Workshop Agenda

- TIB Emphasis
- Program Changes
- Online Application (Sidewalk)
- TIB funding timeline
- How to apply
- Available TIB funding:
  - Small City Arterial Program (SCAP)
  - Small City Sidewalk Program (SCSP)
  - Small City Preservation Program (SCPP)
  - Other funding opportunities
- Administrative details
TIB 2019 Emphasis

- AASHTO’s A Policy on Geometric Design of Highways and Streets states: “Lane Widths of 11 ft. are used quite extensively for urban arterial street designs. The 12 ft. lane widths are desirable, where practical, on high-speed, free-flowing, principal arterials”.

- Institute of Transportation Engineers’ Designing Walkable Urban Thoroughfares: A context Sensitive Solution states: “Wide streets can reduce the level of pedestrian interchange that supports economic and community activity. Wide streets discourage crossings for transit connections….On collectors with a target speed below 30 mph, a 10-foot lane width may be appropriate.”

- WSDOT Design Manual M22-01.14 Exhibit 1231-2 Lane Width Considerations for Low Speed (<35 mph) states: “11 ft. lanes are common on urban arterials, Lane widths of 10 ft. may be appropriate in constrained areas with low truck and bus volume, In pedestrian oriented sections, 10 ft. lanes can be beneficial in minimizing crossing distance”

- NCHRP’s Recent Roadway Geometric Design Research for Improved Safety and Operations states: “Research found no general indication that the use of lanes narrower than 12 ft. on urban and suburban arterials increased crash frequencies”.

- Residential Arterial lane width OR ADT up to 1500
  - Up to 10’ = 15 points
  - 10’-6” = 12 points
  - 11’ = 9 points
  - 11’-6” = 6 points
  - 12’ = 3 points
  - Over 12’ = 0 points

- Truck Route width OR speed limit 35 mph or over OR ADT 1500-2000 OR Central Business District
  - 11’ = 15 points
  - 11’-6” = 12 points
  - 12’ = 9 points
  - 12’-6” = 6 points
  - 13’ = 3 points
  - Over 13’ = 0 points
The TIB will manage projects more tightly and increases will be less likely. The estimate at application should include the known Bid Items necessary to construct the project.

Utility work shall be fully funded and built before the TIB project or during the TIB project.
If there is utility work or work outside of the approved scope don’t include the costs in the application.

If there is non-eligible work within the TIB funded schedule show it in the application.

ADA features survey is a new WSDOT general special provision that requires the ramp to be surveyed after construction. This is an eligible cost but will be considered as Construction Engineering.

Please provide as realistic project schedule. The TIB cash flow is dependent on the schedules provided. Promptly closeout projects.

Construction Only: The project only needs TIB funding in construction AND the project will be ready to advertise within 1 year of award.
FDR is more of a reconstruction project than a maintenance project.

We have found there is no substantial increase in costs based on the lack of continuity of segments being chip sealed.

**AGENCY RATING (20 pt max)**

**Economy of Scale (10 pt max)**
- Documented response from Provider 0-10
- *Letter or email with application*
- Funded local street improvement 5

**Deliverability (10 pt max)**
- Past performance of TIB projects 0-10

Line item estimates are now required for all SCPP projects. The estimates must be stamped by a professional engineer.
Changes for 2019

-SP-

• Online Application
  • All sidewalk applications will be filled out online

For Agencies
• To request your agency's username and password for online applications, contact Vaughn Nelson at VaughnN@TIB.wa.gov.

For Consultants
• To set up access for online applications, send your name and firm contact information to Vaughn Nelson at VaughnN@TIB.wa.gov. Once your username has been established, you will need to contact any agencies you will be completing applications for in order to have them authorize you to work on their applications.
ONLINE SIDEWALK APPLICATION

Tips for Completing Your Application

When filling out the TIB Online Application keep the following in mind:

- When naming a project, the arterial name should be used whenever possible. Don't use a generic project name such as "Downtown Improvements" unless warranted.
- When entering numeric data, only enter numbers. Do not add dollar signs, commas, or ordinals (e.g. 19th).
- When entering text, in description fields, only uppercase and lowercase letters, spaces, numbers and the following punctuation marks are allowed: `.,:;!@#$%^()+-*/?`
  All other special characters will be removed.
- When abbreviating feet and inches, use ft. and in. instead of " and " as quotation marks and single quote marks are not allowed in descriptions.
- When entering text, be aware of the maximum number of characters allowed. Any text entered or pasted that exceeds the maximum will not be saved.
- If your application generates ERRORS, they will need to be addressed before you can submit your application.
- If your application generates NOTIFICATIONS, the system is only pointing out possibly incomplete information. Notifications will not prevent you from submitting your application.
- When uploading documents, only provide the documents asked for by the application. Documents with multiple parts (e.g. Funding Commitment Letters) will need to be combined into a single .pdf file before uploading. Upload at least one project picture.
- You can re-upload an updated version of a document by clicking the COMPLETE button and upload the new version. The previously uploaded document will be replaced.
ONLINE SIDEWALK APPLICATION

- The online application can be found at:
  http://www.tib.wa.gov/FundingApplications

FY 2021 TIB Call for Projects
Online Funding Applications

The Transportation Improvement Board's current call for projects, for awards in November 2020, is on page 1. This TIB funding workshop held at various locations on the state. Project selection for this call will be announced at the

Anticipated Call Size and Call Schedule will be finalized at the May 2020 TIB Board Meeting.

