

*TRANSPORTATION ADVISORY BOARD
Of the Metropolitan Council*

Notice of a Meeting of the
TECHNICAL ADVISORY COMMITTEE

Wednesday, February 6, 2019
Metropolitan Council
9:00 A.M.

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of January 2, 2019 Minutes**
4. **TAB Report** (Elaine Koutsoukos, TAB Coordinator)
5. **Committee Reports**
 - **Executive Committee** (Lisa Freese, Chair)
 - a. **2019-07: Amendment to the TAC Bylaws**
 - **Planning Committee** (Jan Lucke, Chair)
 - a. **2019-08: TPP Amendment for Gold Line and I-94 Lane Addition**
 - i. **Gold Line Presentation**
 - ii. **I-94 Presentation**
 - iii. **TPP Amendment Overview Presentation**
 - b. **2019-12: ITS Infrastructure**
 - **Funding & Programming Committee** (Paul Oehme, Chair)
 - a. **2019-09: Scope Change: St. Paul Safe Routes to School**
 - b. **2019-10: Program Year Extension: Carver County TH 5 Regional Trail**
 - c. **2019-11: Scope Change Consultation and Evaluation Process**
 - d. **2019-13: Federal Funds Reallocation Policy**
6. **Special Agenda Items**
 - **Freeway System Interchange Study** (Tony Fischer, MTS, and Michael Corbett, MnDOT)
7. **Agency Reports**
8. **Other Business**
9. **Adjournment**

Streamlined TIP Amendments going to TAB this month. Contact Joe Barbeau with questions at 651-602-1705.
MnDOT I-35W Pavement Rehabilitation Project

[Click here to print all agenda items at once.](#)

*Transportation Advisory Board
Of the Metropolitan Council*

**Minutes of a Meeting of the
TECHNICAL ADVISORY COMMITTEE
Wednesday, January 2, 2019
9:00 A.M.**

Members Present: Doug Fischer, Lyndon Robjent, Brian Sorenson, John Doan, Brian Isaacson, Lisa Freese, Jan Lucke, Steve Bot, Elaine Koutsoukos, Steve Peterson, Michael Larson, Adam Harrington, Lynne Bly, Amanda Smith, Bridget Rief, Andrew Emanuele, Dave Jacobson, Peter Dahlberg, Danny McCullough, Karl Keel, Ken Ashfeld, Paul Oehme, Michael Thompson, Kim Lindquist, Robert Ellis, Jen Hager, Bill Dermody, Paul Kurtz

1. Call to Order

The meeting was called to order by Chair Lisa Freese at 9:02 a.m.

2. Approval of Agenda

A motion to approve the agenda was moved by Lyndon Robjent and seconded by Brian Isaacson. No discussion. Motion passed.

3. Approval of Minutes

A motion to approve the minutes was moved by Bridget Rief and seconded by Robert Ellis. Motion passed.

4. TAB Report

Elaine Koutsoukos reported on the December 19 TAB meeting.

5. Committee Reports

A. Executive Committee (Lisa Freese, Chair)

Lisa Freese reported on the Executive Committee meeting, which focused on the agenda for the day and a proposed bylaw amendment. This amendment would change the meeting time of the monthly Technical Advisory Committee meetings to 9:30 am in order to better accommodate traffic congestion. This item will be brought to the February meeting for formal action. Also discussed was a request by Danny McCollough to participate on one of the TAC subcommittees. It was determined that the committee that appointed Mr. McCollough to TAC had been disbanded, and a new committee would have to be established in order to allow bicycle/pedestrian participation on the TAC-Planning Committee. Staff will look at options and provide additional clarity on this issue in the proceeding month.

B. Planning Committee (Jan Lucke, Chair)

The TAC-Planning Committee did not meet in December. Jan Lucke introduced items that will be presented on the January agenda.

C. Funding and Programming Committee (Paul Oehme, Chair)

2019-02 Program Year Extension: Ramsey County. Paul Oehme presented the item. Brian Isaacson moved and the recommended motion was seconded. Motion passed.

2019-03 2018 Highway Safety Improvement Program Project Selection. Paul Oehme presented the item. Doug Fischer moved and Karl Keel seconded the recommended motion. Motion passed.

2019-05 Program Year Change: City of Brooklyn Center. Paul Oehme presented the item. John Doan moved and Brian Isaacson seconded the recommended motion. Motion passed.

2019-04 2018 Regional Solicitation Funding Options. Steve Peterson presented the item. Mr. Peterson explained that the TAB desired to have TAC discuss provide input on the pros and cons of the remaining funding scenario options. He continued by explaining that the Base Scenario had been modified and was now referred to as the “Base Plus” Scenario. This, along with the Expansion-Heavy Scenario, were the two scenarios favored by TAB. Mr. Peterson provided the details of the two scenarios and explained that the TAC Funding and Programming Committee did not make a recommendation favoring one scenario or the other, but did recommend up to 10% over-programming. Mr. Peterson continued by discussing the options available should TAC support the 10% over-programming. Brian Isaacson asked whether there are any potential risks associated with over-programming above the traditional levels, to which it was discussed that there are certain risks associated with over-programming both too much and not enough. As some projects do not come to fruition during the expected time frame, it is advantageous to have other projects in the queue should funding become available.

John Doan made a motion to recommend to TAB adoption of over-programming of up to 10.5%. The motion was seconded. Motion passed.

Mr. Fischer elaborated on his thoughts on the Base Plus and Expansion Heavy scenarios and proposed a third scenario, which related to the elimination of the City of St. Paul/HOURCAR project within the Base Plus Scenario. Bill Dermody made a motion to recommend to TAB two scenarios: the Base Plus Scenario with over-programming option 2 and the Expansion Heavy Scenario with over-programming option two. Motion was seconded by Brian Sorenson. John Doan proposed an amendment that the Base Plus Scenario with over-programming option 4 be added to the motion. Motion to add the amendment was seconded. The amendment to the motion failed to pass. Mr. Dermody’s original motion to recommend two scenarios passed.

6. Special Agenda Items

There were no special agenda items.

7. Agency Reports

Bridget Rief clarified that security wait times at checkpoints may not be available or up to date on the MSP Airport website.

Amanda Smith noted that the MPCA has two reports coming out within the week: “The Air We Breathe” and a biannual report on greenhouse gas emissions.

Lynne Bly noted that Scott McBride is transitioning from MnDOT to the private sector.

Brian Sorenson noted that he will be the new State Traffic Engineer for MnDOT and this will be his last TAC meeting.

Andrew Emanuele noted that FHWA will remain open during the government shutdown.

8. Other Business and Adjournment

The meeting was adjourned at 10:54 a.m.

Prepared by:

David Burns

ACTION TRANSMITTAL No. 2019-07

DATE: January 30, 2019
TO: Technical Advisory Committee
FROM: TAC Executive Committee
PREPARED BY: David Burns, Senior Planner (651-602-1887)
SUBJECT: Revision of TAC Bylaws
REQUESTED ACTION: Request approve of the revised TAC bylaws.
RECOMMENDED ACTION: That the Technical Advisory Committee adopt the TAC bylaws as revised to remove the prescribed meeting time, add committee membership, and update committee member designators.

BACKGROUND AND PURPOSE OF ACTION: There was a request from within TAC membership to move the meeting start time from 9:00 am to 9:30 am. MTS staff and the TAC Executive Committee discussed the request and agreed it was appropriate. As the 9:00 am start time appears in the bylaws, a bylaw change is needed to accommodate the request. A redlined informational item was presented to the TAC on January 2, 2019, and was discussed with no objections. TAC members recommended updating the committee membership and its designating organizations. The State Non-motorized Advisory Board, which appoints the Non-motorized Transportation representative to TAC, expired in December 2018. TAC Planning Committee does not have a non-motorized transportation representative.

RELATIONSHIP TO REGIONAL POLICY: Article VI of the Technical Advisory Committee Bylaws prescribes the process to amend the bylaws. A motion must pass with a two-thirds majority to be approved. The TAC bylaws explain the TAC's purpose, membership composition, election of officers, structure and schedule of meetings, conduct of business, and subcommittee responsibilities and structure.

STAFF ANALYSIS: MTS staff researched for existing non-motorized transportation committees to replace the now-defunct State Non-motorized Advisory Board that appointed the non-motorized transportation representative on TAC. Existing entities are limited in representatives. The easiest and best fit for appointing bicycle and pedestrian members for TAC and TAC Planning would be the bike/pedestrian peer discussion group that convened throughout the TPP update and on an ongoing basis. The group includes local practitioners and is familiar with Council planning efforts. It could appoint from within its membership or, if needed, from outside the group. Currently, the bylaws call for one non-motorized transportation representative. TAC should also consider adding a representative and designating one for each mode (bicycle and pedestrian), as each has different needs.

COMMITTEE COMMENTS AND ACTION: The TAC reviewed the information item and discussed the proposed changes at its January 2, 2019, meeting.

ROUTING

TO	ACTION REQUESTED	COMPLETION DATE
TAC Executive Committee	Notification and Review	1-02-2019
Technical Advisory Committee	Review & Recommend	1-02-2019
TAC Executive Committee	Review & Recommend	
Technical Advisory Committee	Review & Approve	
Transportation Advisory Board	Notification	

BYLAWS

of

The Technical Advisory Committee (TAC)

**~~March 2, 2016~~ Proposed
amendments January 2019**

These bylaws explain the TAC's purpose, membership composition, election of officers, structure and schedule of meetings, conduct of business, and subcommittee responsibilities and structure. These bylaws were adopted by the TAC on ~~March 2, 2016~~.

