



2024 TIB FUNDING WORKSHOP

Small City Programs



TIB Funding Workshop

Small City Programs



Notes:

Workshop Agenda

Emphasis for 2024

What's New for 2024

Funding Timeline

Program Overviews

Other Considerations

Open Discussion



Notes:

Continued Emphasis for 2024

Appropriate Roadway Sections Narrow roads have advantages: safer for pedestrians, lower cost to build and maintain, and controls motor vehicles speeds.	Do not include non-eligible elements in application	SCPP Maintenance	Use small works rosters	Change orders	Cross-sections
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There should be a continued focus on citywide crack seal/preparation for future years. Also, look at larger projects to help reduce the unit bid prices. Consider bundling/combining projects with other agencies. Talk to your regional engineer to discuss potential options for bundling or combining projects.

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-ft. 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."

Florida Department of Transportation's *Freight Roadway Design Considerations (DRAFT)* states: "Narrower lanes that discourage high vehicle speeds may be safer for accommodating interactions between large vehicles and non-motorized modes, even though the narrower lanes put the two users in closer proximity to each other."

Utilities

If there is utility work or work outside of the approved scope, then do not include the costs in the application.

If there is non-eligible work within the TIB funded schedule, then show it in the application. Do not show non-eligible schedules or non-eligible work on the application.

Small City Maintenance

Apply for citywide crack seal and other low-cost needs prior to overlay and sealcoat projects. Higher quantity = lower unit cost.

Small Works Roster

Visit MRSC Rosters at <https://mrscrosters.org> to register your agency or contractor for MRSC small works rosters.

Design Review

It is recommended that you submit a 60% design package for review to minimize late comments just prior to the advertisement date. This includes a pavement design for review.

Scope Changes/Change Orders

Keep your region engineer updated on any potential scope change requests or change orders throughout the project. These may need board approval.

Cross-Sections

WSDOT Manual chapter 1520 provides guidance for bike lanes using user type, speed, and ADT.

Notes:

What's New for 2024?

General

- Quarterly TIB program management training has started
- SPPP maintenance should be completed prior to applying for other preservation treatments

WSDOT

- Work on or adjacent to WSDOT right-of-way



General

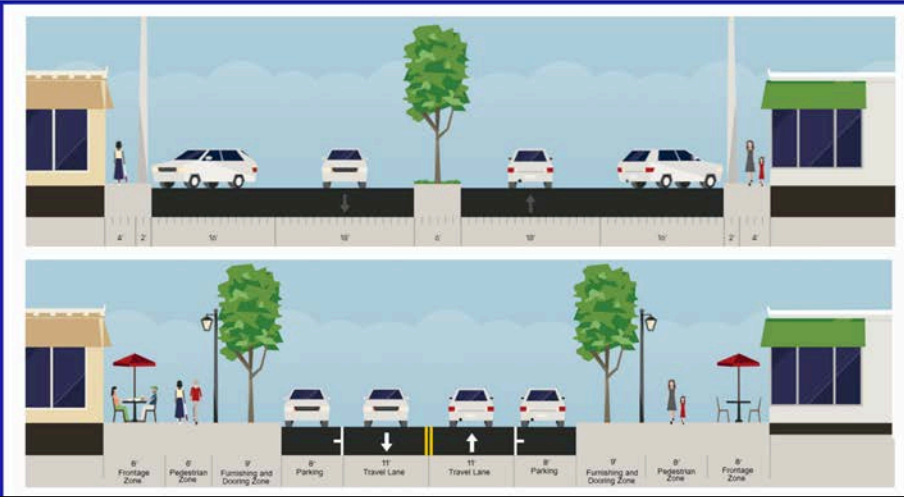
- TIB offers quarterly training* to review various program requirements and general project management in more depth. This training is intended for local agencies and consultants who are new to TIB programs or those interested in a detailed refresher.
- New state law: WSDOT received preservation funding with requirements to consider Complete Streets for projects over \$500,000. If there is a WSDOT project in your town/city, make sure to discuss the Complete Streets plan with them. Keep your TIB engineer informed if there is a WSDOT project coming through your city or town.

Maintenance Program

Crack seal or other prep-work costs should already be complete, and in most cases, not eligible except under the maintenance application.

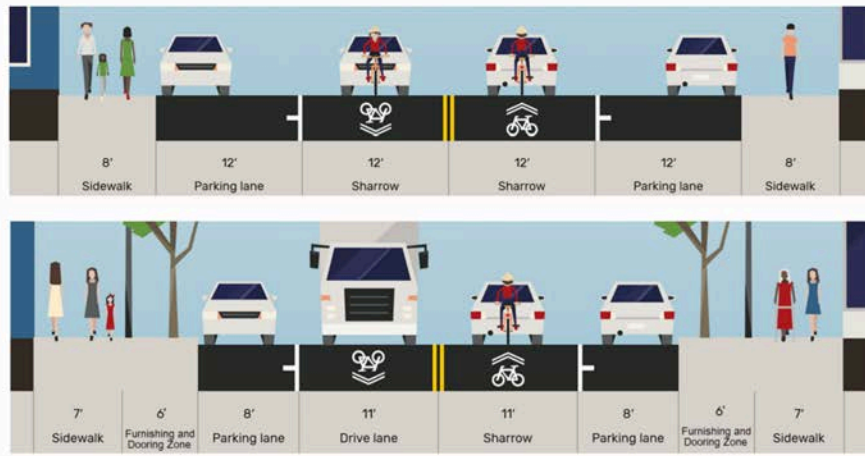
**Training schedule dependent on staff availability. Please check with region engineer or at www.tib.wa.gov for available training dates.*

