STU Funding Application Requirements

SVATS MPO

Your project application should include the following components:

1. Cover letter stating what the project is, why you are applying, the geographic limits of work and any other pertinent information. This should be no more than two (2) pages in length.
2. *Proposed Scope of Construction Activities* table (attached)
3. At least two project area photos that demonstrate the context and existing conditions
4. Project area map clearly detailing the limits of work
5. Project drawings/plans (if they exist)
6. Signed *Letter of Acknowledgement* (attached) verifying that project match is committed and that caveats of program are understood
7. Completion of *Additional Information Regarding Engineering Consultants and Project Sponsor* page

Applications should be submitted electronically in PDF format to Matt Stewart at Mstewart@mcrpc.com no later than 4:00pm on Monday, March 23, 2020.

Your project will be scored by the MPO Technical Committee based on the following criteria:

Criteria	*Sample Questions*	*Max. Points*	*Scoring Details*
Inclusion in Long Range Transportation Plan (LRTP) and/or other planning documents	Is the project listed in the current transportation planning documents?	4	0 = project not mentioned in any planning documents 1=project is generally mentioned in planning document 3= project is specifically mentioned in planning study or LRTP 4= project in planning study and LRTP
Project Type	Under which category/ies does the proposed project fall? Scored based on the percentage of budget dedicated to each project task. ** - If project does not fall into any mentioned categories, the MPO Technical Committee may meet to discuss if it should recieve additional points in this category.* *** - MPO staff may be able to fund studies through UPWP. Applicants should discuss this possiblity with staff.*	15	3 = Street resurfacing, all other projects not mentioned below* 8 = Signal improvements, intersection improvements, road-related stormwater improvements/curbing, natural or historic transportation facility improvements, signage not part of a trail , wayfinding or transit project 10 = transit infrastructure projects, bridge construction or repair, multimodal transfer facilities 13 = sidewalk construction, bike lanes, other ped imprvmnts., streetscape projects, wayfinding signage 15 = Trail project, planning/technical study**
Significance	Does this project complete goals set forth in local plans? Does the project address missing facilities or help to complete an existing facility/network? Does it help highlight natural features? Does it significantly help to preserve/stabilize a neighborhood or combat blight ?	4	(Score on a continuum)
Public Impact	What is the degree to which people will likely use this and benefit from the improvement? Will there be a high return on this investment? Is the project visible/properly exposed to the public?	5	(Score on a continuum)
Quality	Is the project well-thought-out? Does it follow best-practices? Is it in accordance with Smart Transportation principles? Is the location appropriate? Are the improvements functional and aesthetically pleasing ?	4	(Score on a continuum)
Additional Local Match	Is the project sponsor (or its affiliates) contributing any local match beyond what is required?	3	(Score on a continuum—0 = only required pre-construction costs are covered; 3 = very high local match has been pledged)
Project Readiness	Design status—has the preliminary engineering (PE) started? How far along is the project?	3	0 = PE has not started 1-2 = Design underway (1 for just starting, 2 for closer to completion) 3 = PE is completed for entire project; ready for PennDOT
	Environmental phase (ENV) status—what are the anticipated environmental impacts and how difficult will it likely be to obtain env. clearances? Will environmental clearances likely hold up the project?	3	0 = Moderate or major anticipated impacts expected (e.g. to wetlands, public parks, waterways, historic or cultural resources,T&E species, etc.) 1-2= Minor anticipated impacts expected 3 = Project is simply replacement of existing amenities and impacts are expected to be extremely minimal
	Utility phase (UTL)—What are the expected ultility impacts?	2	0 = Privately-owned utility impacts expected 1 = Utility relocation is unknown at this point or limited to only municipally-owned utilities 2 = Sponsor is sure of no utility impacts
	Consultant Selection—Does the project have a design consultant and, if so, do they have experience in succesfully delivering PennDOT projects?	4	0= No consultant is procured 1=Consultant selected; no PennDOT delivery experience 2-3=Consultant selected ; minimal PennDOT delivery exp. OR issues with staff capacity OR past performance 4=Consultant selected; has succesfully delivered multiple PennDOT projects on schedule and has the appropriate staff to complete ENV, ROW, and UTL
	Right-of-way (ROW)—Are ROW easements required, and how difficult might it be to obtain them?	3	0 = ROW takes/eminent domain will be required 2 = Minimal ROW impacts 3=NO ROW Impacts
TOTAL		**50**	