ARTICLE 1: NAME AND PURPOSE

A. Name

The name of this body shall be the Technical Advisory Committee (hereinafter called the TAC).

B. Purpose

The purposes of the TAC are:

1. Provide the technical assistance and coordination necessary for the Transportation Advisory Board (hereinafter called the TAB) to carry out its duties and responsibilities;
2. Assure state, regional, county and municipal involvement and coordination in transportation decisions of metropolitan significance;
3. Provide a forum for discussion of metropolitan transportation issues by professional staff of planning and implementing agencies.

ARTICLE II: MEMBERSHIP OF THE TAC

A. Composition

The TAC shall be composed of the following professional staff:

Designated representatives or their designated alternate of:

- | | |
|---|-----|
| Association of Metropolitan Municipalities | (8) |
| Metropolitan Airports Commission | (1) |
| Mn Dept of Employment and Economic Development | (1) |
| Minnesota Department of Transportation | (1) |
| Minnesota Pollution Control Agency | (1) |
| USDOT (FHWA) (non-voting) | (1) |
| Suburban Transit Provider (designated by Suburban Transit Association) | (1) |
| Non-motorized Transportation (designated by State Non-motorized Advisory Board) | (1) |
| Freight (designated by MnDOT Freight Office) | (1) |
| And the following individuals (or their representative): | |
| Metropolitan Council | (3) |
| - Dir. Of Metropolitan Transportation Services (MTS) | |
| - Dir. Of Community Development | |
| - General Manager of Metro Transit | |

County Engineer of each of the Seven Metropolitan Counties	(7)
Region 7W (represent the areas of Sherburne and Wright Counties in the Twin Cities Urbanized Area)	(1)
Minneapolis City Engineer and Planning Director	(2)
St. Paul City Engineer and Planning Director	(2)
Transportation Advisory Board Coordinator	<u>(1)</u>
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B. Appointment and Changes of Representatives to the TAC

The agencies listed in Article II A. shall notify the TAC Chair in writing of any changes to its designated representative and alternate representative. The change shall take effect upon the Chairperson's receipt of such notification. When a vacancy occurs, the Chairperson shall immediately notify the appointing body and request that a new representative be appointed.

C. Qualifications of Members and Alternates

The representative should be able to speak for the organization he/she represents and be a participant in its decision making process.

D. Terms of Office

All designated representatives shall serve at the pleasure of their respective organizations.

E. Responsibilities

It is the responsibility of each member or alternate to attend TAC meetings on a regular basis to be informed on matters coming before the TAC and to participate in the Standing Committees.

F. Attendance.

Attendance is an essential component of Committee work. Should a Committee member or alternate miss attending any four regular meetings in a six-month period without reasonable excuse for such absences, that member shall be considered to have resigned from the Committee. The TAC Committee Chair will notify the appointing agency, and that agency must reappoint a member to the Committee. The same attendance criteria as stipulated above shall also apply to regularly scheduled standing committee meetings. While regular attendance is expected, remote attendance will be accommodated in certain circumstances.

ARTICLE III: OFFICERS OF THE TAC

A. Chairperson

The Chairperson shall be a member of the TAC. The Chairperson shall serve for a term of three years beginning January 1. The Chairperson cannot serve more than one term. The Chairperson must be able to devote the time that is necessary to work effectively and cooperatively with the members of the TAC and TAB. The Chairperson shall preside at all meetings of the TAC and shall have duties and responsibilities as are normally attendant upon that office and as are prescribed by these bylaws and as are specifically delegated or assigned by the TAC. The Chairperson shall appoint the vice-chair of the TAC and the chairs of the standing committees and task forces. The Chairperson shall represent the TAC at meetings of the TAB and other meetings as authorized by the TAC and shall act as liaison with the TAB. In such capacity, the Chairperson shall express the collective views of the TAC.

B. Vice-Chairperson

The Vice-Chairperson shall be a member of the TAC. The Vice-Chairperson shall be appointed by the Chairperson. The Vice-Chairperson shall act for the Chairperson during temporary absence and shall perform such duties as may be delegated by the Chairperson. The term shall be concurrent with that of the Chairperson.

C. Secretary

The Metropolitan Council's Director of Metropolitan Transportation Services, after consultation with the TAC Chairperson, shall designate one of his/her professional staff as Secretary of the TAC. The Secretary shall maintain a current copy of these bylaws and shall provide a copy to each newly appointed TAC member. Upon revision, the Secretary shall promptly update these bylaws and furnish each TAC member with an updated copy. The Secretary shall keep all TAC minutes; shall oversee the production and distribution of materials for upcoming TAC meetings as directed by the Chairperson and with the TAB Coordinator shall oversee the production of TAC materials for presentation to the TAB. The Secretary shall keep a record of the attendance of TAC members and shall report to the Executive Committee on a regular basis. The TAC Secretary shall also serve as Secretary to the Executive Committee.

ARTICLE IV: MEETINGS OF THE TAC

A. Regular Meetings

Regular meetings of the TAC shall be held ~~at 9AM~~ on the first Wednesday of every month at a time and location determined by the members. Members of the TAC shall be sent notification of the specific time and place and tentative agenda, together with appropriate material pertaining to agenda items at least

five days prior to the meeting. These materials will also be available to the public on the Council's website.

B. Cancellation

Regular meetings of the TAC may be cancelled by a majority vote of the members or by the Chairperson. The TAC Chairperson may not cancel two successive regular meetings without the approval of the Executive Committee.

C. Special Meetings

Special meetings of the TAC may be held upon the call of the Chairperson or a majority of the members of the TAC. Notice of a special meeting shall include the date, time, place and agenda for that meeting and shall be sent to the TAC members three days prior to the meeting. Business at special meetings shall be limited to the subject(s) stated in the call.

D. Quorum

A simple majority of TAC members shall constitute a quorum for the conduct of business at any meeting of the TAC. If a quorum exists at any time during the meeting, a quorum is then determined to exist for the remainder of the meeting.

E. Non-Member Participation

All meetings of the TAC, its committees and task forces shall be open to the public. Non-member participation shall be at the discretion of the Chairperson.

F. Order of Business

The business of the TAC shall contain the following elements:

- 1) Approval of the Agenda
- 2) Approval of the Minutes of Previous Meetings
- 3) TAB Report
- 4) Consent Items
- 5) Reports of Committees
- 6) Special Agenda Items
- 7) Agency Reports
- 8) Other Business
- 9) Adjournment

G. Conduct of Business

- 1) Roberts Rules of Order

The rules contained in the current edition of the Roberts Rules of Order

shall govern the TAC to the extent that they are not inconsistent with these bylaws.

2) Suspension of Rules

Roberts Rules of Order may be suspended by a two-thirds vote of the TAC members present.

3) Voting, Motions, Recording

Only members of the TAC may vote on matters, introduce or second a motion before the group. There shall be no voting by proxy and each member shall be entitled to only one vote on any issue. The chairperson shall be a voting member of the TAC. Voting on any matter shall be by voice vote provided that a roll call vote shall be called and recorded on any issue if requested by the Chairperson or a majority of members present. Upon request of any member, the Secretary shall repeat the motion and the name of the mover and seconder immediately preceding a vote by the TAC.

In situations when the TAC meeting has been canceled but an item requires TAC action, the TAC Chair may offer the members the opportunity to vote electronically. The electronic votes must be received from a quorum of the members for the vote to be valid. The TAC Secretary will record the electronic vote and forward the action to the TAB, if necessary. The results of the electronic vote, the action transmittal and all appropriate materials pertaining to the item will be sent to the TAC members and posted on the website. The item will be on the TAC agenda the following month for information.

ARTICLE V: COMMITTEES

A. TAC Chairperson Nominating Committee

At the November TAC meeting, in the third year of the Chair's term, the members shall caucus within their respective groups representing the cities, the counties and the agencies. The caucuses shall select one person from their caucus to be a member of the TAC Chairperson Nominating Committee. At the December TAC meeting, the TAC Chairperson Nominating Committee shall nominate a candidate for TAC Chair.

B. Executive Committee

The Executive Committee shall be composed of the TAC Chairperson, the Vice-Chair and the chairpersons of the standing committees, the MnDOT TAC member, the Metropolitan Council's MTS TAC member, the TAB Coordinator, the immediate past TAC Chair and such other TAC members as the TAC Chairperson may appoint. The Executive Committee will be chaired by the TAC Chairperson

and will meet at his/her discretion to coordinate TAC activities.

C. Standing Committees and Subcommittees

Standing committees are created or discharged only by action of the TAC. These committees are to perform as delineated within the purposes and objectives for each committee as adopted by the TAC. These committees shall make a report of activities at each regular TAC meeting. The committee chairperson shall be selected by the TAC chairperson from the members of the TAC. The term of the committee chairperson shall be concurrent with that of the TAC Chairperson. Each standing committee chair shall propose the membership for his/her standing committee to the Executive Committee which shall consider each proposal and propose the membership of each standing committee to the TAC. The membership and purpose statement of the standing committees shall be approved by the TAC annually. The two standing committees of the TAC are the Funding and Programming Committee and the Planning Committee. Standing committee chairpersons may establish appropriate subcommittees and appoint the subcommittee chairperson from among the members of the parent standing committee. The purpose, objective and membership of the subcommittee shall be approved by the parent standing committee.

