



1926 Victoria Avenue, Fort Myers, Florida 33901 • (239) 338-2550 • www.mpo-swfl.org

MEMORANDUM

DATE: October 27, 2011

TO: All Bicycle Pedestrian Coordinating Committee Members
All Traffic Management and Operations Committee Members
All Technical Advisory Committee Members
All Citizens Advisory Committee Members

FROM: Ron Gogoi, Deputy Director

SUBJECT: SOLICITATION OF PROPOSALS FOR TRANSPORTATION ENHANCEMENT ACTIVITY FUNDS, AND THE LEE COUNTY MPO MULTI-MODAL ENHANCEMENT BOX FUNDS

The Lee County Metropolitan Planning Organization (MPO) is requesting applications for Transportation Enhancement Activity (TEA) funds that would be available in FY 2017/18, and any unused funds from previous years. TEA funds will pay for both local enhancement and regional enhancement projects. Regional enhancement projects may include the planning and construction development phases of shared use paths along greenway corridors identified in the Lee County Greenways Plan and the Lee/Collier Bi-County Pathways Network.

The MPO is also requesting applications for Multi-modal Enhancement Box funds that have been set aside by the MPO for FY 2015/16 and FY 2016/17. The Multi-modal Enhancement Box funds will pay for bicycle pedestrian, congestion management, and transit projects on federal aid roadways only. This includes all your arterials and urban collectors/major rural collectors. **Enclosed is a FDOT Pre-Application Form that applicants/sponsors must complete for construction viability. The completed pre-application form must reach MPO staff no later than December 2, 2011.** As you prepare your pre-applications please keep in mind that:

1. Under the TEA program, based on past trends, a total of \$2.8 million and a total of \$1.2 million will be most likely be available in FY 2017/18 to District One for local transportation and regional enhancement projects respectively.
2. Under the Multi-modal Enhancement Box Program, a total of \$4.2 million is available in FY 2015/16 and a total of \$2.4 million is available in FY 2016/17.
3. For local transportation enhancement projects under the TEA Program, District One's participation is limited to \$600,000 in any one fiscal year per project. Any additional cost incurred in implementing the project beyond that amount will have to be borne by the sponsoring agency.
4. For local enhancement projects under the TEA program, and the MPO Multi-modal Box Program, any needed right-of-way must be in place to use these dollars. The project must be built on public owned property. You may lose your funding if found later that the project cannot be completed on existing public right of way.
5. **For regional enhancement projects under the TEA program, funds can be used to acquire right of way.**
6. Applicants/sponsoring agencies must be LAP certified if any of these projects are locally produced in which case they will be responsible for developing design plans with local funds.
7. **All cost estimates must be presented in Present Day Dollars** and include all necessary phases for implementation. As stated in "3", any additional cost above the estimate amount provided in the application must be the responsibility of the sponsoring agency. So make sure to get a cost estimate for your project or project phase as accurately as possible.

8. If a locally produced project gets funded, **60% design plans must be received by FDOT by October** of the fiscal year prior to the fiscal year in which construction funds are committed in the FDOT Work Program.
9. As a project applicant/sponsor, a government agency can submit pre-applications on behalf of local interest groups or non-profit organizations.
10. **Bicycle/pedestrian pre-applications submitted under the TEA and Multi-modal Transportation Enhancement Programs must be identified in the MPO Bicycle Pedestrian Master Plan.** Applicants are advised to coordinate with MPO staff while preparing the pre-applications to ensure that their projects are identified in the Master Plan.
11. Pre-applications for funding under the TEA and Multi-modal Transportation Enhancement Programs that call for bicycle pedestrian improvements will be reviewed and recommended for MPO endorsement by the Bicycle Pedestrian Coordinating Committee at its December 20th meeting.
12. Pre-applications under the Multi-modal Transportation Enhancement Program for congestion management and transit improvements will be reviewed and recommended for MPO endorsement by the Traffic Management and Operations Committee at its December 12th meeting.
13. Proposals for local enhancement funds under the TEA program that call for bicycle/pedestrian improvements will require completion of a MPO Supplement form in order for the projects to be evaluated and ranked by the MPO's Bicycle/Pedestrian Coordination Committee. However, the MPO forms will need to be completed by the sponsors only after the screening of pre-applications, and FDOT has determined that the projects are construction viable. At that point MPO staff will contact the sponsors to have them provide the remaining documents.