Online applications must be submitted by August 16, 2019 to be considered for funding.

June 2019

Transportation Improvement Board
Agency Match is shown in the left column

If an agency is authorizing a consultant to login and submit the application they must authorize the consultant.
The application requires the seven sections to be filled out

- General Project Information
- Project Funding
- Project Description
- Roadway Geometrics
- Safety
- Local Support
- Sustainability
- Application Certification
Green “completed” is correct/complete and ready for submission.

Yellow “complete” is a notification. Notifications will not prevent application submission.

Red “incomplete” indicates an error. All errors must be resolved before final application submission.
Required Attachments for Certification:

- Excerpt from Six-Year TIP
- Detailed Vicinity Map
- Detailed Cost estimate (signed by professional engineer in Washington State)
- Typical roadway section including sidewalk
- Project Pictures

If applicable provide:

- Funding commitment letter from additional partners (may only be one .pdf)
- Written concurrence from WSDOT if project is on or connects to a state highway
- Pedestrian Crash Data Documentation (Vehicle Involved Crashes)
- Pedestrian Crash Incident Reports (Pedestrian ONLY Crashes)

Generate the Certification form and review that it’s correct. Obtain signatures, scan to a .pdf and upload to submit the application.
Application deadline
• Applications must be postmarked no later than **August 16, 2019**

Board selection
• Staff presents recommended projects to Board
• At the **November 22, 2019** board meeting, the Board selects projects for funding
TIB Evaluation Process

- Initial review
- Field review
- Consistency review
- Jury process
- Final recommendation

Initial review
- Enter project information into rating system
- Ensure all application information is provided
- Field review

Review existing conditions
- Verify information from application
- Evaluate proposed improvements

Consistency review
- Ensure ratings are uniform

Jury process
- Staff discussion of project
  - How well does project address deficiencies
  - Review scope, schedule and budget
  - Review funding package
- Consider agency performance, inventory and ability

Final recommendation
- Staff recommendation presented to Board
TIB monitors the following project trends for an agency:

- Project delays
- Schedule extends beyond TIB standard
- Project closeouts
- Closeout not completed within 90 days of five percent remaining funds
- Project budget
- Change in cost from application to closeout
- Project billings
  - Payment requests on a regular basis
    - At least quarterly during design
    - Monthly during construction
- Engineering costs
  \[
  \text{Engineering Percent} = \frac{\text{Engineering Costs}}{\text{Contract Cost}}
  \]
  - WAC rules limit TIB participation for engineering to 30 percent of contract cost
- Application history
  - Last application submitted
  - Applications versus funded projects
Eligibility
• Incorporated cities and towns with populations less than 5,000 are eligible to apply

Minimum local match
• Applies to all TIB small city funding programs
  – Local match can come from any source other than TIB includes contributions from your city, other agencies, federal and/or private sources
  – The local match requirement for your agency is shown when you select your agency name from the dropdown on the application form
  – Based on agency assessed valuation
• Updated annually by the Department of Revenue

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<thead>
<tr>
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Know Before You Start…

- City goals
- Available funding
- Realistic requests

City goals
- Determine your needs
- Prioritize your needs
- Apply for projects that fit TIB program criteria

AND
- Are important priorities for your city

Available funding
- Do you have local funds available for required match?
- Do you need to seek out other funding sources?

Realistic requests
- Request TIB funding that is within typical range for the program
  - Large projects may have to be funded and constructed in stages
- Avoid overbuild
  - TIB promotes narrower travel lanes to minimize cost, drainage and future maintenance
  - Paved parking is not supported in residential areas
  - Choose the appropriate treatment – overlay, full depth reclamation (FDR) or reconstruction
- Utilities
  - What is the condition of the utilities in your project location?
  - How do you plan to fund needed utility improvements?
Application forms
• Available on the TIB website
• Download the appropriate funding application
• Complete a separate application for each project you want to be considered for funding
• Keep a copy of your application package

How to submit your TIB applications
• Submit one originally signed application and attachments AND
• Email your excel application workbook and roadway section to your TIB Engineer
• Mail the completed, signed hard copy application and required attachments to the TIB Office by the August 16, 2019 deadline

TIB Mailing Address
Post Office Box 40901
Olympia, WA 98504-0901

How to submit your TIB applications (SP)
– Submit online application and attachments (certification can either be attached or mailed) by August 16, 2019.
Small City

