

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)



Northwest New Mexico Call for Transportation Projects Guide

NWRTPO
PROJECT SUBMISSION
SCHEDULE & PROCESS
June 2018



"Our Region, Your COG"
Celebrating 40 years of Advancing Northwest NM
505.722.4327
www.nwnmcog.com



Northwest New Mexico Call for Transportation Projects Guide

Items Included:

- **Description and Overview of the Call for Transportation Projects**
- **RTIPR Background and Process**
- **Program Matrix of Example and Possible Sources**
- **Timeline of the Process**
- **Eligibility and NWRTPO Members by Jurisdiction**
- **Sample of Project Feasibility Form**

Call for Transportation Projects

Description and Overview.

The Northwest Regional Transportation Planning Organization (NWRTPO) is assisting in NM Department of Transportation (NMDOT) in a comprehensive call for transportation projects. Transportation projects can include all modes and methods of travel including roads, bridges, trails, scenic byways, rail, air, transit, etc. The process for collecting new projects will start with the submission of a Project Feasibility Form (PFF). The general public, stakeholders, or non-NWRTPO entities will need to gain permission from their appropriate jurisdiction and the PFF must be submitted by the NWRTPO member representing that jurisdiction on the Committee. A list of these members is provided in this package.



All projects, even projects currently listed in our Regional Transportation Improvement Program Recommendation (RTIPR), **will need** to submit a PFF. The RTPO is trying to clear this list to remove outdated project information and provide consultations on the feasibility of the projects.

To find out if your project is on the RTIPR, please feel free to contact our office or review through our website at: http://www.nwnmcog.com/uploads/1/2/8/7/12873976/nwrtpo_rtipr_2018-2023_final.pdf

Further, the NWRTPO and NMDOT are looking for projects that will advance on region's long-range transportation plan, which can be found at:

http://www.nwnmcog.com/uploads/1/2/8/7/12873976/northwest_nm_rtp_final_october_2015_update_june_2017.pdf

Additional information on the NWRTPO can also be found on this webpage.

In this guidance is a list of examples and possible project sourcing and programs to help showcase what types of projects are possible and are suitable to be submitted with a Project Feasibility Form.

Many of the available funding sources will place value on projects that are supported by Comprehensive Plans, Transportation Plans and Studies (Regional, State, and Tribal), Infrastructure Capital Improvement Plans, and those that went through the Project Feasibility Form process. For specific, Transportation Alternative Program (TAP) and Recreational Trails Program (RTP) projects, we would encourage you to look at the supplemental guidance found in NMDOT's "Active Transportation and Recreational Programs Guide".

http://www.nwnmcog.com/uploads/1/2/8/7/12873976/nmdot_tap-rtp_guide_ffy20-21.pdf

NOTE: Submitting a PFF does not guarantee funding from any of these sources, and additional information will be required and in some cases a separate grant application may be needed.

- (2) Project is functionally classified or qualifies for an FHWA program;
- (3) Project is technically feasible, based on engineer review; and
- (4) Requesting entity has the capacity to take on or manage Federal funding.

Role of the Prioritization Process:

Based upon the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, each RTPO will create a project prioritization process. This is the process that will be used to rate and rank the projects in each RTPO’s RTIPR.

The standardized project prioritization process to score and rank projects included in the applicable RTIPR must be consistent with the NMDOT 2040 Long Range Multimodal Transportation Plan and each RTPO’s RTP. Examples for creating a prioritization process can be found in the Active Transportation and Recreational Programs Guide (see sections on “application scoring factors” and “application scoring matrix”) and the Project Prioritization Process for Small Urban Areas developed and used by the Mid Region Metropolitan Planning Organization.