Cross-Section Design



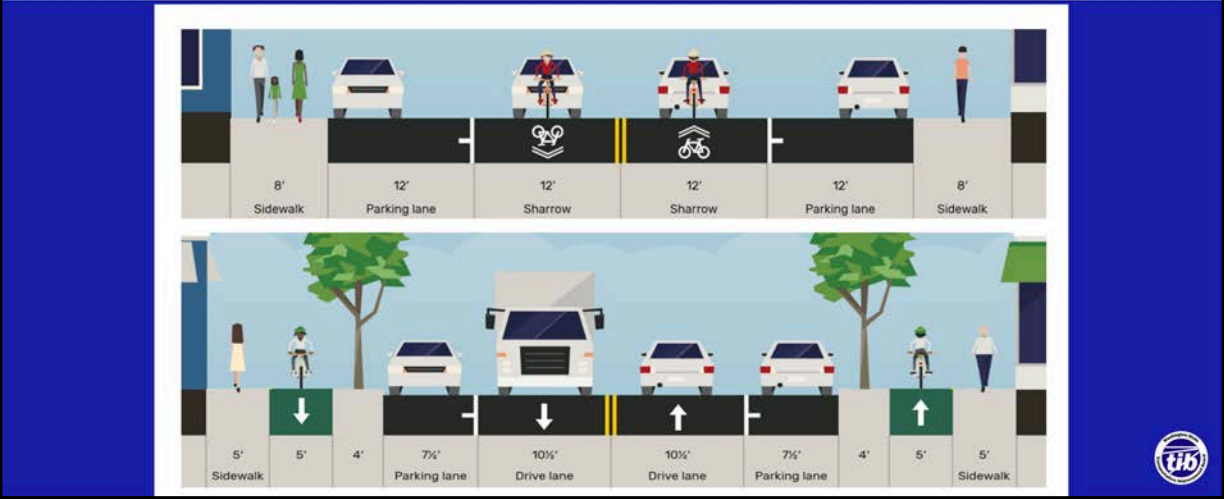
Notes:

Cross-Section Design



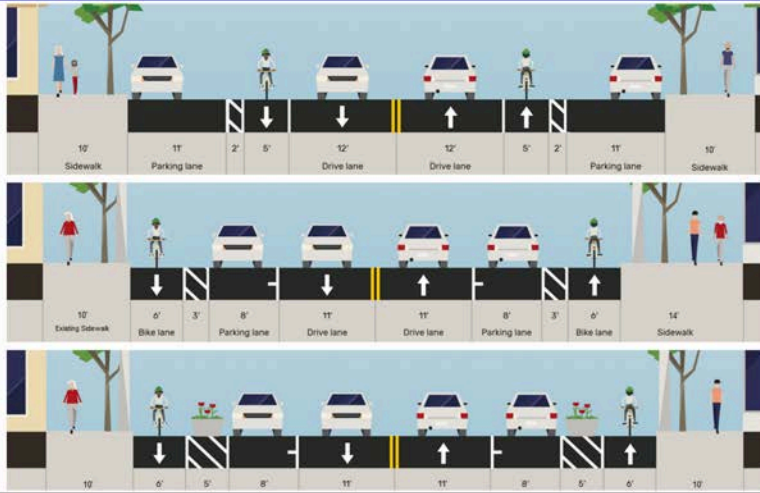
Notes:

Cross-Section Design



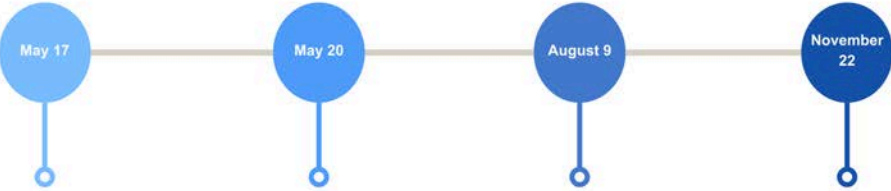
Notes:

Cross-Section Design



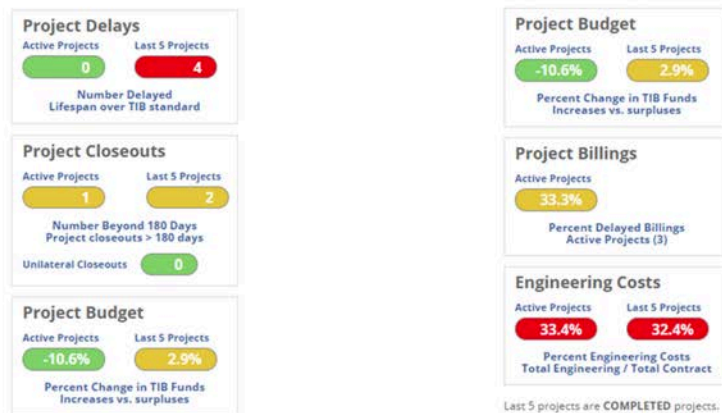
Notes:

Funding Timeline



Notes:

Agency Performance



TIB monitors the following project trends for an agency:

- Inventory
- Project delays
- Schedule extends beyond TIB standard
- Project closeouts
- Closeout not completed within 90 days of 5% 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:
 - Engineering Percent = $\frac{\text{Engineering Costs}}{\text{Contract Cost}}$
 - WAC rules limit TIB participation for engineering to 30% of contract cost. Good bids are not justification for engineering over 30%
- Application history:
 - Last application submitted
 - Applications versus funded projects

Program Overviews

SCAP

Small City Arterial Program

ATP

Active Transportation Program

SCPP

Small City Preservation and Maintenance Program

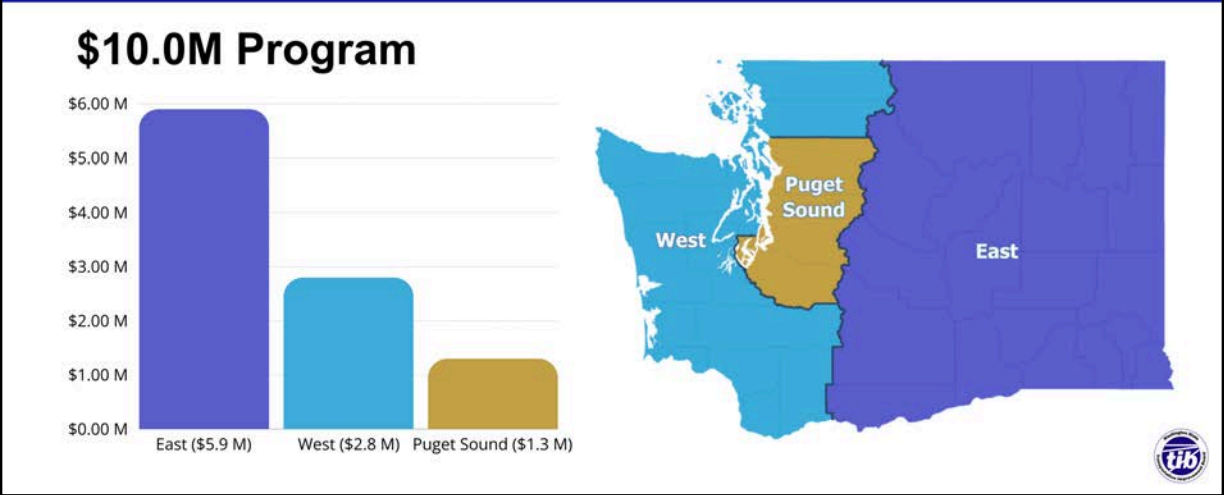
CSP

Complete Streets Program



Notes:

SCAP 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.

Typical funding ranges from \$300,000 to \$1,000,000 per project. Contact your TIB engineer if your application is outside of the typical funding range.

Notes:

SCAP Design Requirements



- Design Standards
- Sidewalk Requirements and Standards
- Sidewalk Deviations



Design Standards

Use guidance from sources, such as NACTO, Complete Streets, WSDOT Design Manual, etc. Please see the notes from “Emphasis for 2024” for design references.

Sidewalk is required only when:

- Project is located in the business district
- Project connects pedestrian destinations with business district

TIB sidewalk standards:

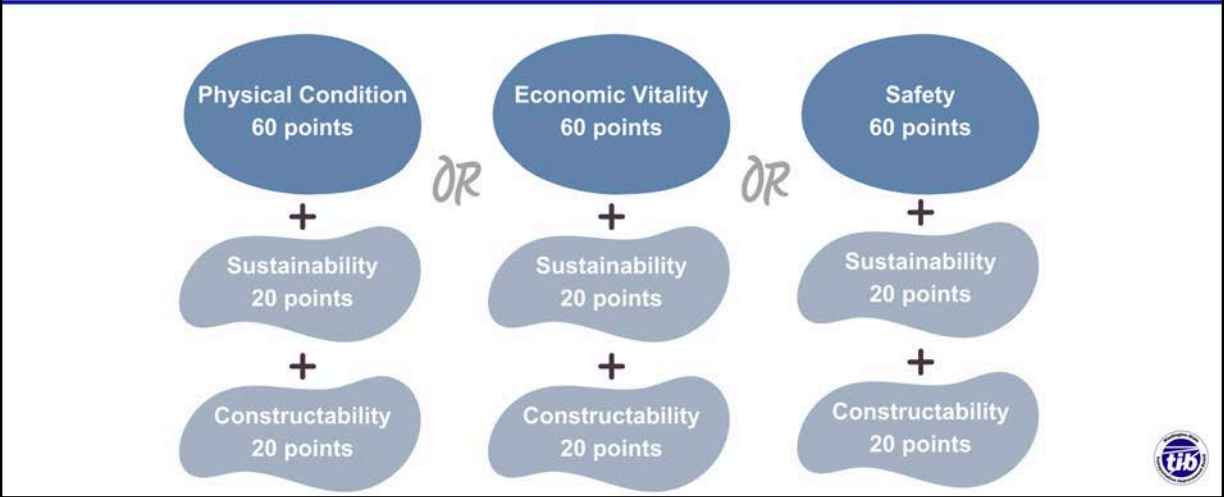
- Sidewalk must be ADA compliant
- Minimum five-foot clear width
- Hard, smooth surface (concrete, asphalt)
- Separated from travel lanes with curb or physical barrier (e.g., drainage swale)

TIB considers sidewalk deviations at application:

- Include your deviation request with the application
- Deviations may be granted for locations where sidewalk is not warranted

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

SCAP Banding



Each application is scored in all three of the following bands unless agency chooses to opt out of bands:

- Physical Condition
- Economic Vitality
- Safety

All applications receive a score for sustainability and constructability.

Band score is determined by the following equation:

Criteria score + Sustainability score + Constructability score = 100 point maximum.

Points are one of several considerations during application review.

Notes:

Physical Condition Band

Existing Pavement Condition	Non-Pavement	Loading Significance
<ul style="list-style-type: none">• Reconstruction or pavement rehabilitation• Overlay• New street	<ul style="list-style-type: none">• Stormwater• ADA compliance• Sidewalk	<ul style="list-style-type: none">• Heavy load routes• Bus routes• Significance



Corrects physical and structural deficiencies.

Existing condition:

- TIB engineer PCR score rating or;
- Bridge condition (Federally funded bridge only) or;
- Adds new street (provide justification)

Non-Pavement condition:

- Stormwater conveyance
- ADA ramps
- Existing sidewalk condition

Loading/Significance:

- Heavy load route
- Bus route (trips/day)
- Significance
- Residential
- Business corridor

Economic Vitality Band

Improves central business district, considering all users.

- Access for all users

- Aesthetics



Improves central business district considering all users.

Access for all users:

- Considers all users (bike, ped, transit, auto/freight)
- Pedestrian scale lighting
- Curb extensions (bulb-outs)
- Other traffic calming (medians, refuge islands, etc.)
- Community/business support

Aesthetics:

- Gateway/wayfinding/decorative signs
- Decorative surface treatment
- Decorative lighting/street furniture
- Other streetscape improvements
- General appearance/impression

Safety Band

Crash Data

- Property damage
- Incidents with injuries
- Incidents with fatalities

Safety Hazards

- Existing hazards, such as visibility
- Existing conditions



The proposed project makes safety improvements.

Crash History:

Incidents must occur within the project limits. Crashes must be correctable by project to receive points.

- Property damage only incidence
- Incidences with injuries
- Incidences with fatalities

Potential Safety Hazards

The proposed project must eliminate or minimize hazard to receive points.

- Roundabout or signal warrant with engineering study
- Sight Distance- Physical features that impair what driver sees.
 - Is visibility affected by horizontal, vertical or intersection alignment?
 - Skewed Intersection
- Railroad Crossing- Must improve crossing to receive points.
- Control Access
 - Entire project on both sides
 - Portion of project (1/3 of length minimum)

Obstructions - Must be moved, protected, or eliminated by project.

Evaluate permanence & magnitude of object. Examples of obstructions are power poles, mailboxes, and parked cars.

- Over 50% of project length.
- 25% to 50% of project length.
- Less than 25% of project length.

Adjacent Terrain

- Unrecoverable bank/slope

Pedestrian Safety

- Reducing crossing distance, bulb-outs, RRFB's, etc.

Truck Route

- T1-T2
- T3-T5
- Delivery truck or bus route

Notes:

Sustainability Band

Improves project quality through sustainable design	Modal Measures	Environmental Measures	Energy Measures	Pavements
<ul style="list-style-type: none"> Adopted Complete Streets ordinance 	<ul style="list-style-type: none"> Appropriate sidewalk cross-sections Bicycle facilities when appropriate 	<ul style="list-style-type: none"> Adopted Greenhouse Gas and Emissions Policy Storm water controls Hardscaping or native planting Appropriate roadway cross-sections. 	<ul style="list-style-type: none"> Construct roundabout 	<ul style="list-style-type: none"> In-place recycling Appropriate treatment type "No Cut" Ordinance
<p>TYPICAL SWALE SECTION NTS</p>				

Improves project quality through a sustainable design.