ARTERIAL PROGRAM
SCAP Funding is distributed regionally
• Three regions are used: East, Puget Sound and West
• Percentages are based on small city populations updated annually by the Office of Financial Management
Eligibility for SCAP Funding

- Eligible agencies
- Streets
  - Street condition maps

Eligible agencies
- Incorporated cities and towns with populations less than 5,000 are eligible

Eligible streets are:
- City owned
- Hard surfaced
- Do not include alley ways
- Do not include dead end streets unless they provide access to significant traffic generators
- New streets and gravel streets may be classified by the Board if project results in hard surfaced street

TIB street system maps indicating pavement condition are available for your agency at the following link:
  http://tibapp.tib.wa.gov/Dashboard/modules/SmallCityMaintenance/
  - From the state map click on your county
  - Select your city from list
  Select ‘Street System Map’ from the lower left hand corner of the screen
Define Your Project

• What are you trying to improve?
• Where is it located?
• What improvements do you plan?
• Are the improvements reasonable/eligible?
• What are your barriers to success?
• Are other funding sources available?

What are you trying to improve?
• Define the project limits
• Are the limits logical?

Where is it located?
• Type of development that exists in the project location

What improvements do you plan?
• Define the scope of work

Are the improvements reasonable/eligible?
• Check scope for eligibility
  – Right size your project to fit environment

What are your barriers to success?
• Determine issues that may affect full funding and completion of your project
  – Is the scope manageable
  – Is the schedule realistic
  – Do you have adequate funding
  – Do you need to acquire right of way
  – Are there other factors that may delay progress

What funding is available?
• Search out other funding sources needed to fully fund project
Central Business District

Type of project
- Reconstruction
  - Rebuild roadway base and surfacing
  - Most expensive project type
- FDR with overlay
  - Stabilizes base at lower cost than reconstruction
  - Recycle existing surfacing to strengthen base with new hot mix asphalt surfacing
    - Not a viable option in cobbly soils
- Overlay
  - Pavement repair with hot mix asphalt surfacing
- New street - construct new connection in agency’s street system
- Project may be a combination of types

Typical elements
- Travel lane surfacing
- Paved parking on one or both sides
- Sidewalk on one or both sides with ADA ramps
- Drainage system
- Illumination
- Landscaping
- Bike lanes allowed if street is on adopted bike plan
Residential Connector

- Type of project
- Typical elements

- Reconstruction
  - Rebuild roadway base and surfacing
  - Most expensive project type
- FDR with overlay
  - Stabilizes base at lower cost than reconstruction
  - Recycle existing surfacing to strengthen base with new hot mix asphalt surfacing
    Not a viable option in cobbly soils
- Overlay
  - Pavement repair with hot mix asphalt surfacing
- New street - construct new connection in agency’s street system
- Project may be a combination of types

Typical elements
- Travel lane surfacing
- Unpaved parking may be included
- No sidewalk or on one side only where pedestrian generator connection is provided
- Drainage system
- Illumination
- Landscaping

NOTE: Sidewalk on one side allowed only if it provides access between pedestrian generators
SCAP Application Considerations

- Local match
- Project cost estimate
- Project limits
- Typical grant amount
- WSDOT conceptual concurrence

Local match
- Noneligible costs are not considered part of your local match
- Local match can come from any source other than TIB
  - Local match includes contributions from your city, other agencies, federal and/or private sources
  - The local match requirement for your agency is shown when you select your agency name from the dropdown on the application form

Project cost estimate
- Ensure cost estimate includes all components of work
- Contingency should reflect project complexity and uncertainty
- Estimate must be reviewed and signed by a professional engineer registered in the state of Washington

Project limits
- Project should have logical limits
- Do not leave a short street section unimproved

Typical Grant Amount
- Typical funding ranges from $300,000 to $750,000 per project
- Contact your TIB Engineer if your application is outside of the typical funding range

WSDOT concurrence (if applicable)
- Required for projects on or connecting to a state highway right of way
- Written WSDOT concurrence of project concept required with application
SCAP Design Requirements

- Design standards
- Sidewalk
  - Requirements
  - Standards
- Sidewalk deviations

Design standards
- Proposed section must meet AASHTO standards at a minimum

Sidewalk is required only for reconstruction or full depth reclamation when:
- Project is located in the business district
- Project connects pedestrian destination with business district

TIB sidewalk standards
- Sidewalk must be ADA compliant
- Minimum width five feet clear
- Hard, smooth surface (concrete, asphalt)
- Separated from travel lanes with curb or physical barrier (e.g. drainage swale)

TIB considers sidewalk deviations at application
- Include your deviation request with the application
- Deviations are granted for locations where sidewalk is not needed or unsafe
Typical project elements include:

- Site preparation
- Traffic control
- Roadway
- Drainage
- Illumination
- Landscaping
- Non-motorized components

Elements considered as landscaping are:
- Trees, shrubs, sod, plantings, top soil, bark, irrigation, tree grates, public art, special surfacing treatment