Pre-applications should be mailed to the attention of Ron Gogoi, Lee County MPO, 1926 Victoria Avenue, Fort Myers, Florida 33901, or emailed to rgogoi@swfrpc.org. You can also deliver the documents in person at the MPO office.

- Enclosure:
1. FDOT Pre-Application Form (*The form can be obtained in 'Word' by contacting MPO staff*)
 2. Project Selection and Implementation Guidance for Transportation Enhancement Activity & Multi-modal Transportation Enhancement Program Funds
 3. TEA Program – Eligible Activities

Name of Applying Agency:
Contact Person (Name & Title):
Email:
Phone:
Mailing Address:

Your signature indicates that the information included with this application is accurate.

Signature: _____ **Date:** _____

Check below which of the required agencies is anticipated to be the Maintaining Agency:

City **County**

Name of Maintaining Agency:
Contact Person (Name & Title):
Email:
Phone:
Mailing Address:

Your signature indicates your concurrence with the information provided within this application and your agency's willingness to allow this improvement within your right-of-way and enter into the appropriate Local Agency Program (LAP) or maintenance agreement as applicable.

Signature: _____ **Date:** _____

If the City or County is located within an M/TPO area, a M/TPO representative must fill in the required information below:

Name of M/TPO:
Contact Person (Name & Title):
Email:
Phone:
Mailing Address:

Your signature indicates the MPO has reviewed the application for consistency with all applicable adopted plans as well as program requirements and supports the proposed project.

Signature: _____ **Date:** _____

For FDOT Use Only:

Application Complete *Yes* *No* *Project Eligible* *Yes* *No*
Implementation Feasible *Yes* *No* *Recommend Programming* *Yes* *No*

Liaison _____

LAP Coordinator _____

Production Staff _____

SWAO Director (if applicable) _____

Director of Production _____

Project Information:

Project Category: Enhancement (Local) If other, please indicate funding source being sought.

Project Name (Street Name):

Project Limits (From & To) (if not at an intersection, use logical termini):

Detailed project description: (lane width; design – rural or curb & gutter; shoulder width, paved or grass; signals; median width, painted, grass or raised, etc.)

- a. Existing Conditions (provide labeled & dated pictures):
- b. Proposed Improvements:

Cost Estimate by Phase:

	Planning Study	PD&E	Design (PE)	ROW	Construction
Cost Estimate (Present Day Cost)					
Fiscal Year Funding Available					
Phase Status	<input type="checkbox"/> Not Started <input type="checkbox"/> 30% <input type="checkbox"/> 60% <input type="checkbox"/> 90% <input type="checkbox"/> Complete <input type="checkbox"/> N/A	<input type="checkbox"/> Not Started <input type="checkbox"/> 30% <input type="checkbox"/> 60% <input type="checkbox"/> 90% <input type="checkbox"/> Complete <input type="checkbox"/> N/A	<input type="checkbox"/> Not Started <input type="checkbox"/> 30% <input type="checkbox"/> 60% <input type="checkbox"/> 90% <input type="checkbox"/> Complete <input type="checkbox"/> N/A	<input type="checkbox"/> Not Started <input type="checkbox"/> 30% <input type="checkbox"/> 60% <input type="checkbox"/> 90% <input type="checkbox"/> Complete <input type="checkbox"/> N/A	<input type="checkbox"/> Not Started <input type="checkbox"/> 30% <input type="checkbox"/> 60% <input type="checkbox"/> 90% <input type="checkbox"/> Complete <input type="checkbox"/> N/A
Funding Type (Local, State or Federal)	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local

Date project was endorsed by local jurisdictional board/council. Provide certified meeting minutes:

Is the Project in the Metropolitan/Transportation Planning Organization’s (M/TPO) Financially Feasible Long Range Transportation Plan: Yes No N/A If yes, provide page #:
 If no, the project cannot be considered at this time.