- Adopted Complete Streets ordinance

Modal Measures:

- Appropriate sidewalk cross-section
- Bicycle facilities when included in an appropriate cross-section

Environmental Measures:

- Adopted Greenhouse Gas Emissions Policy
- LID or enhanced treatment storm water controls
- Hardscaping or native-planting (no permanent irrigation)
- Appropriate roadway cross-section

Energy Measures:

- Construct roundabout

Pavement:

- In-place recycling
- Appropriate treatment type
- "No Cut" ordinance

Constructability Band

- Full funding

- Construction readiness and ease of implementation

- Agency performance



Provides a reasonable expectation of successful completion.

Full funding:

- Over match or construction only
- Adopted TBD or locally dedicated transportation funding by ordinance

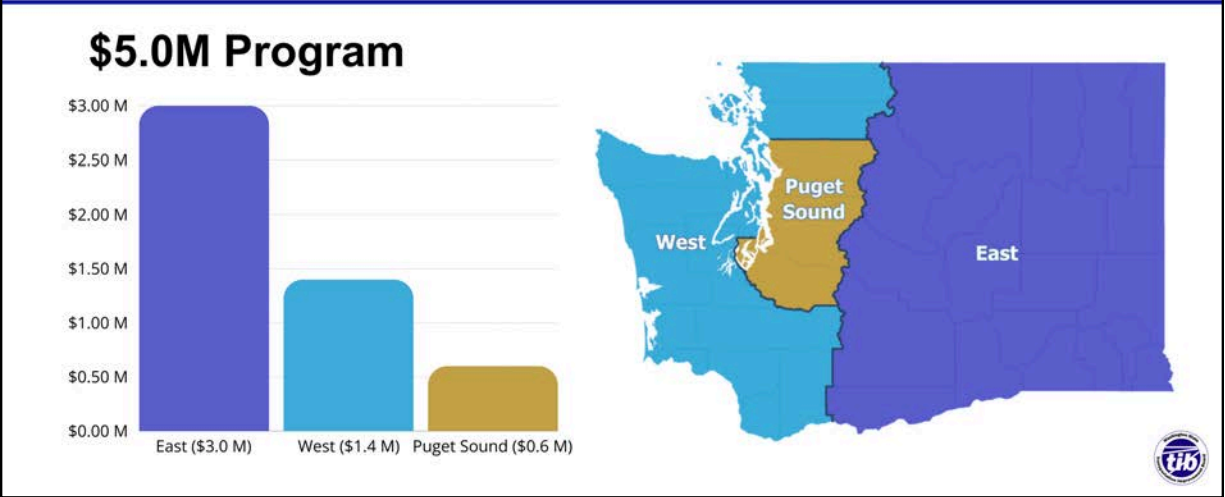
Construction readiness and ease of implementation:

- Plans, specs, and estimate complete
- Cultural resources complete
- Right of way certified or not required at application
- No federal funding
- No railroad impact
- Utility upgrades not needed or already funded

Agency Performance.

ATP

Small City Active Transportation Program



ATP 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.

Typical grant size:

- Typical funding ranges from \$150,000 to \$500,000 per project.
- Contact your TIB engineer if the application is outside of the typical funding range.

Notes:

ATP Goals



- Improve pedestrian and cyclist safety
- Create system continuity
- Link pedestrian/cyclist generators



Improve pedestrian and cyclist safety and enhance pedestrian and cyclist mobility by providing access, system continuity and connectivity.

Projects provide facilities on or adjacent to agency-owned streets.

Projects should focus on a corridor within an activity center or between pedestrian/cyclist generators.

Notes:

ATP Scope



- Examples of eligible project types
- Multiple segments and types of work applications



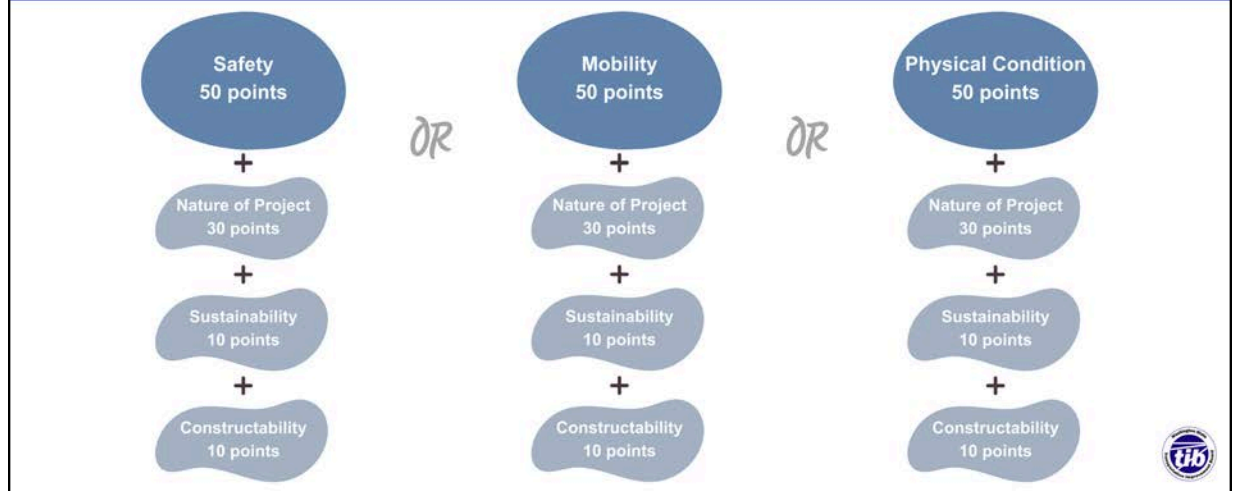
Eligible project type examples (this is not an all-inclusive list):