- Not considered landscaping
  - Erosion control
  - Property restoration

- Sidewalk
  - Sidewalk is required only for reconstruction or full depth reclamation projects located in or connected to the central business district

- Bicycle lanes
  - Allowed if indicated by agency’s adopted bicycle plan and supported by TIB staff
TIB can participate in the cost of the following:

**Design**
- Design engineering
- Engineering required to develop project plans, specifications and cost estimate
- Environmental permitting
- Cultural resource assessment

**Right of way**
- Acquisition of right of way required to construct the project
- Legal and administrative fees associated with right of way acquisition

**Construction**
- Construction engineering
  - Contract administration, construction inspection, surveying, ADA feature surveying and material testing
- Construction Other
  - Work completed by local forces, utilities and/or railroad outside of the primary contract
  - Agency purchase of signals, illumination or other approved components outside of the primary contract

**Construction contract**
- Contract to complete approved scope of work
What SCAP Does Not Pay For…

- Costs exceeding WAC limitations
- Excess property
- Work outside of limits or scope
- New utilities or utility upgrades

Engineering costs exceeding the limitations set in WAC 479-05-170
- Design and construction engineering cannot exceed 30 percent of the eligible construction contract plus construction other cost
- **Construction only** projects are limited to 20 percent of the eligible construction contract plus construction other cost
- Surveying and materials testing costs, even if part of the contract costs, are considered construction engineering
- Landscaping costs above the limitation set in WAC 479-05-130
  - Limited to five percent of the total eligible construction contract amount
- Right of way
  - Property in excess of what is needed to construct the project

Work outside of the project limits or approved scope
- Any scope or project limits change must be approved by TIB prior to construction

New utilities or utility upgrades
- TIB participates in relocation of utility lines impacted by project
- TIB cannot participate in cost to upsize pipes or place new utilities
The TIB is considering adding banding to the SCAP program in future years.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Safety</td>
<td>35</td>
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<td>Pavement Condition</td>
<td>30</td>
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<td>Local support</td>
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</table>
Collision data (15 point maximum)
- Property damage only 1 point per crash
- Injury 3 points per injury
- Fatality 10 points per fatality
- Request crash data from WSDOT as soon as possible

Potential safety hazards (20 point maximum)
- The project must eliminate or minimize the hazard to receive points
- Points are assigned in the following categories based on severity of the hazard: sight distance, existing drainage, skewed intersection, posted school zone, existing sidewalk condition, railroad crossing, control access and/or parking, obstructions, existing lighting, turn pockets, and adjacent terrain

Existing conditions (20 point maximum)
- Pavement width 0-15
- Truck route
  - T-1 to T-3 5
  - T-4 4
  - T-5 2
  - Signed local truck route 1
- Bus route (transit or school) 3
Pavement Condition 30 point max

- Existing pavement condition
  - Reconstruction or pavement rehabilitation
  - Overlay
- New street

Existing pavement condition (30 point maximum)  Points
- TIB evaluates the cost effectiveness of the proposed improvement
  Rehabilitation is preferred to full reconstruction
- TIB staff determine the pavement condition rating (PCR)  0-30
  Reconstruction or FDR projects
  - Projects with PCR between 0 and 65 receive points
  - Optimal range is 35 and below
  Overlay projects
  - Projects with PCR scores between 30 and 65 receive points
  - Optimal range is 40-50
- New street  10-15
  - Points based on significance of the road
Local Support  25 point max

- Local Match
- Network Development
- Connectivity
  - Direct access
  - Indirect access

### Local match (10 point maximum)
- 1 point for every one percent above minimum match
  - Non-eligible cost is not considered as local match
- Adopted transportation benefit district or dedicated transportation funding by ordinance 0-5
- No federal funding 2

### Network development (5 point maximum)
- Extends improvements 0-3
- Completes gap 0-5
- New route 0-5

### Connectivity (20 point maximum)
- Direct access - facility is within the project limits
- Indirect access - facility is within 2-3 blocks of the project limits on the same corridor
  - Central business district 0-5
  - Commercial development (2 points per facility) 0-5
  - Industrial area 0-3
  - Schools (2 points per facility) 0-6
  - Public facilities (2 points per facility) 0-6
  - Medical facilities 0-5
  - Senior housing 0-2
Sustainability (10 point maximum)

- Adopted greenhouse gas emissions policy 1 point
- Adopted complete streets policy 1 point
- Appropriate sidewalk cross section 5 points
  - Narrow lanes but provide adequate function
  - Sidewalk width appropriate for project location
- Hardscaping or climate-appropriate plantings 1 point
  - No permanent irrigation
- Solar powered signage 1 point
- Recycled material usage 1 point
  - Must be a full depth reclamation (FDR) project
- Low impact drainage practices 2 points
  - Use bio-swales, rain gardens or other low impact drainage practices
Small City

SIDEWALK PROGRAM
SCSP Funding is distributed regionally

- Three regions are used: East, Puget Sound and West
- Percentages are based on small city populations updated annually by the Office of Financial Management
Sidewalk Program Requirements