1) Funding and Programming Committee

The TAC shall establish a TAC Funding and Programming Committee. The primary function of the committee shall be to advise on the use of and to manage federal transportation funds available to the region. The committee shall include the following purposes and objectives:

- Prepare and process the regional TIP and TIP amendments
- Carry out the Regional Solicitation for Federal Funds
- Assist in the development and review of the TPP and MnDOT's Metro Highway Investment Plan
- Review program year date and scope change requests
- Prepare the Annual Implementation report on Regionally Solicited and Federally Funded Transportation Improvement Projects and Programs

The membership of the committee shall include (1) representative (or alternate) from:

- At least five Counties
- At least five Cities
- MnDOT Metro District
- MnDOT State Aid Office
- Metropolitan Council staff
- MPCA
- DNR
- Suburban Transit Association
- Metro Transit
- MnDOT [Bicycle and Pedestrian Section](#) [Metro District Multimodal Planning](#)

- TAB Coordinator
- FHWA (non-voting)

2) Planning Committee

The TAC shall establish a TAC Planning Committee. The primary function of the committee shall be to address transportation planning and policy issues. The committee shall include the following purposes and objectives:

- Interpret new or revised changes in federal law or guidance, and their impact on TAC/TAB/MPO roles.
- Give direction to the TAC, TAB, MPO in carrying out new or revised roles due to changes in federal law or guidance
- Manage the Functional Classification Procedures
- Assist in the development and review of the TPP and MnDOT's Metro Highway Investment Plan and other planning documents of regional or statewide significance
- Review Airport Comprehensive Plans
- Review Airport Land Use Compatibility Guidelines/Procedures
- Review the design and application of airport noise mitigation plans
- Review and comment on highway traffic forecast models, transit ridership forecasts, aviation forecasts
- MAC Annual CIP and Environmental Review

The membership of the committee shall include (1) representative (or alternate) from:

- At least four counties
- At least four cities
- MnDOT Metro District
- Metropolitan Council staff
- MPCA
- MAC
- Metro Transit
- Suburban Transit Association
- TAB Coordinator
- FHWA (non-voting)

D. Special Task Force

The TAC may establish task forces and develop their charge subject to approval by the Executive Committee. Activities shall be reported to the TAC at regular meetings and the results are subject to approval by the TAC membership. The membership and purpose statement of each task force shall be approved by the TAC. The primary function of the task force shall be to provide technical direction to the TAC or TAC subcommittees when they consider matters of a highly technical nature not regularly considered by the TAC/TAB/MPO. The following are examples of specific tasks that might be assigned to this task force:

- Define the benefits and drawbacks of new highway facility designs and application such as “roundabouts” or single-point intersections.
- Define the benefits and drawbacks of freight facility provisions, location or design and applications such as the use of double trailers, or heavier trailers.
- Review and comment on bicycle facility design standards
- Review Airport Comprehensive Plans
- Review Airport Land Use Compatibility Guidelines/Procedures
- Review the design and application of airport noise mitigation plans
- Review and comment on highway traffic forecast models, transit ridership forecasts, aviation forecasts
- MAC Annual CIP and Environmental Review

The membership of the task force should include (1) representative from:

- At least two counties
- At least two cities
- MnDOT
- Metropolitan Council staff
- MAC
- TAB Coordinator

Other members shall be appointed as needed based on the topic under discussion and the members’ expertise.

E. TAC Membership on MnDOT’s Capital Improvements Committee (CIC)

Eight representatives from the TAC, in addition to the Metropolitan Council representative and the TAB Coordinator, shall be appointed by the TAC Chair to the MnDOT Metro District Capital Improvements Committee. TAC’s [CIC](#) membership should include the TAC Chair, the Funding and Programming Committee Chair, the Planning Committee chair. TAC’s [CIC](#) membership should strive to achieve geographic balance through the appointment of city and county representatives.

F. Voting

Only members, or alternates, of a given committee or task force may vote on matters, introduce or second a motion before that group. Non-member participation, excluding voting, shall be at the discretion of the committee/task force chair.

In situations when a TAC Standing Committee meeting has been canceled but an item requires TAC Committee action, the Committee Chair may offer the members the opportunity to vote electronically. The electronic votes must be received from a quorum of the members for the vote to be valid. The TAC Standing Committee Secretary will record the electronic vote and forward the

action to the TAC, if necessary. The results of the electronic vote, the action transmittal and all appropriate materials pertaining to the item will be sent to the TAC Standing Committee members and posted on the website. The item will be on the TAC Standing Committee agenda the following month for information.

ARTICLE VI: AMENDMENT

These bylaws may be amended by a two-thirds vote of the TAC members present, provided that written notice setting forth in detail the content of the proposed amendment(s) has been given to the TAC at the preceding regular TAC meeting. Upon adoption by the TAC, these bylaws and any amendments thereto shall be forwarded to the TAB for its information.

ACTION TRANSMITTAL – 2019-08

DATE: January 30, 2019

TO: TAC

FROM: TAC Planning

PREPARED BY: Steve Peterson, Manager of Highway Planning and TAB/TAC Process (651-602-1819)
Cole Hiniker, Manager of Multimodal Planning (651-602-1748)
Tony Fischer, Planning Analyst (651-602-1703)

SUBJECT: Draft Amendment to the 2040 Transportation Policy Plan to amend METRO Gold Line project and amend I-94 project from MN 101 to I-494

REQUESTED ACTION: That the draft amendment to the 2040 Transportation Policy Plan that amends the METRO Gold Line project and I-94 project from MN 101 to I-494 be released for public review and comment

RECOMMENDED MOTION: Recommend that the Transportation Advisory Board recommend that the Metropolitan Council release the draft amendment to the 2040 Transportation Policy Plan for public review and comment to extend the METRO Gold Line project and add lanes along I-94 from Dayton Parkway to MN 101

BACKGROUND AND PURPOSE OF ACTION: The 2040 Transportation Policy Plan (TPP) includes a fiscally constrained list of major projects for investment in the region by 2040, known as the Current Revenue Scenario. All dedicated-guideway transitway projects and highway projects that add lanes to a Principal Arterial Highway are considered major projects under federal guidance. These projects must be identified as funded in a region's long-range transportation plan (i.e., the 2040 Transportation Policy Plan) in order to qualify for federal funding and respectively to begin construction. The attached proposed 2040 Transportation Policy Plan Amendment #2 document describes the project changes in detail.

This amendment proposes to add lanes along I-94 from Dayton Parkway to MN 101 to the TPP's Current Revenue Scenario at the request of the Minnesota Department of Transportation (MnDOT), following the project development process and completion of an Environmental Assessment for a pavement project currently included in the 2040 Transportation Policy Plan.

The METRO Gold Line project locally preferred alternative (LPA) was originally added to the 2040 TPP with the plan's adoption in February 2015. The LPA was subsequently revised to shift the project from terminating in Lake Elmo to terminating in Woodbury when the TPP was updated in October 2018. Ongoing corridor work related to early design of the project throughout 2018 resulted in a recommendation for a short extension of the project in Woodbury to a new station and terminus.

The 2040 TPP is currently being amended to include the Riverview corridor locally preferred alternative with final adoption anticipated by the Metropolitan Council in February 2019. This second amendment would alter the amended Plan and its consideration by TAC and TAB will be contingent upon the first Plan amendment being adopted by the Council beforehand.

RELATIONSHIP TO REGIONAL POLICY: The Metropolitan Council and its Transportation Advisory Board are required, under both state and federal law, to develop a multimodal long-range regional transportation plan that identifies transportation system goals, needs, and investment priorities over at least a 20-year period. All projects adding lanes to a Principal Arterial Highway are considered major projects under federal guidance and must be identified as funded in a region's long-range transportation plan in order to begin construction.

Highway projects can be added to the fiscally constrained Transportation Policy Plan when the following criteria are met.

- The proposal is consistent with the goals, objectives and strategies of the region's 2040 Transportation Policy Plan
- Documentation is submitted showing how the project can be built with revenues in the fiscally constrained plan (or reasonable proposed additional revenues)
- Air Quality Conformity is maintained
- Public Involvement is conducted

MnDOT has provided the appropriate information to meet these criteria for the added lanes along I-94 from Dayton Parkway to MN 101 in Northwest Hennepin County.

Transitway project locally preferred alternatives in the fiscally constrained Transportation Policy Plan must be amended if planned stations are added or removed from the project. Federal Transit Administration guidance for Capital Investment Grants requires an LPA to be addressed in the TPP prior to the completion of the Project Development phase, which is scheduled to end for the Gold Line project in January 2020. The proposed change to the LPA does not affect the project's cost or timeline, so the LPA criteria to change the TPP only require that resolutions of support are adopted by local affected governments. These resolutions are expected to be passed by the City of Woodbury and Washington County prior to the Council's release of the draft amendment for public comment.

STAFF ANALYSIS: This draft amendment to the 2040 TPP is proposed for review and recommendation for release for public comment. The document provides background on the relationship to the existing plan, the local project development process, and a project description for the Plan.

