

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF REVISING)	RESOLUTION NO. 85-592
TRANSPORTATION IMPROVEMENT PROGRAM)	
PROJECT MANAGEMENT GUIDELINES)	Introduced by the Joint
)	Policy Advisory Committee
)	on Transportation

WHEREAS, Through Resolution No. 79-103, the Council of the Metropolitan Service District (Metro) in November 1979 adopted revisions to the process of authorizing federal funds for committed Transportation Improvement Program (TIP) projects; and

WHEREAS, In the intervening years, the complexities of managing the TIP as evidenced by the volume of projects and diverse federal funding sources has significantly increased; and

WHEREAS, The ability to respond by committee action to the increase in magnitude of TIP actions has not kept pace and may be unwarranted in some cases; and

WHEREAS, A series of proposed changes to existing guidelines has been documented in Exhibit "A"; and

WHEREAS, The proposal focuses on specific procedures to expeditiously amend the TIP where appropriate to avoid unnecessary delays and committee involvement; now, therefore,

BE IT RESOLVED,

1. That the Metro Council approves the guidelines as set forth in Exhibit "A."

2. That Metro staff is directed to implement the guidelines in preparation and maintenance of the TIP.

3. That the Metro Council finds this action in accordance with the Regional Transportation Plan and gives Affirmative Inter-governmental Project Review approval.

ADOPTED by the Council of the Metropolitan Service District
this 26th day of Sept., 1985.


Richard Waker,
Deputy Presiding Officer

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4168C/405-3
09/13/85

EXHIBIT A

TRANSPORTATION IMPROVEMENT PROGRAM

Project Management Process

Background

Metro's Transportation Improvement Program (TIP) is the document containing all projects that have received approval for use of available federal transportation funds in the Portland metropolitan area. Inclusion of a project in the TIP for a specific dollar amount is a prerequisite for the receipt of the federal funds. However, the document is a compilation of a large number of projects using a variety of funding sources being implemented by the various cities, counties, ODOT and Tri-Met. As such, the responsibility for managing the development of a project taking into consideration such factors as project design, cost and timing is distributed among a large number of different jurisdictions. This management process is intended to establish policies and procedures whereby additions and amendments to the TIP can be approved in an expeditious manner while assuring issues of regional significance are properly addressed. In general, the objective of this management process is to define the types of project adjustments that require an amendment to the TIP and which of these that can be accomplished as administrative actions by staff versus policy action by the Metro Council with a recommendation from JPACT.

Objectives of the Process

1. Ensure that federal requirements are properly met for the use of available federal funds, including the requirement that projects using federal funds are included in the TIP and that the projects are consistent with the Regional Transportation Plan (RTP).
2. Ensure regional consideration of proposed amendments having an impact on the priority for use of limited available resources or having an effect on other parts of the transportation system, other modes of transportation or other jurisdictions.
3. Ensure that the responsibilities for project management and cost control remain with the jurisdiction sponsoring the project.
4. Authorize routine amendments to the TIP to proceed expeditiously to avoid unnecessary delays and committee activity.
5. Provide for dealing with emergency situations.

Policies

1. Consistency with RTP - Projects included in the TIP must be based upon the RTP. Questions relating to the need for and scope of a

project are answered through inclusion in the RTP; questions relating to the priority of projects within available resources are answered through inclusion in the TIP. Major projects, particularly projects affecting the capacity of the transportation system, projects that impact other modes and projects impacting other jurisdictions, must be specifically identified in the RTP; minor projects such as signals, safety overlays, parts and equipment, etc. must be consistent with the policy intent of the RTP. An amendment to the RTP to add a project can occur concurrent with a TIP amendment and must address the following:

- project description;
- objective(s) to be met by the proposed improvement;
- degree to which the proposal meets the objectives;
- impact of the proposal on the balance of the transportation system; and
- impact of the proposal on other plan objectives.

The level of detail required for this analysis should be commensurate with the scope of the proposal. Additions to the RTP or significant revisions in project scope (particularly capacity) must be approved through a periodic resolution amending the RTP or included in a routine RTP update.