- Sidewalk
- Shared use path
- Bike facilities
- Mid-block crossings
- Rectangular Rapid Flashing Beacon (RRFB)
- Ramps
- Raised intersections

If applying for multiple segments, submit multiple applications. One application per segment/type of work.

Notes:

ATP Banding



Each application is scored in all three of the following bands unless agency chooses to opt out of bands:

- Safety
- Mobility
- Physical Condition

All applications receive a score for:

- Nature of project
- Constructability
- Sustainability

Band score is determined by the following equation:

Criteria band score + Nature of project score + Constructability score + Sustainability score = 100-point max

Points are only one of several considerations during application review.

Safety Band

- Documented crash involving pedestrian or cyclist

- Existing hazards



Documented crash involving pedestrian or cyclist:

- Bike/Ped crash with vehicle
- Bike/Ped crash non-vehicle

Existing Hazards (high/medium/low):

- Obstructions
- Sight distance
- Speed
- Volume (AADT)
- Exposure (number of users)

Notes:

Mobility Band

Accessesibility

- Transit access
- Business access
- Accessibility to public facilities

Community

- High-density housing
- Identified community needs



Accessibility to public facilities, such as:

- Schools
- Community Center
- City Hall
- Police/Fire Station
- Park

Notes:

Physical Condition Band

- Width
- Surface type
- Condition
- Obstructions
- Visibility
- Drainage issues
- Deep ditches
- Inadequate signage



Notes:

Nature of Project

• New sidewalk

• Existing facility

• New bicycle facility

• Pedestrian or bicycle crossing



Choose the one type which best fits your project.

New Sidewalk:

- Number of ADA barriers removed
- Extends improvements
- Length of improvement
- Adds speed management
- Appropriate cross-section

Existing Facility:

- Number of ADA barriers removed
- Length of improvement
- Restores network
- Adds speed management
- Appropriate cross-section

New Bicycle Facility (bike lanes or multi-use path):

- Number of ADA barriers removed
- Extends improvements
- Length of improvement
- Adds speed management
- Appropriate cross-section

Pedestrian or Bicycle Crossing:

- Number of ADA barriers removed
- Increases visibility
- Shortens crossing distance
- Adds appropriate ped/bicycle treatments
- Adds speed management

Sustainability

- Adopted Greenhouse Gas Emissions Policy
- Adopted Complete Streets Ordinance
- Hardscaping or climate-appropriate plantings
- Low impact drainage practice



Low impact drainage practice:

- Use bio-swales, rain gardens, or other low impact drainage practices

Notes:

Constructability

- TBD or locally dedicated funding source
- Environmental complexity
- No federal funding or WSDOT involvement
- No utilities or previously relocated utilities
- Construction ready
- Local match



Notes:

SCPP

Small City Preservation and Maintenance Program

\$10.0M Program



*** Program does not consider state routes*

State routes are not eligible for Transportation Improvement Board's Small City Preservation and Maintenance Program (SCPP).

Notes:

SCPP Scope and Project Types



Accepted Project Types

- Maintenance
- Seal Coat
- Overlay



Maintenance - look at small works roster, county, or agency work:

- Citywide crack seal
- Pavement repair
- Fog seal
- Pre-level

Seal Coat (including chip seal, scrub seal, and otta seal):

- Seal seal of existing surface
- Pavement repair
- Sweeping
- Striping (if needed)
- Minor drainage improvements

Overlay - requires previous maintenance (crack seal):

- Overlay of existing surface
 - Limited to two-inch depth- if more than two inches are needed, apply as SCAP
- Pavement repair
- Striping
- Minor drainage improvements
- Requires ADA ramp upgrade to current standards

Maintenance Rating

- Explain the problem
- Explain the solution
- Who will do the construction work
- Explain why this project should be selected



Who is conducting the work:

- County, city, small works, bid, etc.

