stages
- Participates in critical decisions
- Required even with a contracted LPM

Construction Inspection

- The project sponsor is responsible for the inspection of the construction.
- Typically, this is done by a hired construction inspection engineering consultant/firm and independent lab
- Be sure that your project budget includes this service

Typical Project Costs

- Use the VTrans Bike/Ped Facility Unit Cost Report to check construction costs
- Total budget should include the cost of:
 - Engineering (20% of construction)
 - Project Management (10% of overall)
 - Right of Way (highly variable)
 - Construction Inspection (10 – 20% of Constr.)
 - Construction (based on scoping)

Partial Funding

- Keep the scope of the project the same – additional funding from local or other sources
- Reduce the scope of the project and provide a modified cost estimate for all aspects of development (i.e. admin, engineering, construction and construction inspection)

Scoping Study Costs

- Scoping studies typically cost between \$25,000 and \$40,000
- Cost depends on the number of alternatives to be evaluated and/or the extent of the geographic area covered by the study
- Expected to follow the outline developed by VTrans and to use professional engineers/planners

Scoping Study Steps

- Public input
- Purpose and Need
- ID natural and cultural resources
- ID Right of Way
- Evaluate Alternatives
- Cost Estimates
- Select Preferred Alternative

Bike/Ped is a Reimbursement Program

- **NOT** a block grant
- Project sponsor pays contractor
- Project Sponsor submits invoice to VTrans
- VTrans reimburses project sponsor state % of eligible costs (generally within 2-4 weeks of receiving a complete invoice)

Fiscal Obligations

- Certification of Audit Requirement and Schedule of Federal Expenditures sent to every subrecipient annually by the Department of Finance and Management
- Schedule of Federal Expenditures form if less than \$500,000 in all Federal funds spent
- Single audit required if more than \$500K spent in a year
- Keep documents for 3 years after project closeout by FHWA (we will notify you)

Eligible Local Match

- Cash (preferred)
- Donated materials or services (*but must be pre-approved*). Must be found to be necessary for the project. Cannot be “discounted”.
- The value of donated Right-of-way
- Volunteer labor (*must be pre-approved*)
- *generally at \$15/ hour*

Non-eligible Local Match

- Cannot be other FHWA funds. Any federal funds from other grant sources need to be approved.
- Cannot be a “discounted” donation
- Costs incurred prior to having an executed agreement with the Agency
- Pre-application costs are not eligible

District Transportation Administrator (DTA)

If your project is within or directly adjacent to a State or Federal Highway...

- You must document consulting with your District Transportation Administrator about your project and include any comments in your application.

Large-scale Projects Treated as if on Fed Aid System

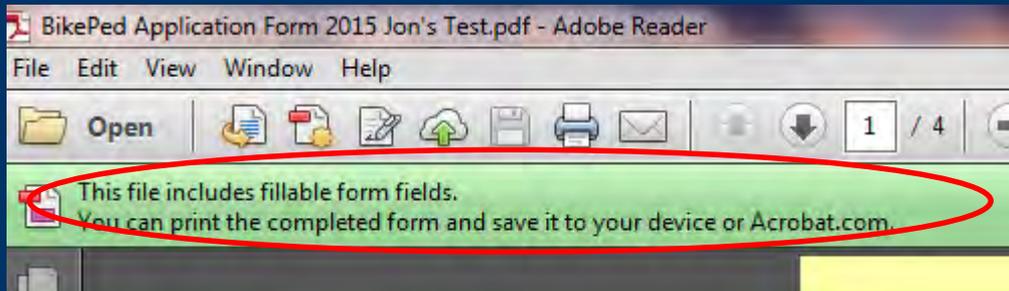
- Davis Bacon wage rates and certified payrolls
- Low bid, sealed bid for construction

Development of Small-Scale Projects

- Sign Grant Agreement
- Submit plan for proposed project (can be a sketch or engineered drawings)
- Highway Access permit if on state system
- Receive plan approval
- Construct project
- Final inspection (may be by photographs)
- Reimbursement