The amendment also provides information on the impacts of the amendment to the Plan, particularly addressing any federal requirements for project lane additions. This includes an assessment of fiscal constraint, an assessment of effects on the environment and air quality conformity, an assessment of effects on equity and environmental justice populations, and an assessment of the revised Plan outcomes. An assessment of public comments will be added to the text prior to final adoption.

With these elements included, the necessary information has been provided to release an amendment of the TPP for public comment.

COMMITTEE ACTION: TAC Planning did not have any changes to the motion as written. Motion was approved.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
TAC Planning	Review & Recommend	1-10-19
Technical Advisory Committee	Review & Recommend	
Transportation Advisory Board	Review & Recommend	
Metropolitan Council Transportation Committee	Review & Recommend	
Metropolitan Council	Review and Release for Public Comment	
Metropolitan Council	Review & Adopt	

2040 Transportation Policy Plan Amendment #2

Overview

Amendment Purpose

This amendment extends the METRO Gold Line alignment to a new terminus in Woodbury.

This amendment also adds lanes along I-94 in Northwest Hennepin County from Dayton Parkway to TH 101. This work will be an extension of a lane addition already in the 2040 Transportation Policy Plan's Current Revenue Scenario that goes from Dayton Parkway to TH 610.

Policy Basis

Gold Line Extension and Station Addition

The 2040 Transportation Policy Plan presents policies and plans to guide development of the region's transportation system.

The Plan includes strategies in Chapter 2 that are organized by the Plan's six transportation system goals, including a number of strategies that relate to investment in the transitway system and the coordination of stations with local land use planning, as shown in table 1. These strategies guide the planned investments in transitways that are detailed in Chapter 6: Transit Investment Direction and Plan.

As part of the METRO Gold Line's Federal Transit Administration Project Development phase, the project is conducting an environmental review and supportive planning and engineering work. During this process, the Gold Line project office and the City of Woodbury worked together to incorporate Woodbury's local planning initiatives around proposed Gold Line station areas. The proposed terminus at the Woodbury Theater site was developed during the Pre-Project Development phase and included structured parking. During early design advancement, project partners determined that a parking structure was not the highest and best use of the Woodbury Theater site. As a result, a surface park-and-ride lot and additional terminus station is now recommended to be added to the locally preferred alternative approximately 0.3 miles to the northwest of the Woodbury Theater station along Guider Drive in a vacant parcel along I-494. There will continue to be some Gold Line parking available at the Woodbury Theater site that includes existing express bus parking until the site is redeveloped outside of the Gold Line project.

Table 1 – Transportation Policy Plan Strategies related to Transitway Investment

Goal	Strategy Number	Strategy Text
Access to Destinations	C12	“Regional transportation partners will invest in an expanded network of transitways that includes but is not limited to bus rapid transit, light rail, and commuter rail. Transitway investments will be prioritized based on factors that measure a project’s expected contributions to achieving the outcomes, goals, and objectives identified in Thrive MSP 2040 and the Transportation Policy Plan.”
Land Use and Local Planning	F3	“Local governments will identify opportunities for and adopt guiding land use policies that support future growth around transit stations and near high-frequency transit service. The Metropolitan Council will work with local governments in this effort by providing technical assistance and coordinating the implementation of transit-oriented development. The Metropolitan Council will also prioritize investments in transit expansion in areas where infrastructure and development patterns support a successful transit system and are either in place or committed to in the planning or development process.”

The Gold Line Corridor Management Committee recommended this alignment at their September 6, 2018 meeting and the information for this meeting is posted at [METRO Gold Line - Committees](#). The City of Woodbury passed a resolution of support for this change on *(to be completed)* and Washington County passed a resolution of support for this change on *(to be completed)*.

I-94 Lane Addition

The Plan includes strategies that are organized by the Plan’s six transportation system goals, including a number of strategies that relate to investment in the highway system and this proposed amendment, as shown in table 2. These strategies and others guide planned investments in the region’s highways that are detailed in Chapter 5: Highway Investment Direction and Plan.

Table 2 – Transportation Policy Plan Strategies related to this Highway Investment

Goal	Strategy Number	Strategy Text
Transportation System Stewardship	A2	“Regional transportation partners should regularly review planned maintenance preservation and reconstruction projects to identify cost-effective opportunities to incorporate improvements for safety, lower-cost congestion management and mitigation, MnPASS, strategic capacity, transit, bicycle, and pedestrian facilities.”
Access to Destinations	C7	“Regional transportation partners will manage and optimize the performance of the Principal Arterial system as measured by person throughput.”
Competitive Economy	D5	“The Metropolitan Council and MnDOT will work with transportation partners to identify the impacts of highway congestion on freight and identify cost-effective mitigation.”

Highway projects are added to the fiscally constrained Transportation Policy Plan when the following criteria are met.

- The proposal is consistent with the goals, objectives and strategies of the region’s 2040 Transportation Policy Plan
- Documentation is submitted showing how the project can be built with revenues in the fiscally constrained plan (or reasonable proposed additional revenues)
- Air Quality Conformity is maintained
- Public Involvement is conducted

The 2040 Transportation Policy Plan (TPP) includes a fiscally constrained list of major projects for investment in the region by 2040, known as the Current Revenue Scenario. All projects that add new lanes to a Principal Arterial Highway are considered major projects under federal guidance. These projects must be identified as funded in a region’s long-range transportation plan (i.e. 2040 Transportation Policy Plan) in order to be included in the Transportation Improvement Program (TIP) and begin construction. Highway projects occasionally change during the project development process, both in project scope and cost. The proposed change being recognized in this amendment is to a project on I-94 between I-494 and TH 101 currently in the TPP and described as a major pavement preservation project along with a lane addition between TH 610 and Dayton Parkway (previously referred to as Brockton Lane). During the project development process and preparation of an Environmental Assessment for the project, added lanes along I-94 from Dayton Parkway to TH 101 were also found to be cost effective and

with this amendment will be added to the project scope. Additional project elements being added to the project scope and cost include a truck weigh station, rest area improvements and increased pavement thickness.

The I-94 corridor from the Fish Lake interchange (I-94/I-494/I-694) in Maple Grove to TH 101 in Rogers is identified in the TPP’s Increased Revenue Scenario as part of the future regional MnPASS system vision. In these corridors, the TPP prioritizes the addition of MnPASS lanes over traditional general-purpose lanes when adding highway capacity. This project will add a general-purpose lane over a portion of the identified MnPASS corridor and will be designed to not preclude the addition of MnPASS lanes in the future. MnPASS could be accomplished by converting the newly added lanes from TH 101 to TH 610 to MnPASS if needed in the future. As another option, the median ditch contains sufficient space to allow an added future MnPASS lane in each direction within existing right of way and without requiring the replacement of any bridges.

Project Details

The following project description for the METRO Gold Line in Chapter 6 is amended to reflect the new alignment.

METRO Gold Line (Gateway Dedicated BRT) This project will connect Saint Paul, Maplewood, Landfall, Oakdale, and Woodbury. This project’s locally preferred alternative was adopted as dedicated BRT generally on the Hudson Road – Hudson Boulevard (A-B-C-D3) alignment that crosses to the south side of I-94 at approximately Bielenberg Drive terminating along Guider Drive between Queens Drive and Woodlane Drive. Advanced station-area land use planning, environmental work, and early engineering is ongoing. The project was also approved for entry into the FTA New Starts project development phase in January 2018.

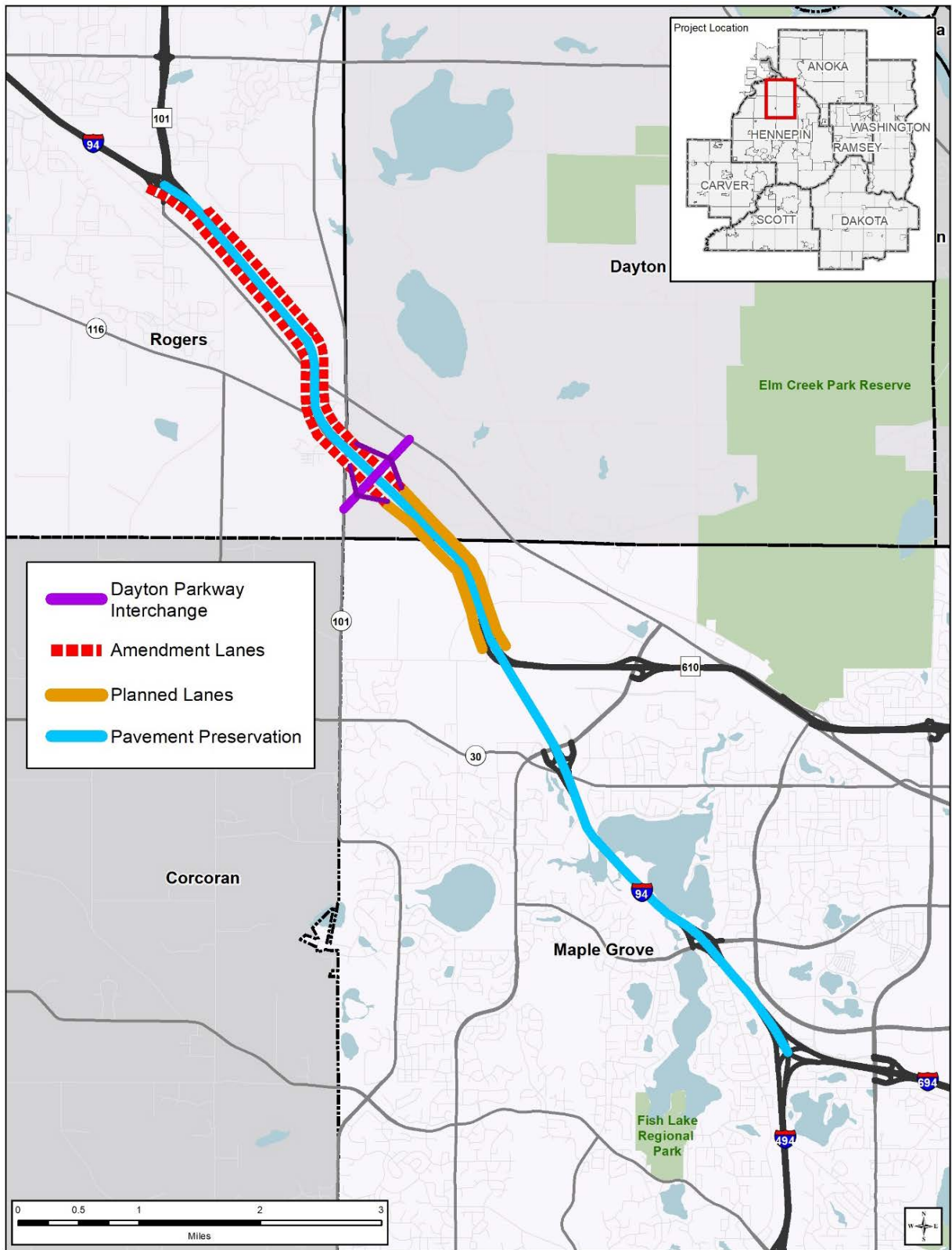
The following description is also amended in Appendix C: Long-Range Highway and Transit Capital Project List