• Eligibility
• Local match
• Sidewalk
• Typical Grant Size
• Project Cost Estimate
• WSDOT Conceptual Concurrence

Eligibility facilities
• Sidewalk adjacent to city owned street that is:
  – Paved and connected to other paved streets
  – Does not include alley ways or dead end streets unless they provide access to significant pedestrian generators

Local match
• Based on city assessed valuation updated annually by the Department of Revenue

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Typical grant size
• Typical funding ranges from $150,000 to $300,000 per project
• Contact your TIB Engineer if the application is outside of the typical funding range

Project cost estimate
• Ensure cost estimate includes all components of work
• Contingency reflects project complexity and uncertainty
• Estimate reviewed and signed by a professional engineer registered in the state of Washington

WSDOT concurrence (if applicable)
• Required for projects located on or that tie into state highways
• Written WSDOT concurrence of project concept required with application
Sidewalk Program Projects

- Design requirements
  - Minimum width of five feet with no obstructions
  - Hard, smooth surface (e.g. concrete, asphalt)
  - Comply with current ADA guidelines
  - Separated from travel lanes with physical barrier (e.g. curb, bio-swale)
  - Required on one side of the street

Typical project request
- Submit projects with logical limits

Project types
- New sidewalk construction
- Reconstruction - remove and replace existing sidewalk
- Project may be combination of new construction and reconstruction
Sidewalk Program Typical Scope

- Typical scope

- Site preparation
- Sidewalk
- ADA ramps
- Stormwater improvements necessary because of additional impervious surface
- Pedestrian signals
  - Solar powered signals are encouraged
- Illumination
  - Use low energy lighting
- Landscaping (WAC 479-05-130)
  - Limited to five percent of eligible contract cost
  - Landscaping must be maintainable by the agency
    - Consider low maintenance landscaping or hardscaping

Elements considered as landscaping are:
- Trees, shrubs, sod, plantings, top soil, bark, irrigation, tree grates, public art, special surfacing treatment

Not considered landscaping
- Erosion control
- Property restoration
What Sidewalk Program Funds…

• Design phase
  – Design engineering required to complete plans, specifications and engineer’s estimate
  – Environmental permitting if required
  – Cultural resource assessment
• Construction phase
  Construction engineering
  – Construction management to ensure adherence to project plans and specifications
  – Surveying and materials testing are considered part of construction engineering
  – Construction inspection
  Construction contract
  Construction other
  – Required project work completed under a separate contract (e.g. railroad crossing work)
  – Purchase of equipment or material outside of the primary contract (e.g. signal equipment)
What SCSP Does Not Pay For…

- Work outside approved scope or limits
- Costs above WAC limits
- Right of way/Easements
- Non-eligible improvements
  - Parking
  - Street widening
  - Utilities

Work outside of the project limits or approved scope
- Any scope or project limits change must be approved by TIB prior to construction

Costs exceeding WAC limits
- WAC 479-05-170 limits design and construction engineering to a maximum of 30 percent of the eligible construction contract plus construction other
  - Construction only projects are limited to 20 percent of the eligible construction contract plus construction other
- WAC 479-05-130 limits landscaping cost to five percent of the total eligible construction contract amount

Right of way acquisition is not eligible under the Small City Sidewalk Program
- TIB cannot participate for right of way acquisition cost
- Right of way acquisition cost cannot be used as local match

Sidewalk Program funding cannot be used for the following improvements:
- Parking
- Street widening
- Installation of utilities or utility upgrades (e.g. water, sewer, power)
Sidewalk Project Attributes

• Project types
  • Focus on completing sidewalk system on a corridor
    – Construction of new sidewalk
    – Completing gaps in an existing sidewalk system
    – Reconstruction of existing sidewalk
    – Sidewalk maintenance – panel and curb replacement
    – Project may be combination of all types
• Typical scope
  • Site preparation
  • Sidewalk
  • ADA ramps
  • Stormwater improvements required because of sidewalk construction
  • Pedestrian signals
    – Encourage use of solar-powered signals
  • Landscaping
    – Limited to five percent of eligible contract
## Sidewalk Program Rating Criteria

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<td>Pedestrian safety</td>
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<td>Pedestrian connectivity</td>
<td>30</td>
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June 2018

Transportation Improvement Board
Pedestrian Safety  50 point max

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<td>ADA barriers</td>
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<tr>
<td>Pedestrian incident history</td>
<td>20</td>
</tr>
<tr>
<td>Existing hazards</td>
<td>15</td>
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The following factors are evaluated:

- **Existing conditions (30 point max)**
  - Posted speed
    - 0-10
  - Where pedestrians currently walk
    - Travel lane, shoulder or existing sidewalk
  - ADA barriers on existing sidewalk
    - All barriers must be eliminated by the project to receive points 0-3