Using the Fillable Application Form

Acrobat



- Adobe Reader XI
- Adobe Reader DC
- Adobe Acrobat Pro

Application is fillable .pdf

2016 VTrans Bicycle and Pedestrian Program Application

1. Project Title: Scoping Design/Const Small-scale
2. Applicant Name(s):
3. Project Contact Info:
 - a. Name:
 - b. Mailing Address:
 - c. Town:
 - d. Zip Code:
 - e. Email Address:
 - f. Phone Number:
4. Fiscal Information:
 - a. Accounting System Automated Manual Combination
 - b. DUNS #
 - c. Fiscal Year End Month
5. RPC(s)
6. Project Type being applied for (may apply for all three):
 Scoping Design/Construction Small-scale Construction
7. Primary Facility Type: Sidewalk Shared-use Path Bike Lane
 Shoulder
 Other (Please describe)
8. Approximate project length in feet (Federally funded design/construction projects only):

Budget Totals Calculated

2016 VTrans Bicycle and Pedestrian Program Application

Right of Way →	
(Includes cost of appraisals, property owner compensation and associated legal fees)	
Construction →	
(Cost of paying contractors to build projects, including a reasonable contingency. <u>Please provide as much detail/backup information as available to support the construction estimate.</u>)	
Construction Inspection →	
(Cost to provide oversight of contractor during construction.)	
Administration/Local Project Manager Costs →	
(Cost associated with municipal oversight of the project, estimated to be a minimum of be 10% of total PE, ROW and Construction phases.)	
TOTAL DESIGN/CONSTRUCTION AMOUNT APPLIED FOR	\$ 0
(including 20% local share)	

Application Submission

- Electronic submission strongly encouraged
- State email can handle up to 40 MB attachments
- Can use file transfer programs but plan ahead
- Hard copies still accepted