Is the Project in the local jurisdictions Capital Improvement Plan: Yes No If yes, provide an adopted copy.

Is the applicant LAP certified? Yes No

Constructability Review:

For items 2 – 7 provide labeled & dated photos.

1. Are there any other projects programmed (local, state or federal) within the project limits? Yes No If yes, please provide details, including but not limited to, project scope and schedule.
2. Does the applicant have an adopted ADA transition plan? Yes No Identify areas within the project limits that will require ADA retrofit.
3. Bus Stops/Shelters/Benches: (Number, type, etc.)
4. Drainage Structures: (Number of Culverts or Pipes currently in place; type, replace, extend, etc.) Does the project fall within an area covered by a stormwater master plan? Yes No If yes, please provide a copy of the plan.
5. Any excavation greater than one foot below land surface? Yes No If yes, give locations:
6. Utilities: Yes No If yes, please list specific utilities within project limits and any issues.
7. Bridges within project limits: Yes No Can existing bridges accommodate proposed improvements? Yes No
8. Right-of-way (Existing Width) See letter E under “Required Documentation”:
9. Additional Right-of-way/Easement Required: Yes No If yes, project is not eligible at this time. If Right-of-Way was previously acquired, please provide documentation supporting process consistent with 49 CFR Part 24 was followed.
10. Is there a railroad within the project limits: Yes No If yes, project cannot be considered.

For items 11 – 17, if the answer is yes, please provide additional details, including the credentials for the person responding and by what method was the information obtained. If the answer is no, please note how this conclusion was drawn.

11. Are there any permits required?: Yes No
12. Are there any wetlands within the project limits: Yes No
13. Is there any critical habitat within the project limits: Yes No
14. Are there any endangered species within the project limits: Yes No
15. Is a historic survey required: Yes No
16. Is Recreational or 4(f) property within the project limits: Yes No
17. Are there any contamination areas within the project limits: Yes No
18. Additional Information:

Required Attachments:

A – Project Location Map

B – Dated & Labeled Pictures of the project

C – Detailed Cost Estimate including pay items

D – Local Capital Improvement Program (if necessary)

E – Survey/As-builts/ROW documentation (provide enough detail to show that adequate right-of-way exists for the proposed improvement)

F – Property Acquisition Process (if necessary)

G – Certified Meeting Minutes

Resources:

A – Project Development and Environment (PD&E) Manual
(<http://www.dot.state.fl.us/emo/pubs/pdeman/pdeman1.shtm>)

B – Local Agency Program (LAP) Manual
(http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP_TOC.shtm)

Glossary of Terms:

ADA Transition Plan: An adopted list of the physical barriers in a public entity's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities; a detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible; the schedule for taking the necessary steps to achieve compliance. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period; and, 4) the name of the official responsible for the plan's implementation.

Bridges: A box culvert greater than 20' long is considered a bridge (for construction purposes)

Contamination: The presence of any regulated material/chemical contained within the soil, surface water or groundwater on or adjacent to project, that may require assessment, remediation or special handling, or that has a potential for liability.

Critical Habitat: Area essential to the conservation of a listed species, though the area need not actually be occupied by the species at the time it is designated.

Endangered Species: A species is in danger of extinction throughout all or a significant portion of its range.

Historic Survey: The act or process of determining the location and identification of historical and archaeological sites and properties. An aspect of identification is evaluation, meaning determination of the historical significance or values represented by historical and archaeological sites and properties which have been located and otherwise described.

Logical Termini: The end points to a transportation improvement allowing for the review of environmental impacts.

Recreational or 4(f) property: FHWA and other DOT agencies cannot approve the use of land from publicly owned parks, recreational areas, wildlife and waterfowl refuges, or public and private historical sites unless the following conditions apply:

- There is no feasible and prudent alternative to the use of land.
- The action includes all possible planning to minimize harm to the property resulting from use.

Survey: Measurement of a specific parcel of land to ascertain area, corners, boundaries, topography, and divisions with distances and directions of such parcel(s). An instrument that specifies precise property boundaries.