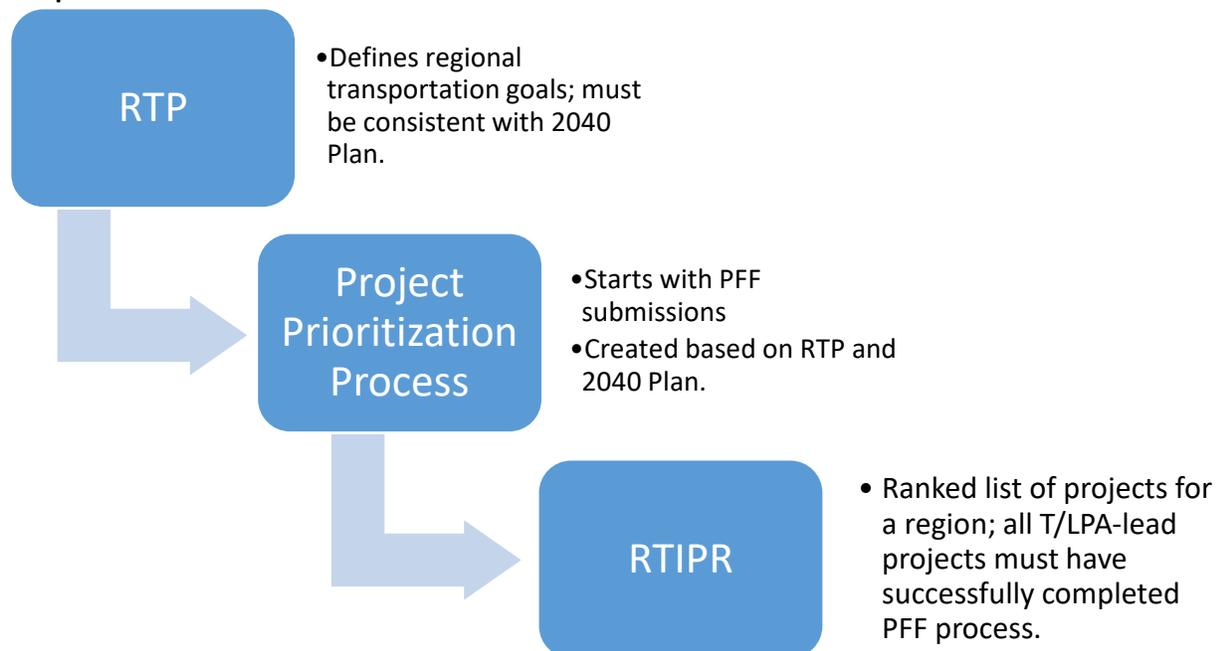
Role of the RTIPR:

The RTIPR should include both NMDOT-lead and T/LPA-lead projects.

The RTPOs will issue a call for projects according to their individual application cycles. Following submittal of all T/LPA projects (with an approved PFF) to the RTPO planner, the RTPO planner will coordinate a rating and ranking process with the RTPO board. The RTPO board will utilize the adopted criteria to rate and rank projects based on project characteristics and the extent to which they meet the articulated goals of the RTP and 2040 Plan. The resulting ranked list of projects is considered the RTIPR. The RTIPR is then submitted to the District and used for consideration by the state in developing the State Transportation Improvement Program (STIP).

All projects on the RTIPR should be confirmed with the sponsoring agency on a bi-annual basis in coordination with NMDOT’s call for RTP, TAP and other projects, to ensure that the sponsoring agency still wants to pursue funding for that project.

Simple Process Flowchart:



Northwest RTPO Prioritization Process:

The Prioritization Process is intended to assist local and tribal entities, as well as, the RTPO Policy & Technical Committee in aligning proposed projects with the established vision, mission and goals that are highlighted in the State and Regional Transportation Plans.

Projects which are proposed to be included in the RTPO's Transportation Improvement Program Recommendations (RTIPR) will be evaluated and ranked based on data, studies and qualitative factors consistent with regional priorities and federal areas of emphasis.

The Prioritization Process is a new tool developed that will be incorporated as part of the Northwest RTP Update at the recommendation of NMDOT following its review of the RTPO's decision-making processes. Project prioritization methodologies, and similar tools, are widely used in regional transportation and many other settings. These tools may differ in their complexity and their use of quantitative and qualitative evaluation, including cost-benefit analyses and numeric thresholds for measured standards. Our Prioritization Process is intended to be refined and recalibrated over time through its use and re-evaluation. In particular, as the data collection capacity of the RTPO grows, more numeric comparisons can be employed. Our Prioritization Process is intended to help formalize the review of projects, further align project selection with established goals, allow for flexibility in comparisons, and enhance the transparency of the decision-making process.

STEP 1: Project Feasibility Form. Our Prioritization Process will be used to develop the RTPO's RTIPR. So, projects will be submitted in response to this "Call for Transportation Projects" guidance and begin as Project Feasibility Forms (PFFs). PFF will be submitted as per the timeline established in this Call for Transportation Projects guidance, and thence distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review. A mandatory PFF consultation meeting will be held with the entity to discuss the project, and result in a go- or no-go decision by the District Engineer or his/her designee. RTPO staff will provide a PFF Consultation Report back to the entity outlining information including suggestions on alternative funding sources and technical assistance providers.

