

2014 RTP update Solicitation Packet Instructions

Call for Regional transportation projects that support aspirations for safety, mobility, land use, the economy, equity and the environment

Metro is issuing a “call for projects” to update the region’s transportation investment priorities for the 2014 Regional Transportation Plan (RTP)¹.

THE OPPORTUNITY

Much has changed in the region since the adoption of the 2035 Regional Transportation Plan (RTP). Since the completion of the 2035 RTP, several projects have been implemented. Additionally, the federal government passed a new federal transportation bill with a new emphasis on outcomes, project performance, and social equity. Nonetheless, federal and state funding is on the decline while the need for transportation investments continues to rise. The changing landscape of transportation funding and policy provides an opportunity for the region to review its priorities, be strategic, and make refinements to near and long-term investments.

The purpose of this “call for projects” is threefold:

- Provide an opportunity for regional partners to identify refinements needed to **update current Federal priorities (adopted as the 2035 RTP Financially Constrained System in 2010)** to respond to completed planning efforts.
- Prioritize the projects in the constrained system by time frame to identify a general expenditure schedule and outline priorities.
- Provide an opportunity for regional partners to **identify additional priority projects to include in the 2035 RTP Investment Strategy** to meet state planning goals.

Project submittals are due to Metro on Friday December 6, 2013 (Submit project list form (and all supporting forms) electronically to [Grace Cho grace.cho@oregonmetro.gov](mailto:grace.cho@oregonmetro.gov)). All partner agencies are requested to adhere to this deadline. Any extension will limit the time the Metro Council, JPACT, MPAC and partner agencies will have to review the draft project submittals prior to the public comment period in spring 2014.

This handout includes instructions for submissions, supporting attachments, forms, and a summary on resources and planning documents for agencies to use. The resources are available to download from Metro’s website at www.oregonmetro.gov/rtp.

¹ Metro has returned to its long-standing practice of using the adoption year of the RTP in the project name. In the last RTP update, Metro briefly diverted from this practice by using the horizon year (2035). The horizon year for the 2014 RTP update is 2040.

SUBMISSION GUIDELINES

1. **Who submits projects:** Metro staff requests the assistance of local and regional partner agency staff to develop and coordinate project submittals.
 - a. Local county coordinating committee lead staff manages project submittals for their county.
 - b. City of Portland transportation staff manages project submittals within the city.
 - c. The Port of Portland, trails staff, land use staff and parks districts participate in meetings held by their respective county coordinating committee or City of Portland to coordinate their respective project submittals.
 - d. TriMet, the Oregon Department of Transportation, the South Metro Area Rapid Transit (SMART) and Metro submit projects directly to Metro rather than through the coordinating committees or the City of Portland.
 - e. ODOT determines State Highway System investments to submit within the ODOT funding target in coordination with other local and regional partners. Local agencies may include projects on State facilities within their respective funding target.
 - f. Metro will list regional programs to match its funding target.
 - g. All sponsors should look for opportunities to leverage local, state and regional resources.

Metro has transportation staff liaisons for each county and the City of Portland to assist in this effort (See attachment II).

2. **How many projects to submit:** To provide guidance on how many projects and programs to submit, the table below lists funding targets for each county and the City of Portland. The funding targets are shown in millions of 2014 dollars. The funding targets are calculated based on local revenue sources identified in the 2035 RTP and updates by the 2014 RTP finance work group. All project sponsors are requested to submit a project list in which the total project costs (in 2014 dollars) are no greater than their respective funding target. Additionally, for the federal priorities projects, several phased “soft” expenditure targets are provided to facilitate the local discussion on near-term and future transportation system priorities, as well as assist with the emissions analysis for the air quality conformity determination.

More information on the funding target assumptions is available upon request.

Jurisdiction	Federal Priorities Funding Target ¹ (millions of 2014 dollars)	Fed. Phase³ 2014-2017 (millions of 2014 dollars)	Fed. Phase 2018-2024 (millions of 2014 dollars)	Fed. Phase 2025-2032 (millions of 2014 dollars)	Fed. Phase 2033-2040 (millions of 2014 dollars)	“State” RTP Investment Strategy Funding Target (millions of 2014 dollars)
City of Portland/Port of Portland	\$1624.22	\$241.00	\$421.00	\$481.11	\$481.11	\$1145.16
Clackamas County and Cities	\$1370.31	\$203.50	\$354.91	\$406.10	\$405.61	\$525.63
Multnomah County and cities (excluding the City of Portland)	\$1251.75	\$185.26	\$324.20	\$370.52	\$370.52	\$657.27
Washington County and cities	\$3316.93	\$494.19	\$859.10	\$981.82	\$981.82	\$2153.60
TriMet ⁴	\$1963.58	\$292.00	\$509.14	\$581.22	\$581.22	\$3897.26
SMART	\$130.27	\$19.41	\$33.74	\$38.56	\$38.56	\$0.00
METRO	\$438.47	\$65.33	\$113.56	\$129.79	\$129.79	\$0.00
Oregon Department of Transportation ²	\$620.89	\$92.52	\$160.81	\$183.78	\$183.78	\$711.63

¹ Funding for projects and programs awarded in the 2016-18 Regional Flexible Fund process and ODOT funding processes (e.g. STIP Enhance) are included in the funding targets. Those projects must be included in the updated Federal priorities project list in their entirety.