Notes:

Seal Coat Rating

- More quantity reduces the cost per mile
- Sidewalk maintenance is not eligible for seal coat projects
- ADA ramps are not required
- State routes are not eligible



Seal Coats:

- Segment rating
- Consider scrub seal for low volume streets with significant alligator cracking

Agency Rating:

- Economy of scale:
 - Target several segments for larger scale projects
 - Documented response from provider required with application
- Deliverability

Additional Notes:

- Crack seal should be completed prior to the application for a chip seal project
- Otta seal and scrub seal do not require a prior crack seal

Overlay Rating

- Logical project limits, keeping in mind that more segments reduce the cost per mile

- ADA ramps must be upgraded if out of compliance

- State routes are not eligible



Segment Rating

Routes:

- Type of route
 - High volume
 - Arterial

Number of ADA ramps funded by TIB:

- None
- 1-5
- 6-9
- 10+

Agency rating:

- Economy of scale
 - Documented response from provider required with application
- Deliverability

CSP Complete Streets Program

\$30.0M Program
Statewide Program

CLIMATE
COMMITMENT
ACT



- To be eligible, you must have an adopted jurisdiction-wide Complete Streets ordinance.
- Over 165 agencies now have an ordinance.
 - The Legislature increased funding in this program with new requirements.

Notes:

Other Project Considerations

Project application considerations

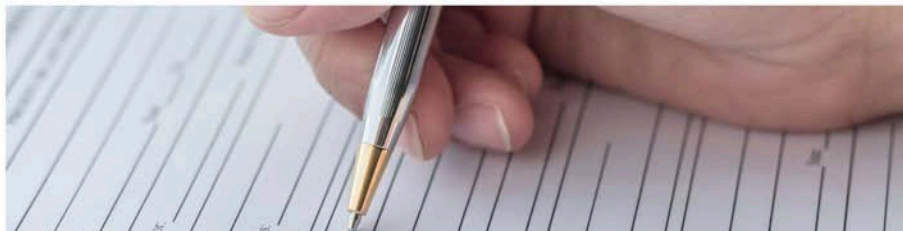
Reimbursement and match considerations



Notes:

Project Application Considerations

- In agency's adopted six-year plan (SCAP and ATP)
- Application review
- Utilities
- Delayed or at-risk projects
- Consistent with other plans
- Provide realistic schedules
- WSDOT concurrence
- Project billings
- Problem/Needs statement
- Project cost estimate
- ADA features survey



TIB requires the following for an application to be considered for funding:

- Project is included on the agency's adopted Transportation Improvement Program (for SCAP and ATP).
- Project is consistent with agency comprehensive and regional plans.
- Project is consistent with agency's adopted complete streets ordinance.

Problem/Needs statement:

- Make sure the requested need corrects the stated problem.

Application review:

- Ensure council agrees with project scope.
- If an agency withdraws or cancels a grant award and has spent TIB funds, the board may determine that agency is ineligible to apply for future applications for a determined number of grant award cycles per new WAC 479-06-095.
- Ensure application is reviewed thoroughly before submittal.
- Individual signing application must have authority to indebted your agency.

Project Schedule:

- Please provide a realistic project schedule. The TIB cash flow is dependent on the schedules provided.
- A simple design schedule **MUST** be submitted with your application.
- If your project schedule changes, update your region engineer with justification.
- Promptly closeout projects.

Project Cost Estimate:

- Project cost estimate indicates all components of work for the project.
- The estimate is reviewed and signed by an engineer licensed in the state of Washington.

Utilities:

Utility work shall be fully funded and preferably built before the TIB project. Consider ordering materials or constructing prior to TIB project.

WSDOT concurrence:

- Required for projects located on or that abut a state highway
- Written WSDOT concurrence of project concept required with application submittal

ADA Features Survey:

ADA features survey is an eligible cost but is considered as Construction Engineering if used.

Delayed/At-Risk (WAC 479-05-211):

Understand the delay and at-risk consequences for your project.

Projects are considered delayed when one of the following occurs:

- Projects awarded funding as "construction ready" will be considered delayed if construction does not begin within one year of funding becoming available.
- All other small city programs must reach construction phase within two years and six months.
- The award date or date funding is made available to the local agency by TIB, whichever is earlier, is the starting point in calculating the delay date.

Project Billings:

Projects should bill regularly:

- Quarterly during Design
- Monthly during Construction

Notes:

Reimbursement Information

Transportation Improvement Board does not reimburse for the following:

- Costs exceeding WAC limitation
- Excess property
- Work outside of limits or scope of project
- New utility or utility upgrades
- Fiber or paving fabric in HMA



Engineering costs exceeding the limitations set in WAC 479-05-170.

- Design and construction engineering cannot exceed 30% of the eligible construction contract.
- Construction-only projects are limited to 20% of the eligible construction contract.

Landscaping cost above the limitation set in WAC 479-05-130.

Limited to 5% of the total eligible construction contract (with some exceptions).

Right-of-way in excess of what is needed to construct the project (SCPP/ATP right-of-way not eligible).

Work outside of the project limits or approved scope.

New utilities or utility upgrades.

Fiber and paving fabric are not TIB eligible. If you use fiber or paving fabric, place it as a separate bid item.