STEP 2: Project Prospectus Form. Projects that are approved to move forward will then need to submit a Project Prospectus Form (PPF) (which now replaces the Project Identification Form – PIF) and other application documents depending on Federal funding program. These documents are again distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review, as well as RTPO members.

STEP 3: Project Presentations. Entities will decide which projects they want to present for scoring. Project presentations are developed by each entity and are presented at the *December* monthly meeting. The presentation template assists the entity to pull information from the PPF and present it in the exact order as the scoring criteria. **A copy of the presentation templates for Roadway/Bridges and Active Transportation & Recreational Programs can be provided.** Entities can request assistance from the RTPO staff, especially in terms of, data and maps. At this meeting, the RTPO Policy & Technical Committee members will evaluate each project and presentation, using the scoring criteria. **A copy of the scoring criteria for Roadway/Bridges and Active Transportation & Recreational Programs can also be provided.**

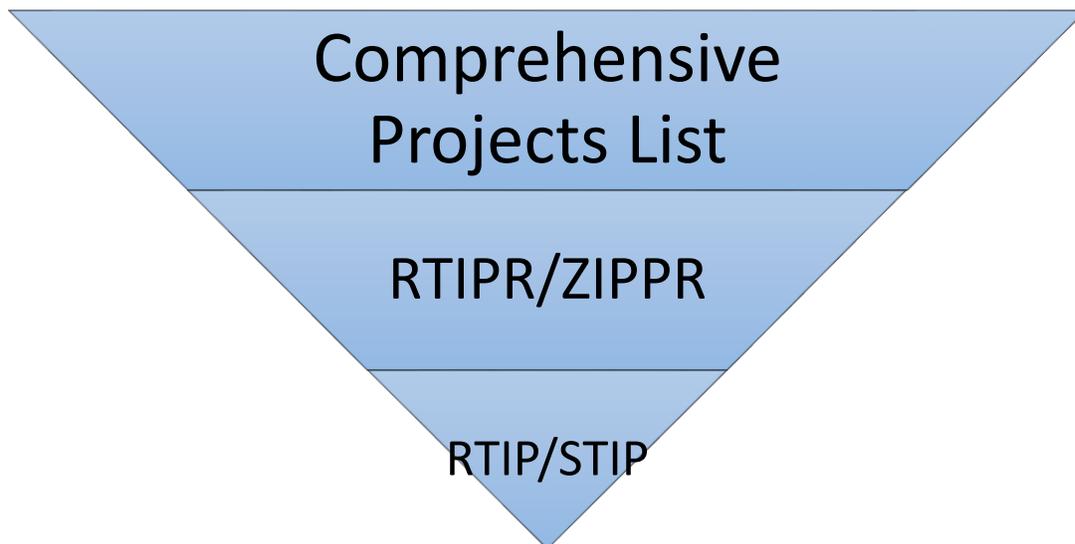
STEP 4: RTIPR Approval Process. RTPO will collect and compile each member scoring criteria form, and this will be the basis for the draft RTIPR presented to the RTPO Policy & Technical Committee in *January*. RTPO members can discuss prioritization of project, especially those that receive similar scores, and based on consensus members may make modifications to the scoring, findings and project ranking.

Their discussion will be brought back in the form of a recommendation to the RTPO Policy & Technical Committee in *February*, which will further review the project ranking and vote to establish the RTIPR.

STEP 5: ZIPPR. Since our RTPO region overlaps with several different NMDOT Districts and RTPO regions, our staff works collaboratively with other RTPO to create a unified RTIPR that then goes to the appropriate District office as a recommended list.

STEP 6: Regional Transportation Improvement Program (RTIP). Ultimately, the final Regional Transportation Improvement Program lists are finalized and submitted by the District office; these are fiscally constrained projects that are funded and get incorporated into the Statewide Transportation Improvement Program (STIP).

Comprehensive Projects List. In addition to this process, the Northwest RTPO process will include the development and update on a 20-Year Financial Plan or Comprehensive Projects List. This list will be for all projects in the region, including those that are not eligible for RTIPR. This list will be generated by Infrastructure Capital Improvements Plan (ICIP) and other local and tribal transportation plans and long-range projects.



PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES	
Bicycle, Pedestrian, Equestrian Program (BPE)	Provides development of bicycle, walking, and horse trails – often alongside traffic corridors	Bicycle lanes, multi-use trails, “share the road” roadway designations, bicycle facilities, etc.	
Federal Lands Access Program (FLAP)	Formerly known as Public Lands Highway, this program provides funding for projects that focus on access, mobility, safety, connectivity, economic development, and natural resource protection in Federal lands http://flh.fhwa.dot.gov/programs/flap/	Projects that mitigate a known safety issue; parking or rest areas; provision for pedestrians and bicycles; provides facilities for alternative modes; connects to additional routes serving Federal lands; operation and maintenance of transit facilities; or improves roadway surface and/or bridge condition(s).	
Federal Lands Transportation Program (FLTP)	The FLTP complements the Federal Lands Access Program. Where the Access Program provides funds for State and local roads that access the Federal estate, the FLTP focuses on the transportation infrastructure owned and maintained by Federal lands management agencies. http://flh.fhwa.dot.gov/programs/fltp/		
Highway Safety Improvement Program (HSIP)	Assists agencies with studying hazardous traffic conditions and funding stand-alone engineering type safety improvements to transportation facilities or non-construction traffic safety enforcement, education, or emergency medical services related programs to reduce risks of future severe crashes http://safety.fhwa.dot.gov/hsip/	Proposed road safety audits, site-specific safety projects, multi-location system wide safety projects, and/or transportation safety programs on state highways and bridges	
Long-Range, Federal Lands, and/or Tribal Transportation Planning & Studies	Provides funding for planning-related projects that emphasize long-range time frames	Long-range transportation planning, bicycle-pedestrian plans, corridor plans, or “complete streets” studies	
Transportation Alternative Project (TAP)	Formerly known as Transportation Enhancements, this program combines several funding programs and seeks projects that expand travel choices and improve the transportation experience for all users by integrating modes and improving the cultural, historic and environmental aspects of our transportation infrastructure http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm	Planning, design, and construction of on-road and off-road trail facilities, construction of turnouts, overlooks, and viewing areas, historic preservation of transportation facilities, removal of outdoor advertising, recreation trail program projects, scenic byway program projects, and safe routes to school program projects, etc.	

PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
Safe Routes to School Program (SRTS)	SRTS funding supports infrastructure development to create or improve safety features for school related traffic or pedestrians. <u>Now funded from TAP pool of funding.</u>	Sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street and off-street bicycle facilities, traffic diversion improvements, public awareness campaigns, traffic education and enforcement, student sessions on bicycle and pedestrian safety, and funding for training, volunteers, and managers of SRTS programs 
Recreational Trails Program	Provides funding for motorized and non-motorized trails and supporting infrastructure. Currently, there is a separate program other than the TAP pool.	Motorized vehicle parks and facilities, hiking trails, urban trails, joint use trails and facilities. 
Federal Transit Administration Section 5310	Provides Federal funding for seniors and individuals to serve the transportation needs of elderly persons and persons with disabilities who reside in "small urban areas"	Para-transit services, or flexible route bus services in small urban areas 
Federal Transit Administration Section 5311	The rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas, with population of less than 50,000. Funding for capital, operating, and administrative expenses for public transportation projects that meet the needs of rural communities.	Examples of eligible activities include: capital projects; operating costs of equipment and facilities for use in public transportation; and the acquisition of public transportation services, including service agreements with private providers of public transportation services. 
Special Studies	Additional studies not mentioned in other programs, such as special traffic studies	Traffic studies, corridor studies, bicycle/pedestrian count studies, etc. 
Roadways & Bridges	Projects that are determined to be functional classified can be prioritized through the STIP and receive funding	Roadway improvements, lane expansion, widening, interchange development and bridge replacement 
Federal Aviation Admin. Airport Improvement Program	Provides grants to public agencies — and, in some cases, to private owners and entities -- for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). http://www.faa.gov/airports/aip/	
TIGER Discretionary Grants	Provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve critical national objectives. http://www.dot.gov/tiger	Each project is multi-modal, multi-jurisdictional or otherwise challenging to fund through existing programs, including port, rail, planning, transit, road, and BPE projects. 