² Funding for the Columbia River Crossing (CRC) project have not been added into these totals. Adjustments will be completed when a final decision has been made regarding the CRC.

³ These are soft targets for each of four time periods to prioritize the projects within the federal priorities list. The revenues for the four phases ('14-'17, '18-24,'25-'32, '33-'40) add up to the federal priorities total.

⁴ State Lottery Bonds contribution for the financially constrained funding target will need to be adjusted relative to project costs in partnership with TriMet and ODOT.

3. **What projects can be submitted?** Projects submitted must be consistent with regional policies. The 2035 RTP goals, policies, and performance targets provide the policy framework for which projects must be consistent in order to submit. This framework will be updated based on the Regional Active transportation Plan, Regional Safety Plan, and recently adopted corridor plans.

Additionally, proposed projects must demonstrate appropriate federal requirements for public involvement and analysis of community need for the project has been met. This means projects must have: 1) emerged from a planning process which identified the project meeting a local need; and 2) the project was identified through a prioritization exercise as a priority for funds. The planning and prioritization processes must have provided opportunities for public comment and made efforts to reach environmental justice communities.

Some examples of planning processes and prioritization processes which projects can emerge and are eligible for submission are:

Local Transportation System Plans	TriMet Transportation Improvement Program (TIP) or the SMART Transit Plan
Draft Regional Active Transportation Plan	Portland Streetcar System Plan
Regional Transportation System Management and Operations Plan	Portland Bicycle Plan for 2030
Regional Freight and Goods Movement Action Plan	Other adopted City and County plans and studies, including concept plans
Regional High Capacity Transit Plan	

Form D provides an outline of the expected public involvement efforts required when identifying and recommending projects to submit for the 2014 RTP update (These requirements are also listed in Appendix G. of Metro's Public Engagement Guide). As part of the 2014 RTP project solicitation, each project applicant will need to submit a completed Form D. The attachment does not have to be completed for each project, just one checklist to cover all of the projects which have met the requirements can be submitted by the applicant.²

There may be cases where a project is being recommended for inclusion in the RTP, but the local adoption process has not been completed. For projects emerging from local planning processes that have not yet been incorporated into locally adopted plans, projects may be submitted if the agency certifies it will complete the necessary public involvement requirements outlined in Appendix G. of Metro's Public Engagement Guide. The certification is Form E. The form does not have to be completed for each project; just one checklist to cover all of the projects which certifies all the requirements will be met in the near future can be submitted by the applicant.

4. **What is required in a project submission?** Project sponsors are required to submit:
- the project application form identifying basic project information; (Form A)
 - design information about the project for modeling purposes; (Form B)
 - GIS shapefiles of the project extent for mapping purposes; (Form C)
 - public involvement checklist(s) certifying the public involvement efforts were made or will be made and documented. (Forms D & E)

For projects included in the 2035 RTP financially constrained project list or the 2035 state system, the project sponsor only needs to review the existing information (e.g. the basic project information, the GIS files) and make modifications as needed if there has been a

² Metro recognizes public involvement activities occurred prior to the 2014 RTP project solicitation and prior to the public involvement direction provided by the checklist. Therefore, if the majority of checklist items have been completed, project sponsors may certify the completion of the checklist for submitted projects. Moving forward, Metro will expect all requirements as identified in the Public Involvement checklist will be completed by project sponsors.

change to the project since the 2035 RTP. **Some projects may not require any change.** The basic information is provided as part of the project solicitation packet organized by county coordinating committees and direct project submitters.

Project sponsors are being asked to emphasize completing project information fully for the projects identified for the first 10 years of the plan (2014-2017 and 2018-2024 time periods). Detailed information for projects expected to be completed from 2025-2040 do not need to have fully completed project details (e.g. design details). This is to accommodate the workload for project sponsors and also recognizing that not all project information will be known for the projects expected to be complete from 2025-2040. At a minimum, project sponsors must provide basic information and the general extents of the project for mapping and modeling purposes.