Transit Investment Category	Route	Project Description	Estimated Cost (Year of Expenditure)	Timeframe
Transitway System	METRO Gold Line	10-mile dedicated bus rapid transit line with plans to include 11 new stations from Saint Paul to Woodbury.	\$420,000,000	2018-2027

The following project description and map for the work along I-94 reflects the extension of the proposed lanes along I-94.

Added lanes along I-94 from TH 610 to TH 101 Located in Northwest Hennepin County, this corridor connects the Twin Cities metropolitan area to Greater Minnesota. It serves as both a major freight and recreational corridor for the state. The project includes long term pavement preservation between I-494 and TH 101 and added lanes, between TH 610 and TH 101 (see Figure 1). The project is anticipated to begin construction before the end of 2019.

Figure 1: Project Area and Major Elements



The following project description is stricken and added to Chapter 5, Table 5-10: Highway Strategic Capacity Enhancements 2018-2025.

Amendment Language	Road	Location	Project Description
Stricken	I-94	Brockton Lane to TH 610	Auxiliary Lanes
Added	I-94	TH 101 to TH 610	Added Lane in Each Direction

The following description is stricken and added to Appendix C: Long-Range Highway and Transit Capital Project List

Amendment Language	Highway Investment Category	Route	Project Description	Estimated Cost (Year of Expenditure)	Timeframe
Stricken	Regional Mobility	I-94	Auxiliary lanes Brockton to 610	#N/A	2018-2021
Added	Regional Mobility	I-94	Added Lane in Each Direction from TH 101 to TH 610	\$12,700,000	2018-2021

Impacts to the Plan

Transportation Finance

The change to the METRO Gold Line project is cost-neutral and does not affect the Plan’s finances.

The I-94 project changes do not reflect a change in overall regional revenues, but the increased cost is accommodated through the flexibility across time of bond funds. In the short term fiscal constraint is maintained by delaying \$100 million set aside in SFY2021 for the Rethinking I-94 project due to a lack of project readiness. MnDOT will maintain this funding commitment for I-94 at the time it is best suited for delivery.

Environment and Air Quality

The METRO Gold Line project is currently listed in the list of regionally significant projects in Appendix E: Additional Air Quality Information. This does not change. It is located within the

carbon monoxide (CO) maintenance area and the Plan is subject to Clean Air Act Conformity determination.

The I-94 change is reflected in the list of regionally significant projects described in Appendix E: Additional Air Quality Information. It is a *Horizon Year 2030: Strategic Capacity Enhancements* project. It is located within the carbon monoxide (CO) maintenance area and the Plan is subject to Clean Air Act Conformity determination.

Clean Air Act Conformity Determination

The Minneapolis-Saint Paul region is within an Environmental Protection Agency (EPA)-designated limited maintenance area for carbon monoxide (CO). A map of this area, which for air quality conformity analysis purposes includes the seven-county Metropolitan Council jurisdiction plus Wright County and the City of New Prague, is included in Appendix E of the 2040 Transportation Policy Plan. The term "maintenance" reflects the fact that regional CO emissions were unacceptably high in the 1970s when the National Ambient Air Quality Standards (NAAQS) were introduced but were subsequently brought under control. A second 10-year maintenance plan was approved by EPA on November 8, 2010, as a "limited-maintenance plan." Every Transportation Policy Plan or Transportation Improvement Program (TIP) approved by the Council must be analyzed using specific criteria and procedures defined in the Federal Transportation Conformity Rule to verify that it does not result in emissions exceeding this current regional CO budget.

The analysis described in Appendix E has resulted in a Conformity Determination that the projects included in the 2040 Transportation Policy Plan, as amended, meet all relevant regional emissions analysis and budget tests. The 2040 Transportation Policy Plan, as amended, conforms to the relevant sections of the Federal Conformity Rule and to the applicable sections of Minnesota State Implementation Plan for air quality.

Emission Test

In 2010, the EPA approved a limited maintenance plan for the maintenance area. Under a limited maintenance plan, the EPA has determined that there is no requirement to project emissions over the maintenance period and that “an emissions budget may be treated as essentially not constraining for the length of the maintenance period because it is unreasonable to expect that such an area will experience so much growth in that period that a violation of the CO NAAQS would result.” No regional modeling analysis is required; however, federally funded projects are still subject to “hot spot” analysis requirements.

Transportation Control Measures

Pursuant to the Conformity Rule, the Council certifies that the 2040 Transportation Policy Plan as amended conforms to the State Improvement Plan and does not conflict with its implementation. All Transportation System Management (TSM) strategies that were the adopted Transportation Control Measures (TCM) for the region have been implemented or are ongoing and funded. There are no TSM projects remaining to be completed. There are no fully adopted regulatory new TCMs, nor any fully funded non-regulatory TCMs that will be implemented during the programming period of the TIP. There are no prior TCMs that were adopted since November 15, 1990, nor any prior TCMs that have been amended since that date. Details on the status of adopted Transportation Control Measures can be found in Appendix E of the 2040 TPP.

See the attached letter describing the Minnesota Pollution Control Agency’s review of the amendment’s Air Quality Conformity determination.

Equity and Environmental Justice

This amendment will not result in any significant changes in accessibility to jobs and other community amenities (shopping, colleges and universities, hospitals, and libraries) for the Current Revenue Scenario for both people of color and the total population.

Performance Outcomes

The added lanes along I-94 from Dayton Parkway to TH 101 insignificantly change projected long-range performance outcomes for the Current Revenue Scenario as shown in Table 4. Unlisted performance outcomes have no or negligible change due to the amendment.

Table 4 – Updated Performance Measures

Performance Measure	Description		2040 Current Revenue Scenario (as amended)	Change from Previous 2040 Current Revenue Scenario
Vehicle Miles Traveled	Total vehicle miles travelled in the MPO region		85,077,424	0.03%
On-Road Mobile Source Emissions (Table 13-6)	Amount of Carbon Monoxide (CO), Nitrogen Oxides, Sulfur Dioxide (SO ₂), Volatile Organic Compounds (VOCs), and Carbon Dioxide (CO ₂), emissions	CO (Pounds)	288,376	-28
		Nitrogen Oxides (Pounds)	16,523	-4
		SO ₂ (Pounds)	340	0
		VOCs (Pounds)	5,840	-1
		CO ₂ Equivalent (Pounds)	49,032,116	5,732

Public Involvement Summary

To be filled out after public comment period.

ACTION TRANSMITTAL – 2019-12

DATE: January 30, 2019
TO: Technical Advisory Committee
FROM: TAC Planning
PREPARED BY: David Burns, Senior Highway Planner 651-602-1887
SUBJECT: Intelligent Transportation Systems (ITS) Architecture
REQUESTED ACTION: MnDOT requests adoption of the statewide ITS architecture through the attached resolution.
RECOMMENDED MOTION: That TAC Planning recommend to TAC the adoption of the statewide ITS architecture through the attached resolution.

BACKGROUND AND PURPOSE OF ACTION: Intelligent Transportation Systems (ITS) include electronics, communications, or information processing used singly or in combination to improve the operations, efficiency or safety of a surface transportation system. ITS Architecture provides a framework for planning, defining and integrating ITS across the regional road and transit networks. ITS Architecture describes and defines how participating agencies, stakeholders and systems will interact and operate ITS within the state and region. MnDOT has partnered with FHWA to ensure consistency between the systems, which are managed by MnDOT, Metro Transit, counties, and other entities. A successful ITS architecture supports regional goals, maximizes integration of projects identified by the planning process, is both an ongoing and iterative process, and supports maintenance efforts over time.