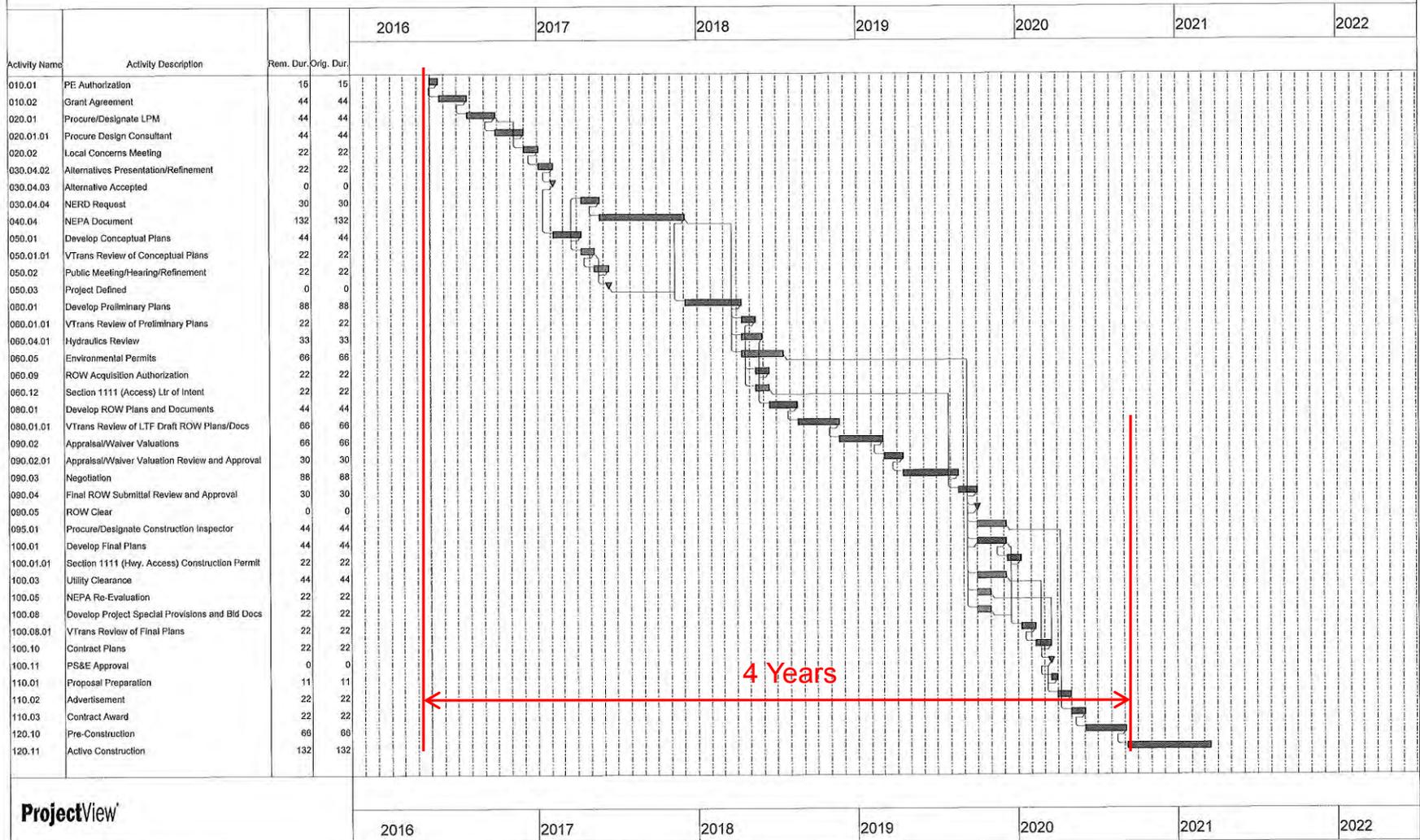
Project Selection Timetable

- July 15, 2016 - Application Due
- Aug. 2016 - Selection Committee reviews and ranks applications
- September 2016 – Funding announcement
- October/November 2016 – Grant agreements developed between VTrans and successful applicants

Project Schedule

Project : 16F053(0)
ST. JOHNSBURY TAP TA16(2)

Page 1 of 1
Date: 10 May 2016
Time: 10:33:45



ProjectView

Project Development Timeline

- **September 2016** – Announcement of grant awards
- November 2016 – Grant agreement executed
- January 2017 – Engineering/LPM Procurement process complete
- July 2017 – Conceptual Plans and NEPA document secured
- April 2018 – Preliminary Plans completed
- October 2019 – Right of Way approved and cleared
- April 2020 – Final plans and bid documents completed
- **May 2020** – Project goes out to bid for Construction

Scoping Study Timeline

- **September 2016** – Announcement of grant awards
- November 2016 – Grant agreement executed
- January 2017 – Consultant Procurement process complete
- July 2017 – Draft Study/Alternatives Presentation
- October 2017– Scoping Study completed



Small-Scale Project Timeline

- **September 2016** – Announcement of grant awards
- November 2016 – Grant agreement executed
- January 2017 – Submit design/sketch of proposed improvement
- March 2017 – Design Approved
- Summer 2017 – Construction
- Fall 2017 – Request for reimbursement



Railroads, Rivers and State Routes

- Additional project management
- Difficult acquiring RR land and to make any alteration of an existing RR
- Additional environmental concerns
- Coordination with VTrans DTA, VTrans Permitting section, Traffic Operations

Successful Projects

- Hire qualified professionals
- **HAVE GOOD AND ONGOING COMMUNICATION WITH VTRANS**
- Have realistic project cost estimates and schedules when applying
- Have the full support of the town

QUESTIONS???

Jon Kaplan

828-0059

jon.kaplan@Vermont.gov

2016 VTrans Bike/Ped Program