NWRTPO Timeline Call for Transportation Projects

June 2018 - March 2019:

Task	Timeframe/Due Date	Responsible Party
General Announcement of NMDOT Active Transportation and Recreational Programs Guide and CMAQ Program	April 2018	NMDOT
Initial Announcement of Call for NWNM Transportation Projects	June 6	NWRTPO Staff
Technical Assistance, Contact the NWRTPO to set up a time and place with District staff.	July	NWRTPO & District Staff
Project Feasibility Forms (PFF) Due (Must be submitted by appropriate RTPO Member)	July 31	NWRTPO Members
Send out PFF for review and set up Consultations	August 1 -14	NWRTPO Staff
Mandatory Project Consultation Meetings between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. Meeting Report due 5 working days after.	August 15 - 31	All
<p>◇ Based on decision and recommendation by District staff, project and RTPO Member will be directed to:</p> <ul style="list-style-type: none"> • Prepare and submit a Project Prospectus Form (PPF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or • Detail other options for projects and/or funding 	September 7	District Staff
Project Prospectus Forms (PPF) and TAP/RTP Applications Due (Must be submitted by appropriate RTPO Member)	October 26	NWRTPO Members
PPFs and TAP/RTP Applications are vetted by RTPO staff	November 1-15	NWRTPO Staff
PPFs & Applications sent to RTPO members for review	November 30	NWRTPO Staff
Project presentations and scoring by RTPO members Ramah Navajo Chapter, 434 BIA Rt. 125, Pine Hill	December 12 @ 10AM	NWRTPO Members
Draft RTIPR is presented to the NWRTPO Committee meeting Cibola County Convention Room, 515 West High Street, Grants	January 9 @ 10AM	NWRTPO Members
Final RTIPR is approved by NWRTPO Committee Tohatchi Chapter, 1 St. Mary's Rd. / Indian Svc. Rt. 108 off US491	February 13 @ 10AM	NWRTPO Members
District 6 RTIPR ("zipper") Meeting to finalize recommendations and priorities for inclusion into the Statewide Transportation Improvement Program (STIP) NMDOT District 6 Office, 1919 Pinon Drive, Milan	March 13 @ 10AM	District Staff, NWRTPO Members

Eligible Entities for Transportation Funds

- Local & Tribal Governments
- Regional Transportation Authorities
- State & Federal Natural Resource or Public Land Agencies
- Transit Agencies
- School Districts, Local Education Agencies or Schools

Ineligible Entities

- Nonprofits as direct grant recipients. Nonprofits are eligible to partner with any eligible entity, if state or local requirements permit.
- Businesses & Individuals; though these may partner with an eligible entity project sponsor to carry out a project.

For municipal, County, and tribal government entities interested in applying for a project, please inform, coordinate, and involve the following Northwest Regional Transportation Planning Organization (NWRTPO) representatives for your respective jurisdiction. Other entities or individuals are encouraged to do the same. Below are the jurisdictions that the NWRTPO will be considering applications from for this “Call for Projects”.

For more information, feel free to contact Robert Kuipers, RTPO Program Manager (505) 722-4327; rkuipers@nwnmcog.org

NWRTPO Members	
Cibola County	Judy Horacek, Projects Coordinator 505-285-2557; jhoracek@co.cibola.nm.us
McKinley County	Jeff Irving, Road Superintendent 505-722-2303; jirving@co.mckinley.nm.us
San Juan County (Non-MPO)	Nick Porell, Deputy Department Administrator, Public Works 505-334-4530; nporell@sjcounty.net
Gallup	Stan Henderson, Public Works Director 505-863-1290; shenderson@gallupnm.gov
Grants	Don Jaramillo, Special Projects Coordinator 505-285-3981; grantsprojects@cityofgrants.net
Milan	Jack Molerés, Public Works Director 505-285-6694 / 287-7124; publicworks@villageofmilan.com
Navajo Nation – Northern Agency	Larry Ute Joe, Senior Planner 928-640-1657; ljoie@navajodot.org
Navajo Nation – Eastern Agency	Rosilyn Smith, Senior Planner 505-786-2024; rsmith@navajodot.org
Pueblo of Acoma	Dave Deutsawe, Interim Director – Public Works 505-552-5190; ddeutsawe@puebloofacoma.org
Pueblo of Laguna	Ray Lucero, Public Works Director 505-552-1218; rlucero@lagunapueblo-nsn.gov
Pueblo of Zuni	Royce Gchachu, Program Manager 505-782-7116; royce.gchachu@ashiwi.org
Ramah Navajo	Shane Lewis, Ramah DOT 505-775-3264; ShaneLewis@ramahnavajo.org

If you are located in the Farmington MSA (of the Cities Farmington, Bloomfield, and Aztec), please contact the Farmington MPO, to discuss projects and process with them directly. Contact Information: (505) 599-1392



Northwest New Mexico RTPO PROJECT FEASIBILITY FORM (PFF)

For assistance, contact Robert Kuipers, RTPO Planner,
at (505) 722-4327 or rkuipers@nwmcoq.org

GENERAL INFORMATION

Preparation Date [Click here to enter date](#)