RELATIONSHIP TO REGIONAL POLICY: ITS architecture is a requirement under federal planning law. MnDOT is requesting that all Minnesota MPOs adopt the updated statewide ITS architecture for planning and project implementation purposes. Adoption will be considered complete when the attached resolution is enacted.

STAFF ANALYSIS: MnDOT and Council staff, including representatives from the Council's Information Services department and Metro Transit, met to discuss and determine existing ITS policies, procedures, and needs. The group also identified projects within the current TIP and Council's capital improvement program that would include ITS elements and adhere to the identified ITS Architecture standards.

COMMITTEE COMMENTS AND ACTION: TAC Planning approved the motion as written.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
TAC Planning	Review & Recommend	1-10-19
Technical Advisory Committee	Review & Recommend	
Transportation Advisory Board	Review & Recommend	
Transportation Committee	Review & Recommend	
Metropolitan Council	Review & Adopt	

METROPOLITAN COUNCIL

390 Robert Street North, St. Paul, Minnesota 55101-1805

RESOLUTION NO. 2019-xx

RESOLUTION TO ADOPT THE STATEWIDE REGIONAL ITS ARCHITECTURE

- WHEREAS, the U.S. Department of Transportation has adopted national intelligent transportation systems (ITS) architecture which specifies the proper relationships, such as informal exchanges, among the components of all ITS projects implemented (in whole or in part) with federal funds; and
- WHEREAS, the development of a Regional Intelligent Transportation Systems (ITS) Architecture has been mandated in national transportation legislation in an effort to integrate technological solutions into the transportation network to alleviate congestion and improve safety and efficiency; and
- WHEREAS, the Minnesota Department of Transportation has updated the Minnesota Statewide Regional ITS Architecture to address changes statewide related to ITS Systems, Stakeholders, Interconnections, Service Packages, and Project Inventory, and in conformance with the National ITS Architecture and Standards in accordance with 23 CFR 940 (FHWA Final Rule 940); and
- WHEREAS, the FHWA Final Rule 940 (“Intelligent Transportation System Architecture and Standards”) and Federal Transit Administration’s “National Architecture Policy on Transit Projects” require each metropolitan planning organization (MPO) to adopt or recognize a regional ITS architecture that is consistent with its Long-Range Transportation Plan; and
- WHEREAS, ITS projects in an MPO area must be consistent with a Regional ITS Architecture to be eligible to receive federal funds for implementation; and
- WHEREAS, the Metropolitan Council recognizes the Minnesota Statewide Regional ITS Architecture as the regional architecture that shall identify and guide all ITS improvements statewide and within its metropolitan transportation planning area;

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Metropolitan Council hereby recognizes the Updated Minnesota Department of Transportation’s Statewide Regional ITS Architecture and any subsequent minor updates will be incorporated as the regional ITS architecture that shall identify and guide all ITS improvements within its metropolitan transportation planning area.

Adopted this _____ day of _____, 2019.

Nora Slawik, Chair

Emily Getty, Recording Secretary

ACTION TRANSMITTAL No. 2019-09

DATE: January 24, 2019

TO: Technical Advisory Committee

FROM: TAC Funding & Programming Committee

PREPARED BY: Joe Barbeau, Senior Planner (651-602-1705)

SUBJECT: Scope Change Request for St. Paul's Washington Technology School Safe Routes to School Project

REQUESTED ACTION: The City of St. Paul requests a scope change for its Washington Technology School Safe Routes to School project (SP # 164-591-003) to eliminate the Arlington Avenue on-street separated bike lane.

RECOMMENDED ACTION: That the Technical Advisory Committee recommend to the Transportation Advisory Board approval of the City of St. Paul's scope change request for its Washington Technology School Safe Routes to School project (SP # 164-591-003) to eliminate the Arlington Avenue on-street separated bike lane and add ADA ramps with no federal funds reduction.

BACKGROUND AND PURPOSE OF ACTION: The City of St. Paul was awarded \$816,000 in Surface Transportation Block Grant funds for the 2019 fiscal year in the Safe Routes to School category as part of the 2016 Regional Solicitation. The project has since been extended to 2020 with payback in 2022. The scope consists of pedestrian and bicycle improvements in the area of Washington Technical School, including traffic signal improvements at two locations on Rice Street, bike lanes on Arlington Avenue, sidewalks along various arterials, crossing improvements, and bump-outs.

Citing poor and deteriorating pavement condition, the City is requesting removal of the on-street separated bicycle lane along Arlington Avenue from the scope. In lieu of this project element, the City proposes installation of ADA ramps on 12 corners spread across eight intersections.

The original cost estimate, including local match, was \$1,020,000. Per the revised cost estimate, it appears that roughly \$80,000 is eliminated due to removal of the bicycle lane. The replacement elements (i.e., ADA ramps) more than cover that amount.

RELATIONSHIP TO REGIONAL POLICY: Projects that receive funding through the Regional Solicitation process are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. Additionally, any federally-funded project scope change must go through a formal review and TIP amendment process if the project description or total project cost changes substantially. The scope change policy allows project sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

STAFF ANALYSIS:

Approval/Denial of the Scope Change: The current “Process to evaluate scope change requests for regionally-selected projects” states “the TAC F&PC will base their recommendation on whether the estimated score of the revised project scope would have been high enough to have been awarded funds through the regional solicitation.” Whether this project would have been funded is inconclusive. All three projects that applied within the Safe Routes to School category were funded.

Table 1: Final Safe Routes to School Scores in 2016 Regional Solicitation

Applicant	Project	Final Score
St. Paul	Expo Area SRTS Improvements	958
St. Paul	Washington Tech SRTS Improvements	711
Carver County	US 212 Crossing	700

While all three projects were funded, the primary rationale when staff presented funding scenarios funding all three applications was because the US 212 crossing project was the only project to be funded in Carver County.

Staff shared the scope change request with any scores whose scores could have changed had the application been submitted without the bike lane. The scorer in the equity category, citing the reduced geographic reach the proposal creates, felt that the raw score should be reduced from 39 points to 28 points. As the top-scoring project in the category, it retains the maximum of 50 points (and, therefore, the final score of 711). However, the reduction in raw score decreases the project’s advantage over its competitors. Therefore, the other projects improve within the category, changing the final scores as shown below in Table 2.

Table 2: Adjusted Safe Routes to School Scores after Score Review

Applicant	Project	Final Score	Adjustment	Adjusted Final
St. Paul	Expo Area	958	10	968
Carver County	US 212 Crossing	700	14	714
St. Paul	Washington Tech	711	0	711

It is nearly impossible to be certain about whether the project would have been funded.

Funding: Currently, there is no policy language regarding removal of federal funding and past precedent is inconsistent. The draft Scope Change Policy update states: “While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project.” The applicant would like to shift funding the bike lane to the additional curb ramps. Per proposed policy, TAB should remove the approximate federal cost of the eliminated element. The cost of the bike lane is \$80,000, the federal portion of which is \$64,000. The federal portion of that is \$64,000.

COMMITTEE COMMENTS AND ACTION: At its January 17, 2019, meeting, the Funding & Programming Committee voted unanimously to recommend approval of the scope change request with no reduction in federal funds. Given the small amount of federal funds to potentially be removed, the proximity and value of the curb ramps proposed to be added to the project, and the lack of policy direction, members were comfortable shifting funds from a project element being removed to a new project element.

ROUTING

TO	ACTION REQUESTED	COMPLETION DATE
TAC Funding & Programming Committee	Review & Recommend	1-17-2019
Technical Advisory Committee	Review & Recommend	-
Transportation Advisory Board	Review & Approve	-



CITY OF SAINT PAUL
Melvin Carter III, Mayor

Nick Peterson, Division Manager Telephone: 651-266-6155
Street Engineering/Construction Fax: 651-292-6315
900 City Hall Annex
25 West Fourth Street
Saint Paul, MN 55102-1660

December 21, 2018

Mr. Paul Oehme
Funding and Programming Chair
Metropolitan Council
390 Robert St. North
St. Paul, MN 55101-1805

SUBJECT: Washington Technology School Safe Routes to Schools
Scope Change Request
S.P. 164-591-003

Dear Mr. Oehme

The City of Saint Paul was successful in the 2016 federal funding solicitation for the Safe Routes to School Program for pedestrian improvements in the area of Washington Technology Magnet School. The improvements include new sidewalks, pedestrian crossing improvements (including ADA ramps), bump-outs, pedestrian-leading interval/countdown timers at two traffic signals (Nebraska/Rice and Arlington/Rice), and bike lanes on Arlington Avenue. The funding is in the 2019-2021 State Transportation Improvement Program (STIP) in the amount of \$1,060,800 (\$816,000 federal). The purpose of this letter is to request a scope change for the project.

The requested scope change is to remove on-street bike lanes along Arlington Avenue from the project and use the funds to provide additional pedestrian ramp improvements at eight intersections to bring all intersection roadway access points in compliance with ADA requirements (Attachment 1). The bike lane scope included ground-in epoxy striping of bike lanes on Arlington Avenue from Wheelock Parkway to Edgerton Street at an estimated \$80,000. The additional pedestrian ramp work is estimated at \$100,000. The requested scope change will increase the project cost; however, the increase will be funded by the City of Saint Paul. In lieu of reducing the allocated funding, we hope you accept the proposed of increase in the number of pedestrian ramp locations improved with this project.