Local Match Requirements

Required minimum local match:

City Assessed Valuation	Local Match
Under \$100 Million	0 Percent
\$100 Million to \$500 Million	5 Percent
Over \$500 Million	10 Percent



SCAP/ATP:

- Local match includes contributions from the lead agency, 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
- Non-eligible cost is not considered part of your local match

SCPP:

- Cannot be combined with a federally funded project

Notes:

Funding Opportunity

Small City Federal Match Program



Small City Federal Match Program

TIB funds the required local match for fully funded federal transportation projects.

- 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 the following threshold requirements:

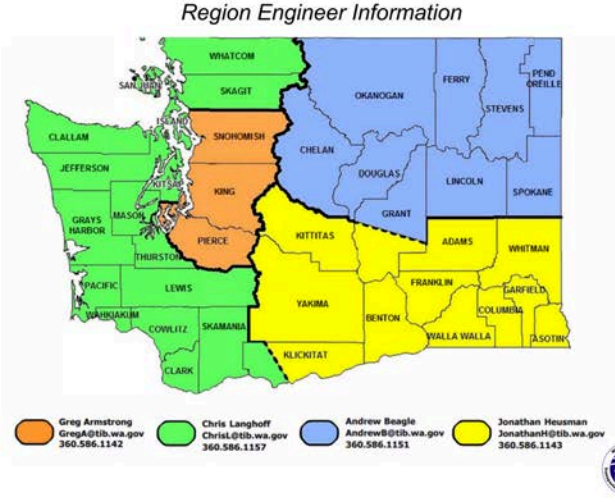
- Federal funding is 86.5% of the federal-eligible project cost.
- TIB funding is limited to 13.5% of federal-eligible project cost.
- Project must be listed in the Statewide Transportation Improvement Program (STIP) showing construction funding.
- The maximum TIB request for the Federal Match Program is \$125,000.
- The city is responsible for any cost that is not federal-eligible.
- If the project receives an increase in federal funding, a TIB funding increase is not automatic.
- Provide final summary of quantities to close project. No need to wait for WSDOT approval.

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.

Open Discussion



Notes:

Appendix



Transportation Improvement Board

Project Cost Classifications

PROJECT COSTS ARE ELIGIBLE ONLY AFTER TRANSPORTATION IMPROVEMENT BOARD (TIB) PHASE APPROVAL

DESIGN PHASE

Design phase costs are those incurred after TIB approval of design phase.

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 (including WSDOT inspection)
- Construction surveying
- Materials testing

CONSTRUCTION OTHER

- Local agency 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

- Work conducted by all contractors as part of the approved scope
- Eligible change order costs

ENGINEERING COSTS INCLUDE:

All consultant costs, WSDOT reviews/inspection, local agency management, materials testing, construction surveying, engineering and project management related work and supplies.



Transportation Improvement Board TIB Project Guidance

TIB Matching Ratio	= $\frac{\text{Total TIB Funds}}{\text{Eligible Project Cost}}$	<ul style="list-style-type: none"> • This Ratio is set at project selection • Usually does not change during project life
TIB Reimbursement Ratio	= $\frac{\text{Total TIB Funds}}{\text{Total Project Cost}}$	<ul style="list-style-type: none"> • 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	<p>Design & Construction Phase Projects</p> <ul style="list-style-type: none"> • Engineering costs more than 30% of the Contract costs are typically not eligible for TIB participation. “Good bids” are not justification for more than 30% <p>Construction Phase Only Projects</p> <ul style="list-style-type: none"> • Engineering costs more than 20% of the eligible Contract costs are typically not eligible for TIB participation 	
Minor Changes	<ul style="list-style-type: none"> • Costs are considered non-eligible until Contract Completion • At Contract Completion, TIB reviews costs to determine if eligible 	
Landscaping	<ul style="list-style-type: none"> • Landscaping costs that exceed 5% of the eligible Contract cost are not eligible for TIB participation 	
Right-of-Way Acquisition	<p>UAP & SCAP Only</p> <ul style="list-style-type: none"> • Only right-of-way necessary for construction of the project is eligible for TIB participation • Right-of-way costs are not eligible under the Active Transportation Program 	
Sidewalk Requirements	<ul style="list-style-type: none"> • Hard surfaced facility with a minimum width of five feet with no obstructions • Sidewalk is physically separated from the travel lanes with curb, ditch, or swale 	
ADA Access	<ul style="list-style-type: none"> • Use most current design standards for sidewalk and sidewalk ramps 	
Change Orders	<ul style="list-style-type: none"> • TIB may not participate in the cost of Change Orders. Contact your region engineer to determine eligibility prior to approving Change Orders. 	
Executive Order 21-02	<ul style="list-style-type: none"> • 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 	
Consultant Agreement	<p>Small Cities Only</p> <ul style="list-style-type: none"> • Use the TIB Consultant Agreement and TIB Consultant Agreement Supplement forms • Must be reviewed by TIB Project engineer before execution • For projects with Federal funding, use the Local Agency Guidelines (LAG) Consultant Agreement Supplement forms 	