Project Title: [Enter Project name](#)

Requesting Entity: [Enter Entity name](#)

Governing Body Approval: [Yes / No / Pending](#)

Contact Person: [Click here to enter contact person name](#)

Phone: [Enter phone #](#)

Email: [Enter email address](#)

PROJECT DESCRIPTION

Project Type (Check all types that apply to your project):

ROADWAY

TRANSPORTATION ALTERNATIVE ([Information on Eligible Types of Recreational Trails & Transportation Alternative Projects](#))

BRIDGE

SAFETY

OTHER [If other, please describe type here](#)

Route Number and/or Street Name: [Enter route number or name](#)

Project Termini: [Enter route number or name](#)

Beginning Mile point [Enter begin point](#) Ending Mile point [Enter end point](#)

Total length of proposed project: [Enter length in miles](#)

Project Phases to be included in request (Check all phases that apply to your project):

STUDY/PLANNING

PRELIMINARY ENGINEERING

DESIGN

CONSTRUCTION

CONSTRUCTION MANAGEMENT & TESTING

NATIONAL PERFORMANCE GOALS

For more information: <http://www.fhwa.dot.gov/tpm/about/goals.cfm>

Goals to be addressed (Check all goals that apply to your project):

- (1) Safety
- (2) Infrastructure Condition
- (3) Congestion Reduction
- (4) System Reliability
- (5) Freight Movement & Economic Vitality
- (6) Environmental Sustainability
- (7) Reduced Project Delivery Delays
- (8) System Connectivity

Justification of how this project meets or addresses the goals circled above (Use additional pages if necessary):

Begin typing here. Box will expand as needed.

PROJECT COSTS

Column A			Column B	
If proposed project is <u>not</u> phased, complete Column A only. If project is phased, list the amount of funding being <u>currently</u> requested in Column A and complete Column B.			Total Phase No. (1, 2, I, II, III, etc.)	Enter Phase #
			The amount below represents the cost of the entire project and will be greater than Column A.	
Project Cost	Enter Cost \$		Total Project Cost	Enter Cost \$
Percentage Estimates			Phased projects are usually large and divided into parts of phases. If you wish to supply any additional information, list comments here:	
Total – Local Match	Enter %	Enter Cost \$		
Total – Federal Share	Enter %	Enter Cost \$	Begin typing here. Box will expand as needed.	
	100%			

DISTRICT 6 REVIEW:

(This Section will be filled out by District staff, once submitted)

By: Enter Name

Date: Click here to enter a date.

Recommended: Yes / No

Signed: _____

Type District Comments here.

Begin typing here. Box will expand as needed.

NORTHWEST NEW MEXICO RTPO

Recommends that:

- All Project Feasibility Forms for Northwest New Mexico are discussed with, filled out with, and provided through the appropriate RTPO Member, to find out who your RTPO member is, go to our webpage at <http://www.nwnmcog.com/rtpo.html> or contact us at (505) 722-4327.
- Each entity that submits a Project Feasibility Form should plan on bringing a local/tribal elected official to the joint consultation with the RTPO and DOT staff. It will help them understand the process.

Topics to discuss during PFF consultation meetings:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has a representative of the entity attended one of the T/LPA Handbook trainings? The T/LPA must follow the Handbook.
- The Americans with Disabilities Act of 1990 requires public agencies with more than 50 employees to create a transition plan to achieve program accessibility requirements.
 - Does the T/LPA have an approved plan on file with the NMDOT?
 - If the T/LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?
 - T/LPAs with fewer than 50 employees still need an ADA policy. Does the T/LPA have an ADA policy?
- Does the T/LPA have an approved Title VI plan on file with the NMDOT? (Tribal entities are not required to have a Title VI plan).
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- Is there a need for proprietary items or brands specific items on this project? If so, PIF/certification is required.
- Does the T/LPA have the minimum match required for the project? Is the T/LPA using in kind/soft match: entity furnished items/labor/materials/equipment? This needs to be approved up front and written into the agreement.
- Certified testing is required during construction and is eligible for reimbursement.
 - Has the T/LPA included funding for testing in the consultant management estimate above or does the T/LPA have certified employees that can provide materials testing?
- Does the T/LPA know the Buy America requirements for steel and iron?
 - **NOT the same as Buy American, this is not reimbursable or allowed on federal projects**
- The T/LPA must follow the NMDOT specs unless NMDOT grants permission prior to design for the T/LPA to use other specs.
- Does the T/LPA have maintenance and operations costs accounted for?
- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?