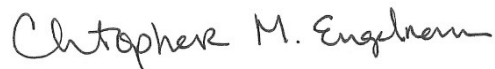
Since applying for the grant, the City has initiated and completed projects that have strengthened pedestrian and bicycle routes in the area. The addition of a new school building, the Community

School of Excellence, north of Washington Technology Magnet School has increased the number of youth in the area. These new factors, combined with the additional costs identified for the bike facility construction, led the City to request this change to the scope for this project. We find the changes in the use of the area lends priority to completing pedestrian gaps north of Hoyt versus the bicycle facility to the south of the project area.

Additionally, Arlington Avenue is in poor condition and deteriorated much quicker than anticipated at the time of the funding solicitation application. In the current condition the pavement does not lend itself to incorporating bike lanes without additional rehabilitation at an estimated cost of \$900,000 (beyond the above existing cost estimate of the project).

Thank you for awarding these funds to the City of Saint Paul and for considering this scope change. If you have any questions or need additional information, please feel free to contact me at 651.266.6084 or by email at Chris.Engelmann@ci.stpaul.mn.us.

Sincerely,

A handwritten signature in cursive script that reads "Christopher M. Engelmann".

Christopher M. Engelmann, P.E.
Saint Paul Public Works – Street Design and Construction

SCOPE CHANGE REQUEST

Washington Technology Safe Routes to School Project
SP 141-591-003

Location Map

A map showing the location of the project is attached.

Revised Project Scope

The original scope included pedestrian and bicycle improvements in the area of Washington Technology Magnet School. This includes sidewalk gap infill, improved pedestrian crossings with bump outs, pedestrian ramps, pedestrian-leading interval/countdown timers at two traffic signals (Nebraska/Rice and Arlington/Rice), and bike lane striping on Arlington Avenue.

In developing the plans for the project, the pavement surface of Arlington Avenue was determined to be in poor condition and deteriorating rapidly. The pavement condition index (PCI) report shows a PCI of 70/73 in 2012; degrading to a PCI of 15/27 in 2015 (Attachments 2). In 2018, the City of Saint Paul resurfaced and added bikes to Arlington Avenue from Rice Street to Jackson Street (approximately 0.5 miles of the proposed scope). The remaining roadway has undergone multiple maintenance actions, with the most recent being a mill and overlay in 2000. Time lapse photos of select pavement locations are included as attachment 3. This level and rate of degradation was not anticipated at the time of the solicitation submission.

In the current condition the pavement does not lend itself to incorporating bike lanes without additional rehabilitation. The bike facility would normally be located along the gutter line of the south curb and along the parking lane of the north curb line. The south curb lane has tire track rutting. The pavement section is also showing raveling on both sides of the roadway in areas where the bike lane would be striped. While these are not major concerns for automotive vehicles, it is a larger concern for bike facilities as bike riders are more susceptible to accidents due to pavement conditions. Should the current degradation of the roadway surface continue, the potential for accidents will increase. If the bike lanes are added in 2019, it is likely they would require resurfacing and restriping via a project in the near future (i.e., within 10 years) based on the age, condition, and rate of degradation of the existing roadway surface. See Attachment 4 for location of the originally scoped bike lanes and the resurfaced section.

Additionally, the City has two projects planned for 2019 that mesh well with the need for a stronger pedestrian grid network north of Washington Technology Magnet school. The City is preparing to construct sidewalk east of the new Community School of Excellence between the school and Rice Street along the south side of Larpenteur Avenue W. Also, the fourth phase of Wheelock Parkway, a full reconstruction project that includes new sidewalk and a separated bike trail, extending from Western Avenue to Rice Street will be constructed. This segment will connect the already constructed portions extending from Como Boulevard to Edgerton Street (Gateway State Trail)- more than 3.5 miles of complete streets in total length.

Another new development in the area, the Community School of Excellence at 270 Larpenteur Avenue (near Galtier Street) with an enrollment of approximately 1,000 students, has increased the number of students using sidewalks north of Wheelock Parkway. This new school was not a known

consideration at the time of submitting for the solicitation and lends priority to completing pedestrian gaps versus the bicycle facility to the south of the project area.

The proposed scope revision is shown in the attached location map. The proposed scope revision includes sidewalk gap infill, improved pedestrian crossings with bump outs at W Hoyt Avenue (a primary crossing for students arriving from the south), pedestrian ramps (increased locations), and countdown timers at two traffic signals (Nebraska/Rice and Arlington/Rice). The scope will reinforce the pedestrian movement options north and south from Larpenteur Avenue to Wheelock Parkway and to Washington Technology Magnet School along Hoyt Street and Nebraska Street.

Project Schedule

The project is currently at 30% design and a revised cost estimate was prepared as part of our engineering design process. Plans will be submitted for review in March 2019. Once authorized, advertisement for bids is planned July 2019. Construction is planned to start in late summer 2019 with completion in summer 2020.

Revised Cost Estimate

The table below summarizes the original and revised cost estimate.

Element	Original Cost	Revised
Traffic Signals	\$50,000	\$10,000
Striping	\$80,000	\$55,000
Sidewalk	\$600,000	\$650,000
Pedestrian Curb Ramps (ADA)	\$200,000	\$365,000
Bicycle and Pedestrian Contingencies	\$80,000	\$0
Other Bicycle and pedestrian Elements	\$10,000	\$0
Total	1,020,000	1,080,000

The revised cost estimate removes the cost included in the proposal for bike lane striping on Arlington Avenue between Wheelock Parkway and Edgerton Street (Striping element). The revised cost includes an increased focus on sidewalk, pedestrian curb ramps, and crossings. The original bike lane scope included striping of bike lanes on Arlington Avenue from Wheelock Parkway to Edgerton Street at an estimated \$80,000. The additional pedestrian ramp work is estimated at \$100,000.

The revised cost estimate for resurfacing, striping bike lanes with durable elements, and updating the pedestrian ramps from Wheelock Parkway to Edgerton Street (excluding Rice Street to Jackson Street) is \$900,000. This cost is beyond the budget for this project.

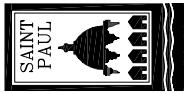
Revised Funding

Project funding is in the 2019-2022 State Transportation Improvement Program (STIP) in the amount of \$1,060,800 (\$816,000 federal). The project was advanced to 2018 construction from

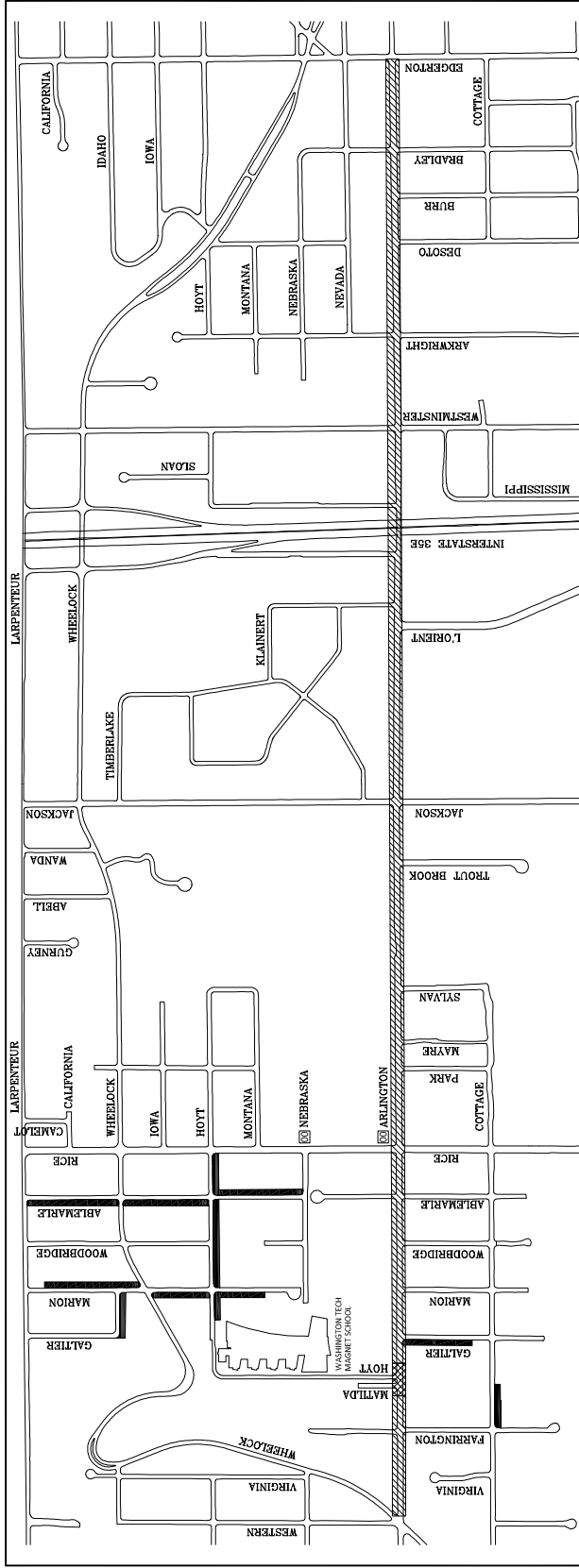
the 2020 program year. A program extension was granted in 2017 for a 2019 construction year as local funding was not available in 2018.