Wetland: 1) lowlands covered with shallow and sometimes temporary or intermittent waters 2) those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

The Metropolitan/Transportation Planning Organization (M/TPO) or County as appropriate must coordinate with District Planning staff to develop a list of project priorities. In order for all parties to have adequate information to prioritize projects, the Department requires the M/TPO or County as appropriate to submit the accurately completed project application to the Community Liaison no later than February 1st of each year for the projects to be considered for funding during the work program cycle. To ensure the validity and constructability of all projects, the following criteria shall be used as standard practice when determining the eligibility of a project:

1. A clear scope of work with the entire project limits defined.
 2. No right of way is needed/ALL property is in clear ownership of the agency and ALL easements or property needed has been acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act)
 3. No railroad crossings are within the project limits
 4. All necessary environmental permit applications have been submitted to pertinent agency. If applications have not been submitted, applicant must provide a detailed schedule of permitting activities.
 5. No existing maintenance issues.
 6. Project appurtenances (i.e. drainage modifications, utility relocations, etc.) shall not exceed 50% of the total construction costs.
- A. If the project is selected for programming in the FDOT 5-Year Work Program and will be completed via a Local Agency Program (LAP) agreement, the applicant shall commit to the following terms:
1. Implementation of the project in accordance with Titles 23 & 49 Code of Federal Regulations.
 2. Participating in regularly scheduled FDOT/County/City coordination meetings.
 3. Design services shall be paid for by the local agency unless project is within Rural Area of Critical Economic Concern (RACEC).
 4. All cost overruns shall be the responsibility of the local agency.
 5. 60% (or better) design plans must be submitted to the LAP design project manager (PM) no later than October 1 prior to the fiscal year in which construction is programmed. Example: Construction programmed in FY 11/12, 60% design plans must be received by October 1, 2010.
 6. 90% (or better) design plans shall be submitted to the LAP design PM no later than January 1 prior to the fiscal year which construction is programmed. Example: Construction programmed in FY 11/12, 90% design plans must be received by January 1, 2011.
 7. Respond to all plan review comments within 30 days of receipt unless other arrangements have been made with the LAP design PM.
 8. Final signed and sealed plans must be submitted to the LAP design PM no later than June 30 of the calendar year which construction is programmed. Example: Construction programmed in FY 11/12, final signed and sealed plans must be received by June 30, 2011.
 9. Project shall be advertised within 90 days of receipt of notice to proceed from the LAP coordinator.
- B. If the project is selected for programming in the FDOT 5-Year Work Program and will be completed by the Department on behalf of the local agency, the applicant shall commit to the following terms:
1. Participating in regularly scheduled FDOT/County/City coordination meetings.
 2. Maintenance and/or locally funded agreements shall be executed by the applicant's governing board at the request of the Joint Participation Agreement (JPA) coordinator.

If the above terms are not complied with, the Department shall immediately move forward with deletion of the project. The applicant may reapply once all issues have been remedied. Programming will be subject to fund availability.

Transportation Enhancement Activity Program

Eligible Activities

The following 12 activities are eligible for funding under the Transportation Enhancement Program. Selecting any of the activities will provide a brief description of the activity. A more complete description and project requirements are provided on the Enhancement Project Requirements page.

For each of these enhancement activities, one or more of the following categories of work may be considered for funding: planning efforts, project development and environmental studies, design work, right-of-way acquisition, construction operations, and construction engineering and inspection services.

Activities

Provision of facilities for pedestrians and bicycles

This category includes providing bicycle and pedestrian features that are not included or required as part of routine transportation projects. This may include activities that enhance the transportation system through more aesthetic routing or design, construction of facilities where none currently exist, or by improving existing facilities to make them more usable for bicyclists and pedestrians.

Provision of safety and educational activities for pedestrians and bicyclists

This includes non-construction safety-related activities and the reasonable costs to provide safety and educational activities such as bicycle and pedestrian safety training, cost of facilitators and classes. It may also include related training materials such as brochures, videotapes, other training aids, as well as rent for leased space and limited staff salaries.

Acquisition of scenic easements and scenic or historic sites

This category may be applied to the purchase, donation, transfer, or trade of lands which possess significant aesthetic, historic, archaeological, cultural, natural, visual, or open space values, including, but not limited to, land and property listed in or eligible for listing in the National Register of Historic Places.