Letter of Acknowledgement—STU Funding through the SVATS MPO

As project sponsor, our community/agency leaders are aware of the following requirements attached to receiving STU funding:

1. The sponsor is responsible for and required to pay all costs associated with any tasks outside of construction and inspection. This includes planning, preliminary engineering, environmental review, final design, right of way acquisition and utility relocation. Alternatively, the sponsor can elect to provide a 20% local match (80/20 federal/local split), spread out over all phases of the project. Typically, the latter option is not chosen because it is usually more expensive and more difficult to deliver a project on time.
2. Upon signing this letter of acknowledgement, the sponsor hereby commits to the required match, as described above.
3. The sponsor is aware that all phases of the project must follow federal protocol. Once funding is received, the sponsor will work with PennDOT staff to ensure that the project phases advance in accordance with all federal guidelines.
4. The estimate provided is accurate to the best of the sponsor's knowledge and the sponsor is aware that additional funds are not typically allocated to a project except in rare circumstances (an inaccurate estimate is not one of these). It is strongly recommended that the sponsor coordinate with MPO staff prior to submittal so that the cost estimate can be run through the appropriate PennDOT staff. Any requests for extra money will be brought before the MPO Technical and/or Coordinating Committee with the understanding that additional funds are not typically provided.
5. The project sponsor is aware that they are responsible to pay the contractor for work performed and that a reimbursement agreement will be set up between PennDOT and the sponsor. Any remaining funds are not given to the sponsor.
6. The MPO Technical Committee will <u>not</u> recommend the awarding of funds to any project sponsor that currently has an unfinished STU or TA project. Leniency will be granted if the project sponsor can demonstrate (and PennDOT can confirm) that any current projects have been bid or are very close to being bid.

I have read and understand the information listed above.

Signature	Date

Printed Name

Proposed Scope of Construction Activities

Please break down your estimated work tasks into the following categories. All construction activities listed should add up to 100% of project's construction cost. Use additional sheets to further describe additional work items if necessary. Please contact Matt Stewart at 724-981-2412, x3206 or Mstewart@mcrpc.com if any questions arise.

***EXAMPLE* OF HOW TO FILL OUT THE TABLE BELOW**

#	Category	Estimated Cost	Description of Work and Quantities
1	Street resurfacing and manhole replacement	$52,000	Mill and resurface 3" depth (2" leveling course and 1" wearing course) 2,350 s.y. (750' x 28') of bituminous pavement
3	Curbing	$105,000	1,500 lf of concrete curbing @ $70/lf
8	ADA-compliant sidewalk ramps	$28,000	2 intersections; 8 ramps total @ $3,500 each
17	Landscaping/streetscaping improvements	$3,600	Planting of 12 Honeylocust trees and 6 Cleveland Pear trees; construction of 500 s.f planting area with various shrubs

Construction Activities:

#	Category	Estimated Cost	Description of Work and Quantities
1	Street resurfacing and manhole replacement		
2	Replacement of street sub-base		
3	Curbing		
4	General stormwater infrastructure		
5	New traffic signals or signal modifications		
6	New signal mast arms		
7	New pedestrian signals		
8	ADA-compliant sidewalk ramps		
9	Other sidewalk construction/ replacement		
10	Other pedestrian improvements		
11	Transit-related infrastructure		
12	Transit-related technical upgrades		
13	Bridge construction		

