

Capitol Region Council of Governments

241 Main St., Hartford, CT 06106
Phone: (860) 522-2217 FAX: (860) 724-1274

To: Chief Administrative Officials
From: Jennifer Carrier, Director of Transportation Planning
Date: October 21, 2011
Subject: *STP-Enhancement Program: Request for Proposals*

The Capitol Region Council of Governments is inviting municipalities to submit proposals for projects to be funded under the federal STP-Enhancement Program. This solicitation assumes federal support for the enhancement program is continued through reauthorization legislation and estimated funding levels remain flat.

To aid in application preparation, please download and review the following Transportation Enhancement documents via a link under “What’s New in the Capitol Region” on CRCOG's website (www.crcog.org):

- 2011 State Program Guide
- 2011 Program Application
- 2011 Cost Estimating Guide

To apply for the STP-Enhancement funds please complete and send the following materials to CRCOG **by 4:00pm on Friday, December 9, 2011:**

- Three (3) completed and signed hardcopies of the 2011 Program Application
- Three (3) completed hardcopies of a cost estimate developed using the 2011 Cost Estimating Guide
- Three (3) copies of any other additional materials being submitted with the application (CRCOG suggests the consideration of providing a concept plan, photographs of the project site, and a description of any right-of-way and wetland involvement)
- One (1) CD containing a digital file of the electronically completed 2011 Program Application (in original file format with functioning form fields), and .pdfs of the other documents above

Towns are encouraged to submit no more than one application for consideration. Also, please note that the application requires an authorized representative to sign a “Project Sponsor and Commitment Statement” expressing a commitment to fund the necessary local match, and to operate, maintain, and insure the Transportation Enhancement.

The attached sheets generally summarize the program elements. If you have any questions please feel free to contact Robert Aloise (raloise@crcog.org) or myself (jcarrier@crcog.org).

PROJECT ELIGIBILITY

This program is for ‘transportation enhancement’ projects that relate to the transportation system by reason of function or impact and that fall into one of the 12 federally defined categories listed below:

1. Provision of facilities for pedestrians and bicycles
2. Provision of safety and educational activities for pedestrians and bicyclists
3. Acquisition of scenic easements and scenic or historic sites
4. Scenic or historic highway programs including provisions of tourist and welcome center facilities
5. Landscaping and other scenic beautification
6. Historic preservation
7. Rehabilitation and operation of historic transportation buildings, structures, or facilities
8. Preservation of abandoned railway corridors
9. Control and removal of outdoor advertising
10. Archaeological planning and research
11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
12. Establishment of transportation museums

Additional eligibility requirements are outlined in ConnDOT’s 2011 Program Guide. Please note that per the guide “projects such as operating subsidies at historic transportation facilities, burying power lines, or sidewalks projects that are strictly sidewalks without any streetscape amenities, are deemed as low priorities by the Department”.

PROJECT FUNDING

CRCOG is estimated to receive approximately \$3,070,000 million (federal) for regional projects. This amount is reflecting of anticipated monies covering the four year period beginning FFY 2013. Additionally, ConnDOT has indicated a desire to limit the number of projects programmed in any single region to three.

Prospective projects should have a minimum estimated total cost of \$300,000 (\$240,000 federal), and a maximum total estimated participating cost of \$1,700,000 (\$1,360,000 federal). The maximum federal share is 80%, and therefore a minimum local funding commitment of 20% of project costs is required (see page 23 of the ConnDOT’s 2011 Program Guide for more information).

CRCOG’S EVALUATION & SELECTION PROCESS

CRCOG will conduct the following evaluation to select the candidate projects to submit to ConnDOT:

1. Review of Proposals & Selection of Candidate Project Short List (mid to late Dec. 2011)

CRCOG staff will review and rate all proposals. The objective is to identify the best 5-7 projects that will be invited to participate in the second phase of the process that is described below. The factors CRCOG staff will consider include:

- Eligibility of the project and how well the project fits the general guidelines of the program

- Completeness of the application including how well the project is described and the quality of the cost estimate
- Evidence of town commitment to the project (funding commitment, public support, etc.)

2. Transportation Committee Review and Program Selection (mid Jan. 2012)

The finalists will be invited to a Special Transportation Committee to give brief (5-10 minutes) presentations on their proposals. Committee members will be allowed to ask the presenters questions about their respective proposals.

After all the presentations are finished, each Committee member will complete a project evaluation form ranking the projects from first (best) to last. The evaluation forms will be collected, and each project's "average" ranking will be calculated. The final ranking will be determined by placing the projects in rank order from the highest average ranking to the lowest average ranking.

3. Policy Board Approval (late Jan. 2012)

The Committee's recommended projects will be submitted to the Policy Board for their review and approval. The approved projects will be forwarded to ConnDOT as the region's recommended prioritized Transportation Enhancement program.