Scenic or Historic Highway Programs (including the provision of tourist and welcome center facilities)

This category covers protection and enhancement of state or federally designated scenic or historic highways. Funds may be used for projects that will protect and enhance the scenic, historic, cultural, natural, and archaeological integrity and visitor appreciation of an existing highway and adjacent area, including welcome centers.

Landscaping and Other Scenic Beautification

This category includes landscape and street-scape planning, design, and construction projects which enhance the aesthetic or ecological resources along transportation corridors, points of access, and lands qualifying for other categories of transportation enhancement activities.

Historic Preservation

Projects in this category should enhance the transportation system by improving the ability of the public to appreciate the historic significance of the project itself or the area to be served by the project. Funds may be used for the identification, evaluation, recording, documentation, curation, acquisition, protection, rehabilitation, interpretation, and restoration or any combination of the foregoing, of any historic or archaeological district, site, building, structure, landscape, or object included in or eligible for listing in the National Register of Historic Places as determined by the State Historic Preservation Officer (SHPO). Projects in this category may satisfy the eligibility requirement of relationship to the surface transportation system through a pronounced visibility from the transportation system or by providing a conspicuous or prominent impact on the traveling experience. Projects whose features are the basis of scenic or historic highway designation also meet the relationship requirement.

Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities (including historic railroad facilities and canals)

Historic transportation buildings are buildings or structures associated with the operation, passenger and freight use, construction, or maintenance of any mode of transportation where such building is listed in or eligible for listing in the National Register of Historic Places as determined by the State Historic Preservation Officer (SHPO).

Preservation of Abandoned Railway Corridors (including the conversion and use thereof for pedestrian or bicycle trails)

This category includes the planning, acquisition, rehabilitation and development of corridors for public uses including bicycle and pedestrian use. It permits the development and rehabilitation of privately owned rail corridors open to the general public without charge.

Control and Removal of Outdoor Advertising

This category covers expenditures for the removal of existing signs, displays, and devices on highways that are not classified as local roads. Projects must comply with a legal process that bases payments for removal on an equitable appraisal and has an agreeable seller.

Archaeological Planning and Research

This category includes, but is not limited to, research on sites eligible for transportation enhancement funds; experimental projects in archaeological site preservation and interpretation; planning to improve identification, evaluation, and treatment of archaeological sites; development of national and regional research designs; and data recovery and synthetic research. Projects should be used for research or interpretation of sites associated with transportation facilities. This category is not for routine excavations.

Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity

This category includes projects such as mitigation to address highway storm water runoff through erosion controls or detention and sediment pond construction, runoff pollution studies, wildlife crossings, or wildlife highway mortality studies.

Establishment of transportation museums

This category is for capital improvements to establish museums with a focus on transportation, or for the purchase of artifacts related to transportation that will be displayed in a transportation museum.

Work Categories Planning Activities

Planning efforts must either: 1) lead to the development of a proposed network or program of projects that will lead to specific construction projects; or 2) be specific planning activities necessary for defining and implementing an individual enhancement activity.

Project Development and Environmental Work

This covers studies and works when it is necessary to develop and evaluate project alternatives and assess the environmental impacts of a proposed project.

Design Work

This includes preliminary and final engineering, design and right of way surveying, architectural services, and preparing construction plans, specifications, estimates and contracts.

Right of Way Acquisition

~~This includes the cost of buying property plus right of way support services such as appraisals. The Federal Uniform Relocation Assistance and Acquisition Policies Act apply for any new right of way acquisition or relocation activities on all transportation enhancement program projects.~~ FDOT District One Policy does not allow funds from the TEA Program to be used towards the acquisition of right of way for local enhancement projects. However, funds are allowed to be used towards right of way acquisition for regional enhancement funds.

Construction

This is the major category of work for enhancement activities involving the actual building of the project.

Construction Engineering and Inspection

This covers services for overseeing the construction of a project, and is only eligible in conjunction with construction activities.

SOURCE:

FDOT Environmental Management Office