14	Bridge rehabilitation		
15	Lighting and related-electrical		
16	Retaining wall construction		
17	Landscaping/streetscaping improvements		
18	Natural/historic transprtn. facility improvements		
19	Bike/hike trails		
20	Bike related infrastructure		
21	Signage: transit-related		
22	Signage: bike/ped trail-related		
23	Signage: wayfinding or gateway-related		
24	Signage: other		
25	Planning study		
26	Technical project		
27	Site restoration		
28	Other: _____		
29	Other: _____		
30	Other: _____		

31	Contingency Cost:		

Please specify whether you are requesting 100% construction/inspection funding and paying all pre-construction phases yourself (recommended) or whether you are requesting 80% funding with a 20% local match.

☐ 100% construction funding with understanding that sponsor is responsible for all pre-construction costs

If electing to also have inspection fees paid, this is the requested amount for inspection: $

☐ 80%/20% split (federal/local). Sponsor is responsible for 20% of total project cost.

Additional Information Regarding Engineering Consultants and Project Sponsor

1. Please state what engineering firm (aka design consultant) you are working with on this project. (If you are not currently working with a consultant, please skip to #5):

Engineering Firm	Address

2. Please complete the following information regarding the primary engineering staff member(s) who will be working on this project:

Name	Position Title	Role on this Project

3. Is the selected engineering firm currently working on or have they previously provided engineering services for any locally-delivered (e.g. STU, Transportation Alternatives, etc.) transportation projects? If so, please complete the following information:

Project Title	Year Completed	Sponsor Name and Contact Information

4. If past projects within the municipality (or on behalf of the engineering firm) have had issues with being delivered on- time or on-budget, please list what steps will be taken to ensure a smoother delivery process:

5. If you have not yet selected a design consultant please provide your rationale and also specify when and how you will procure a consultant if funds are awarded:

6. Who is the project manager/point-of-contact on behalf of your municipality/agency?

Name	Position Title	Contact Information

Suggestions for Procuring an Engineer

Locally-delivered federal projects, such as STU projects, often are difficult to navigate. Unfortunately, the MPO has observed several projects with major complications. Since it is the responsibility of the applicant to select an engineering firm to design and manage the project alongside PennDOT staff, it is exceptionally important that the sponsor choose an engineering firm that can successfully deliver the project. Listed below are several questions (note that these are <u>not</u> requirements) that the applicant/sponsor may want to consider asking when choosing their engineering consultant:

1. If a municipal engineer is already in place (as is often the case for Mercer County municipalities), does this firm have well-rounded experience in delivering local transportation projects in accordance with Federal and State guidelines?
2. Is the sponsor open to interviewing multiple firms? If so, consider asking them to provide a portfolio of past projects of a similar scope as well as references for these projects.
3. What specific Department of Transportation design work has the considered firm done in the past? Have they worked with PennDOT? Have they worked with District 1-0? Other districts?
4. If the firm has worked on locally-delivered transportation projects in the past, what aspects of these projects were complicated? What will the engineer do to ensure a smooth delivery process? (Understand that virtually every STU project will have complications, but the important thing to consider is how to minimize these).
5. From the engineer's perspective, what things can the sponsor do to ensure a successful project (i.e. what do they need from *you*)?
6. Has the firm completed environmental reviews for transportation projects in the past? Can they give you samples of past work?
7. If obtaining right-of-way (ROW) will be part of your project, does the firm have considerable experience in working through ROW agreements?
8. How long will it take the engineering firm to complete the work—and various individual phases of the project? Would they be willing to develop a project schedule as part of the contract to ensure that project milestones are met?
9. Do they have a sample contract they can provide? Or will the municipality be drawing up the contract? Make sure it is clear how much money the sponsor will provide for design services (consider a not-to-exceed amount) and that a detailed scope of services is outlined.
10. Does the proposed firm's project team have an appropriate skill set and experience for your project?