- **Pedestrian incident history (20 point max)**
  - Pedestrian only incident 5 points per incident
  - Pedestrian/vehicle crash 10 points per incident
  - Request crash data from WSDOT
    - Submit your request to WSDOT as soon as possible

- **Hazards attributed to crashes must be mitigated by the project to receive points**
  - Crash report must be included with application to receive points

- **Existing hazards (15 point max)**
  - Must be corrected or improved by the project to receive points
  - Hazards evaluated for severity
Existing Hazards

- Sight distance
- Deep ditches
- Truck volumes
- Traffic volumes
- Obstructions
- Drainage/snow issues
- Posted school zone

Existing Hazards (15 point max) Points
- Sight distance 0-3
  - Deficiencies in horizontal, vertical or irregular intersection alignment are evaluated
  - Points based on severity of condition
- Deep ditches 0-3
  - Depth and proximity to road evaluated
- Truck volume 0-3
  - Type of trucks (semi or delivery) and location of project considered
- Traffic volume 0-3
  - Routes with 2,500 vehicles/day and above receive points
  - Maximum points given for routes above 10,000 vehicles/day
- Obstructions 0-3
  - Project must move, eliminate or protect obstruction(s)
  - Points based on frequency and severity of obstruction to pedestrian
  - Obstructions include ditches, power poles, mail boxes, parked cars and vegetation
- Drainage/snow issues 0-2
  - Conditions obvious by visual inspection or include photographs showing issue(s)
- Posted school zone 0-2
  - Posted school zone must be within project limits
Facilities served
• Direct access (30 point maximum)
  – To be considered direct access, the facility must be within the project limits
• Indirect access (15 point maximum)
  – The facility is outside the project limits but within 2-3 blocks of the project limits on
    the same corridor and is connected to the project by an ADA-accessible facility

<table>
<thead>
<tr>
<th>Facilities served</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools (3 points per facility)</td>
<td>0-9</td>
</tr>
<tr>
<td>Public facilities (2 points per facility)</td>
<td>0-6</td>
</tr>
<tr>
<td>Recreational facilities</td>
<td>0-5</td>
</tr>
<tr>
<td>Central business district</td>
<td>5</td>
</tr>
<tr>
<td>Commercial area (2 points per facility)</td>
<td>0-5</td>
</tr>
<tr>
<td>Industrial area</td>
<td>0-3</td>
</tr>
<tr>
<td>Medical facilities</td>
<td>0-3</td>
</tr>
<tr>
<td>Senior housing</td>
<td>0-2</td>
</tr>
<tr>
<td>High density housing</td>
<td>0-2</td>
</tr>
<tr>
<td>Signed transit stop</td>
<td>0-2</td>
</tr>
</tbody>
</table>

Sidewalk continuity (5 point maximum)
• Completes gap                                      | 5      |
• Extends existing sidewalk                          | 3      |
Sustainability (10 point max)

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted greenhouse gas policy</td>
<td>1</td>
</tr>
<tr>
<td>Adopted complete streets ordinance</td>
<td>1</td>
</tr>
<tr>
<td>Appropriate sidewalk section</td>
<td>5</td>
</tr>
<tr>
<td>Hardscaping or climate appropriate planting</td>
<td>1</td>
</tr>
<tr>
<td>Low impact drainage practices</td>
<td>2</td>
</tr>
</tbody>
</table>

Points assessed for incorporating low impact drainage practices
- Rain gardens and bio-swales
## Local Support 10 point max

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Match</td>
<td>0-6</td>
</tr>
<tr>
<td>TBD or dedicated transportation funding</td>
<td>1</td>
</tr>
<tr>
<td>No federal funding</td>
<td>3</td>
</tr>
<tr>
<td>Utilities Relocated or not required</td>
<td>2</td>
</tr>
</tbody>
</table>

Local match
- Noneligible cost is not considered as part of your local match

TBD or dedicated transportation funding
- TBD must be adopted
- Other transportation funding must be by ordinance

No federal funding

Utilities relocated previous to project, or no relocation required
Small City

PRESERVATION PROGRAM

Transportation Improvement Board
Eligible agencies
• Incorporated Cities with a population under 5,000

Eligible streets
• Hard surfaced public streets within the city limits

Non-eligible streets
• Gravel streets
• Alleys
• State highways

Minimum local match
• Based on city assessed valuation updated annually by the Department of Revenue

<table>
<thead>
<tr>
<th>Assessed Valuation</th>
<th>Minimum Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $100 million</td>
<td>0 percent</td>
</tr>
<tr>
<td>$100 million to $500 million</td>
<td>5 percent</td>
</tr>
<tr>
<td>Over $500 million</td>
<td>10 percent</td>
</tr>
</tbody>
</table>

• ADA Ramps
  – Overlay projects must upgrade existing ADA ramps to current standards

• WSDOT concurrence (if applicable)
  – Required for projects that intersect a state highway
  – Written concurrence from WSDOT of the project required with the application
SCPP Project Development