5. **How to list projects and costs:** Project/program ideas may either be listed out separately or bundled into a broad programmatic category (see Attachment V for a list of programmatic categories). Highway, road and transit expansion projects that would need to be modeled for air quality conformity purposes should be specifically identified. Project development costs should be incorporated into overall project costs. Projects that cost more than \$25 million are encouraged to be submitted as discrete phases of project development (e.g., preliminary design, final design and engineering, right-of-way acquisition, and construction) and/or smaller, logical segments. Project development costs for large projects that may not be recommended in the financially constrained system are encouraged and allowed as a discrete phase. Construction projects that cost less than \$1 million are not allowed. Projects that cost less than \$1 million should be bundled with other similar projects (e.g., sidewalk projects on multiple streets in a downtown area) to be consistent with this requirement.

All projects being submitted with an anticipated opening date of 2024 or earlier must use Metro's cost estimate worksheet (Attachment IV) or a comparable cost estimate methodology to update project costs. Submission of cost estimate worksheets is optional. (If choosing alternate methodology – please send description of methodology to Anthony.Buczek@oregonmetro.gov for review.)

6. **Requested endorsements:** Each county coordinating committee, the City of Portland, TriMet, SMART, Port of Portland and ODOT are requested to endorse the financially constrained 2040 RTP project list submitted to Metro. For county coordinating committees, the policy-level county coordinating committee can be the body for endorsement. For the City of Portland, TriMet, SMART, and ODOT, an elected or appointed body can serve as the endorsement body (i.e. Portland Planning Commission, TriMet Board, SMART Board, Oregon Transportation Commission, Port Commission). This endorsement could happen before or after the December 6, 2013 project submittal deadline, but must be obtained prior to the early January 2014 JPACT meeting.

7. **Federal priorities excel format (Form A):** A “Federal priorities” project list form (in Excel format) will be provided for sponsors to use to update their current financially constrained system. Sponsors should use this form to:
- Identify projects in current federal priorities list that have been completed
 - Identify projects that are no longer being pursued
 - Update project details (if necessary) already on the current federal priorities list
 - Add new projects to respond to new information
8. **“State” RTP investment strategy excel format (Form A):** A “State” RTP Investment Strategy project list form (in Excel format) will be provided for sponsors to use to identify those projects that should be included in the “state” RTP project list. Sponsors should use this form to:
- Identify projects that have been completed or are no longer being pursued
 - Update project details (if necessary) for projects already on the “state” project list
 - Add new projects to respond to new information
9. **Project evaluation and review process:** Projects and programs submitted will undergo a system-level performance evaluation and formal public review as part of the process of deciding which projects are included in the final RTP. A public comment period will be held in spring 2014. The performance evaluation is planned for completion in winter 2014. The policy review, performance evaluation and public comments will be considered by the Metro Council, JPACT and MPAC prior to final action in summer 2014.
10. **Forms to be submitted for each proposed project or program:** Project sponsors are responsible for completing all the necessary forms for consideration for the 2014 RTP update. The forms must be compiled and submitted by the sub-regional coordinating committee lead staff (listed on Attachment II) by **December 6, 2013** to grace.cho@oregonmetro.gov. A completed package will include the following forms:
- Form A. Investment Priorities Worksheet - indicating projects to be included in the 2014 financially constrained RTP (one worksheet for each sub-regional coordinating committee);
 - Form B. Modeling assumptions worksheet for each regionally significant road capacity project and bicycle infrastructure projects; (one worksheet for each regionally significant road project and bicycle infrastructure project);
 - Form C. GIS worksheet and shape file (or projection) submission via the online geodatabase or direct submission to Metro staff (one per project);
 - Form D. Public involvement checklist (one per applicant);
 - Form E. Public involvement certification (one per applicant);

11. List of Attachments: The following attachments are included as part of the 2014 RTP project solicitation package. Several of the attachments are informational and are to help project sponsors submit all the necessary pieces of information for project submissions. All provided on Metro's website.

- Attachment I. 2014 RTP Update Schedule
- Attachment II. Local and Metro Liaisons Contact Information
- Attachment III. 2035 RTP Goals and Performance Targets
- Attachment IV. Cost Estimate Workbook
- Attachment V. List of Programmatic Categories

RESOURCES

Along with your local transportation system plans (TSP), several additional resources will be available as you update and develop projects.

- Metro has transportation staff liaisons for each county and the City of Portland to participate in meetings and assist in this effort. See attachment II.
- Metro also has contacts for topical questions. See attachment II.
- Available maps, documents and related-materials include:
 - 2035 RTP Project Maps by Subarea
 - 2035 RTP Modal System Maps (in zoomable format)
 - Draft Regional Active Transportation Plan
 - List of project gaps for regional and bicycle network
 - Regional Transportation Safety Plan
 - Draft Atlas of Mobility Corridors

THE FORMS, ATTACHMENTS AND RESOURCES ARE AVAILABLE TO DOWNLOAD FROM METRO'S WEBSITE AT WWW.OREGONMETRO.GOV/2014SOLICITATION