2. TIP Additions - All project additions to the TIP must be at the request of the sponsoring jurisdiction and require adoption of a resolution approving a specific new project as a priority for use of a particular category of federal funds. This action will be based strictly on the amount of federal funding available and represents a priority decision as to the most effective use of the resource.

Exception: New projects within the following categories can be administratively added to the TIP at the option of Metro staff in cases where the proposed improvement does not significantly affect capacity, with monthly notification to TPAC and quarterly notification to JPACT:

- safety funds;
- bridge replacement funds - up to \$2 million;
- Interstate - 4R funds for resurfacing/rehabilitation type projects up to \$2 million;
- state Priority 3 (along state highways) and Priority 4 (local routes) Bike funds;
- emergency additions where an imminent public safety hazard is involved; and
- addition of project elements to previously approved generic projects such as Parts and Equipment, Signals, Street Overlays, etc.

3. TIP Amendments - Amendments to the TIP for previously approved projects can be approved at the request of the sponsoring jurisdiction(s) on the following basis:

a. Administrative Adjustments:

- Transfer of funds between different phases of a project and different program years within previously approved funding levels.
- Transfer of funds between projects within previously approved funding levels; transfers between jurisdictions require the approval of each affected jurisdiction; must be accompanied by a statement as to the impact on the project relinquishing funds; requires monthly report to TPAC and quarterly report to JPACT for all transfers in excess of \$100,000.

b. Adjustments by Resolution:

- Funding transfers between projects resulting in an increase or decrease in funding allocation greater than 50 percent.
- Increased allocation of funds in excess of level previously allocated to the jurisdiction.

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CONSIDERATION OF RESOLUTION NO. 85-592 FOR THE
PURPOSE OF REVISING TRANSPORTATION IMPROVEMENT
PROGRAM PROJECT MANAGEMENT GUIDELINES

Date: September 4, 1985

Presented by: Andrew Cotugno

FACTUAL BACKGROUND AND ANALYSIS

Adoption of this resolution will amend procedures by which amendments to the Transportation Improvement Program (TIP) will be approved. In particular, guidelines are provided to establish a basis for handling routine amendments as administrative actions. Changes proposed are as follows:

1. New project additions to the TIP.
 - Existing procedures require adoption by resolution of all project additions to the TIP.
 - Proposed procedures provide for administratively adding to the TIP, at the option of Metro staff, new projects not significantly affecting roadway capacity:
 - Safety improvements;
 - Bridge replacements not exceeding \$2 million;
 - Interstate 4R resurfacing/rehabilitation improvements not exceeding \$2 million;
 - State Priority 3 (along state highways) and Priority 4 (local routes) Bike funds;
 - Emergency projects involving imminent public safety hazards; and
 - Additions to previously approved "generic" projects (such as Parts and Equipment, Signal programs, Overlay programs, etc.).

The proposed procedures require that monthly notification be provided to TPAC and quarterly notification to JPACT of all transactions noted above.

2. Adjustments to projects currently identified in the TIP.
 - Adjustment by resolution.
 - Funding transfers between projects resulting in an increase or decrease in project allocation greater than 50 percent.
 - Increase in allocation of a jurisdiction brought about by increased federal funding levels.
 - Administrative adjustment.
 - Unchanged from existing guidelines except requires notification to TPAC for funding transfers exceeding \$100,000 between projects or between jurisdictions, and quarterly notification to JPACT.

TPAC and JPACT have reviewed these guidelines and recommend approval of Resolution No. 85-592.

Background and Analysis

Attachment "A" has been prepared which treats in detail new proposed guidelines for TIP management. The guidelines previously established and adopted under Resolution No. 79-103 in November 1979 remain relatively unchanged except for revisions noted herein.

These revisions are precipitated by a desire to streamline the process for routine amendments to the TIP while ensuring that proper attention is paid by TPAC, JPACT and the Metro Council for amendments of significance. In this manner, the time of various committees can be used more productively and response to jurisdictions for routine amendments can be expedited. Adoption of the proposed changes will accelerate the TIP process while maintaining compliance with federal, state and local requirements in preparation and maintenance of the TIP.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 85-592.

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