- Design Engineering
- Construction Engineering
- Construction Contract

Design Engineering
- Design required to develop project plans, specifications and cost estimate

Construction Engineering
- Construction inspection and contract administration

Construction Contract
- Contract to complete approved scope of work
Overlay
• Overlay of existing surface
  – Limited to two-inch depth
• Pavement repair and crack sealing
• Striping
• Drainage adjustments
• Requires ADA ramp upgrade to current standards

Chip Seal
• Chip seal of existing surface
• Pavement repair and crack sealing
• Sweeping
• Striping
• Drainage adjustments
SCPP Overlay

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segment Rating</td>
<td>80</td>
</tr>
<tr>
<td>Agency Rating</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

- Typical grant amount $100K-$250K
  - Logical project limits
- Include prep work and striping in estimate
- ADA ramps must be upgraded if out of compliance

**Overlay –**

Segment rating (80 point maximum)  
• Pavement condition rating (PCR)  
  - PCR between 30 and 65  
  - Less than 25 percent medium and high severity alligator cracking  
  - Higher points for lower PCR and lower percent alligator cracking  
• Type of route  
  - Major street  
  - Minor street  
  - Sidewalk maintenance  
  0-10

Agency rating (20 point maximum)  
• Economy of scale  
  10  
• Documented response from provider required with application  
• Funded local street improvement  
  5  

Deliverability (10 point maximum)  
• Past performance of TIB projects  
  0-10
SCPP Chip Seal

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segment Rating</td>
<td>80</td>
</tr>
<tr>
<td>Agency Rating</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

- Typical grant amount $25K-$100K
- Include prep work, sweeping and striping in estimate
- Sidewalk maintenance not eligible
- ADA ramps not required

### Chip Seal

**Segment rating (80 point maximum)**
- Pavement Condition Rating
  - PCR range is 40 to 90
  - Less than 25 percent medium and high severity alligator cracking
  - Higher points for midrange PCR and lower percent alligator cracking

**Agency rating (20 point maximum)**
- Economy of scale
  - Documented response from provider required with application
- Deliverability (10 point maximum)
  - Past performance of TIB projects

**Points**
- 0-80
- 10
- 0-10
Pavement Condition Rating

• TIB staff determine your application pavement condition rating by evaluating the severity and extent of the following distresses:
  – Alligator cracking
  – Transverse cracking
  – Longitudinal cracking
Small City Federal Match Program

- TIB funds the required local match for fully-funded federal transportation project
  - Up to 10% of the Small City Arterial Program in TIB funding available annually
  - Apply during the regular application cycle under the Small City Arterial Program (SCAP)
- To be considered as a Federal Match project, your project must meet all threshold following requirements:
  - Federal funding is 86.5 percent of the federal-eligible project cost
  - TIB funding is limited to 13.5 percent of federal-eligible project cost
  - Project must be listed in the Statewide Transportation Improvement Program (STIP) showing construction funding
  - Maximum TIB request for the Federal Match Program is $125K
  - City is responsible for any cost that is not federal-eligible
  - If the project receives an increase in federal funding, an increase in TIB funding is not automatic
- Project must meet eligibility requirements for Small City Arterial Program (SCAP)
  - Complete a SCAP application indicating Federal Match Project
  - Include the page from the Statewide Transportation Improvement Program (STIP) showing the project construction funding

If your federally funded application does not meet all requirement for the Federal Match Program, you can apply under the Small City Arterial Program
Other Funding Opportunities

RELIGHT WASHINGTON

Relight Washington
• Working with all energy providers that will provide a savings to cities
• PUDs are approved - except Lewis, Cowlitz, and Grant
• If is not converted and can prove savings, contact your TIB Project Engineer
What to do now?
• Adopt a complete streets ordinance, if your agency currently does not have one
• Update weak or aging ordinances
• Forward a copy to your TIB engineer

**July 2020**
• Nominators invited to submit nominees for Complete Streets award
• Agencies must submit their adopted ordinance to TIB to be eligible for nomination

**March 2021**
• Board selects Complete Streets awardees at March 2021 meeting
2019 TIB Funding Program

ADMINISTRATIVE DETAILS
Within one year of project selection submit the following
- Signed project funding status form confirming that the funding partners are fully committed in accordance with RCW 47.26.084
- Signed fuel tax agreements
- Adopted six-year transportation improvement program (TIP)
- Selected SCAP and SCSP projects must be included in the local agency Six Year TIP prior to receiving TIB authorization to proceed with project work
  - You are not required to include SCPP projects on your adopted TIP

Engineering
- Submit design and construction consultant agreements/supplements to TIB for review and approval prior to signing
  - TIB will not review construction supplement /agreement until after bids have opened and contract cost is known
- Design and Construction engineering is limited to a maximum of 30% construction cost plus construction other
  - Construction only projects are limited to 20 percent engineering
  - Simple projects are expected to require less than the 30 percent maximum
- Design engineering cost recommended to be no more than 15% of engineer’s estimate including contingencies
Contact your TIB Project Engineer to discuss any issues that affect schedule, budget or scope:
• Schedule delays
• Funding shortfalls
• Changes to approved scope/project limits
• Change orders during construction
TIB expects agencies to request payments regularly during the life of the project
• Submit billing requests as costs are incurred
• Design phase
  – Submit payment requests to TIB at least quarterly during design phase
• Construction phase
  – Request payment from TIB monthly during construction of the project
APPENDIX
Transportation Improvement Board

Project Cost Classifications

**PROJECT COSTS ARE ELIGIBLE ONLY AFTER TIB PHASE APPROVAL**

**Design Phase**

*Design phase costs are those incurred after TIB approval of design phase and end at award of the contract*

**DESIGN ENGINEERING**
- Development of plans, specifications and cost estimate
- Geotechnical services
- Environmental/Permitting costs
- Advertisement for consulting services and/or contract
- Project-specific supplies, equipment or services
- Cultural resource assessment (if required)
- Value engineering study (if required)
- Other project-related study when justified

**RIGHT OF WAY**
- Preparation of right of way plans
- Appraisal costs
- Parcel acquisition costs
- Legal and administrative fees associated with acquisition

**Construction Phase**

*Construction phase costs are those incurred after award of the contract through contract completion*

**CONSTRUCTION ENGINEERING**
- Construction management
- Construction inspection
- Construction surveying
- Materials testing

**CONSTRUCTION OTHER**
- Work completed outside the primary contract but part of approved scope
- Procurement of equipment/materials outside of the primary contract but part of approved scope

**CONTRACT AMOUNT**
- Primary contract cost
- Eligible change order costs

**ENGINEERING COSTS INCLUDE:**

All consultant agreement costs, WSDOT review/inspection, local agency management, materials testing, construction surveying, engineering-related work and supplies
### TIB Project Guidance

**TIB Matching Ratio**

\[
\text{TIB Matching Ratio} = \frac{\text{Total TIB Funds}}{\text{Eligible Project Cost}}
\]

- This ratio is set at project selection
- Usually does not change during project life

**TIB Reimbursement Ratio**

\[
\text{TIB Reimbursement Ratio} = \frac{\text{Total TIB Funds}}{\text{Total Project Cost}}
\]

- This ratio is different than the TIB Matching Ratio if the project has non-eligible cost
- Changes during the life of the project as the non-eligible cost increases or decreases

### Engineering Costs

**Design & Construction Phase Projects**
- Engineering costs in excess of 30 percent of the Contract plus Construction Other costs are not eligible for TIB participation

**Construction Phase Only Projects**
- Engineering costs in excess of 20 percent of the eligible Contract plus Construction Other costs are not eligible for TIB participation

**Engineering Costs include:**
- All consultant agreements, WSDOT review/inspection, material testing, local agency management

**No Incidental Engineering Costs**
- Record drawings, construction survey or other engineering-related items cannot be incidental to other bid items

### Consultant Agreement

**SCAP & SCSP Only**
- Use the TIB Consultant Agreement and TIB Consultant Agreement Supplement forms
- Must be reviewed by TIB Project Engineer before execution
- For projects with STP or TAP funding, use the Local Agency Guidelines (LAG) Consultant Agreement and Supplement forms
- Submit the draft TIB Consultant Agreement Supplement for review at the same time the Bid Opening Updated Cost Estimate draft is forwarded to TIB

### Design Guidance

**Executive Order 05-05**
- Department of Archaeology & Historic Preservation (DAHP) determines if a project requires a Cultural Resource Assessment (CRA)
- Project CRA concurrence letter from DAHP is required prior to advertising the project

### Sidewalk Requirements

- Hard surfaced facility with a minimum width of five feet with no obstructions
- Five foot width can include the top of the curb
- Sidewalk is physically separated from the travel lanes with curb, ditch or swale

### ADA Access

- Use the most current design standards for sidewalk and sidewalk ramps
<table>
<thead>
<tr>
<th>Bicycle Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• TIB participates in the cost for bicycle facilities only if route is on local agency adopted Bicycle Plan or Comprehensive Plan</td>
</tr>
<tr>
<td>• Bicycles facilities need to extend or fill a gap in the existing bicycle system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Right of Way Acquisition</th>
<th>UAP &amp; SCAP Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Only right of way necessary for construction of the project is eligible for TIB participation</td>
</tr>
<tr>
<td></td>
<td>• Right of way costs are not eligible under the Sidewalk Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Landscaping</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Landscaping costs that exceed five percent of the eligible Contract cost are not eligible for TIB participation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minor Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Costs are considered non-eligible until Contract Completion</td>
</tr>
<tr>
<td>• At Contract Completion, TIB reviews costs to determine if eligible</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measurement &amp; Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All bid items measurement and payment must be as indicated in the current WSDOT Standard Specifications (e.g. HMA in tons)</td>
</tr>
</tbody>
</table>