Funding Source	Current STIP	Proposed Funding
FHWA	\$816,000	\$816,000
City Local	\$244,800	\$264,000
Total	1,060,800	\$1,080,000

Despite the removal of the bike lane scope, we are not proposing to reduce the FHWA funding for the project. We instead are proposing using the funding to further improve the pedestrian experience by increasing the pedestrian ramp construction scope. Keeping the proposed funding to the current STIP amount would allow the City to pursue construction of 12 corners in 8 locations that are not directly adjacent to the sidewalk infill scope (at an expenditure of approximately \$100,000). In developing the 30% design, these additional pedestrian ramp locations were identified as needed to provide seamless transitions to the existing, new, and future sidewalks. City found additional synergies with other projects in the area to improve safe routes to school. Specifically, this project will work well to provide the north/south connections from Larpenteur Avenue and Wheelock Parkway sidewalk/trail additions in 2019 to the Washington Technology Magnet School. In lieu of reducing the allocated funding, we hope you accept the proposed of increase in the number of pedestrian ramp locations improved with this project.



City of Saint Paul
 Department of Public Works
 Street Design and Construction Division



Sidewalk Locations:
 Galtier - N. of Cottage to Arlington
 Marion - Nebraska to Larpenieur
 Ablesmarle - Nebraska to Larpenieur
 Hoyt - Marion to Rice
 Cottage - Farrington to W. of Galtier

Crossing Improvement Locations:
 Arlington/Matilda/Hoyt Intersection

Bike Lanes:
 Arlington - Western to Edgerton



2019-2020

SAFE ROUTE TO SCHOOL PROJECT

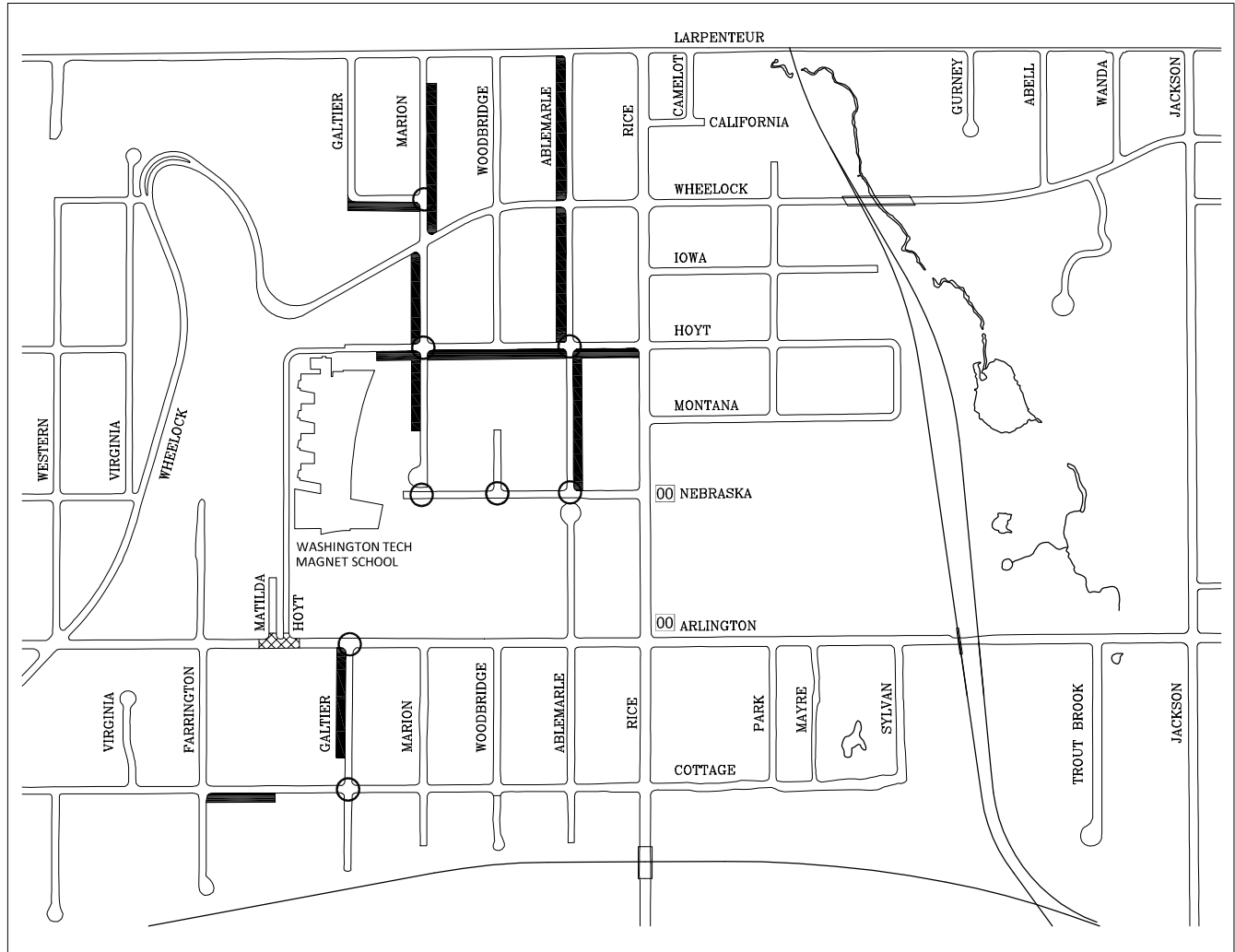
L = 16,000 ft.
 PROJECT MAP

- LEGEND KEY:**
- █ PRIMARY SIDEWALK INFILL
 - ▨ CROSSING IMPROVEMENT
 - ▩ BIKE LANES INSTALLATION
 - 00 COUNTDOWN TIMER

	DESIGNED	CX	PREPARED BY STREET ENGINEERING DIVISION FOR THE CITY OF ST. PAUL, DEPARTMENT OF PUBLIC WORKS	PROJECT:	19-T-1373
	DRAWN	CX	WASHINGTON TECH SRTS	STATE AID	164-591-003
	APPROVED	CME		PROJECT NUMBER:	
			DATE:	12/17/2018	



City of Saint Paul
 Department of Public Works
 Street Design and Construction Division



Sidewalk Locations:
 Galtier - Cottage to Arlington
 Marion - Nebraska to Larpenteur
 Ablemarle - Nebraska to Larpenteur
 Hoyt - Marion to Rice
 Nebraska - Marion to Rice
 Cottage - Farrington to Galtier

Crossing Improvement Locations:
 Arlington/Matilda/Hoyt Intersection
 Countdown Timer @ Rice/Nebraska
 Countdown Timer @ Rice/Arlington

LEGEND KEY:

- PRIMARY SIDEWALK INFILL
- CROSSING IMPROVEMENT
- COUNTDOWN TIMER
- ADA RAMPS



2019-2020

SAFE ROUTE TO SCHOOL PROJECT

L = 5,500 ft.
 PROJECT MAP

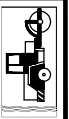


DESIGNED	CX
DRAWN	CX
APPROVED	CME

PREPARED BY STREET ENGINEERING DIVISION FOR THE CITY OF ST. PAUL, DEPARTMENT OF PUBLIC WORKS

WASHINGTON TECH SRTS

PROJECT:	19-T-1373
STATE AID	164-591-003
PROJECT NUMBER:	
DATE:	12/3/2018



Attachment 2

ARLINGTON AVE E:ARLINGTON AVE W=>TROUT BROOK CIR (S-0518738)

Distress Survey

Sample No: 1 of 2 | Distress History | Sample CI: []

Distress Data | Section CI History | Distribution | Section CI: []

Sample No: (Empty)

Sample No	Distress	Quantity	Location	Total Samples	Area	Sample CI
InspectDate: 6/9/2015 (17 items)						
1 of 2	BlockHigh	270		2	2436	15
1 of 2	BlockMed	450		2	2436	15
1 of 2	LongTransHigh	40		2	2436	15
1 of 2	PatchLow	45		2	2436	15
1 of 2	RavelLow	192		2	2436	15
1 of 2	RutHigh	120		2	2436	15
1 of 2	RutLow	240		2	2436	15
1 of 2	RutMed	120		2	2436	15
2 of 2	AlligatorLow	20		2	2436	27
2 of 2	BlockLow	740		2	2436	27
2 of 2	BlockMed	340		2	2436	27
2 of 2	DeprHig	30		2	2436	27
2 of 2	EdgeHigh	5		2	2436	27
2 of 2	LongTransHigh	100		2	2436	27
2 of 2	LongTransMed	60		2	2436	27
2 of 2	RavelMed	50		2	2436	27
2 of 2	RutHigh	120		2	2436	27
InspectDate: 9/21/2012 (10 items)						
1 of 2	FlushingLow	100		2	2400	73
1 of 2	FlushMed	50		2	2400	73
1 of 2	LongTransLow	75		2	2400	73
1 of 2	LongTransMed	100		2	2400	73
1 of 2	RavelLow	240		2	2400	73
2 of 2	AlligatorLow	10		2	2400	70
2 of 2	FlushingLow	250		2	2400	70
2 of 2	LongTransLow	50		2	2400	70
2 of 2	LongTransMed	120		2	2400	70
2 of 2	RavelLow	240		2	2400	70

Attachment 3 Selected Street View Photos

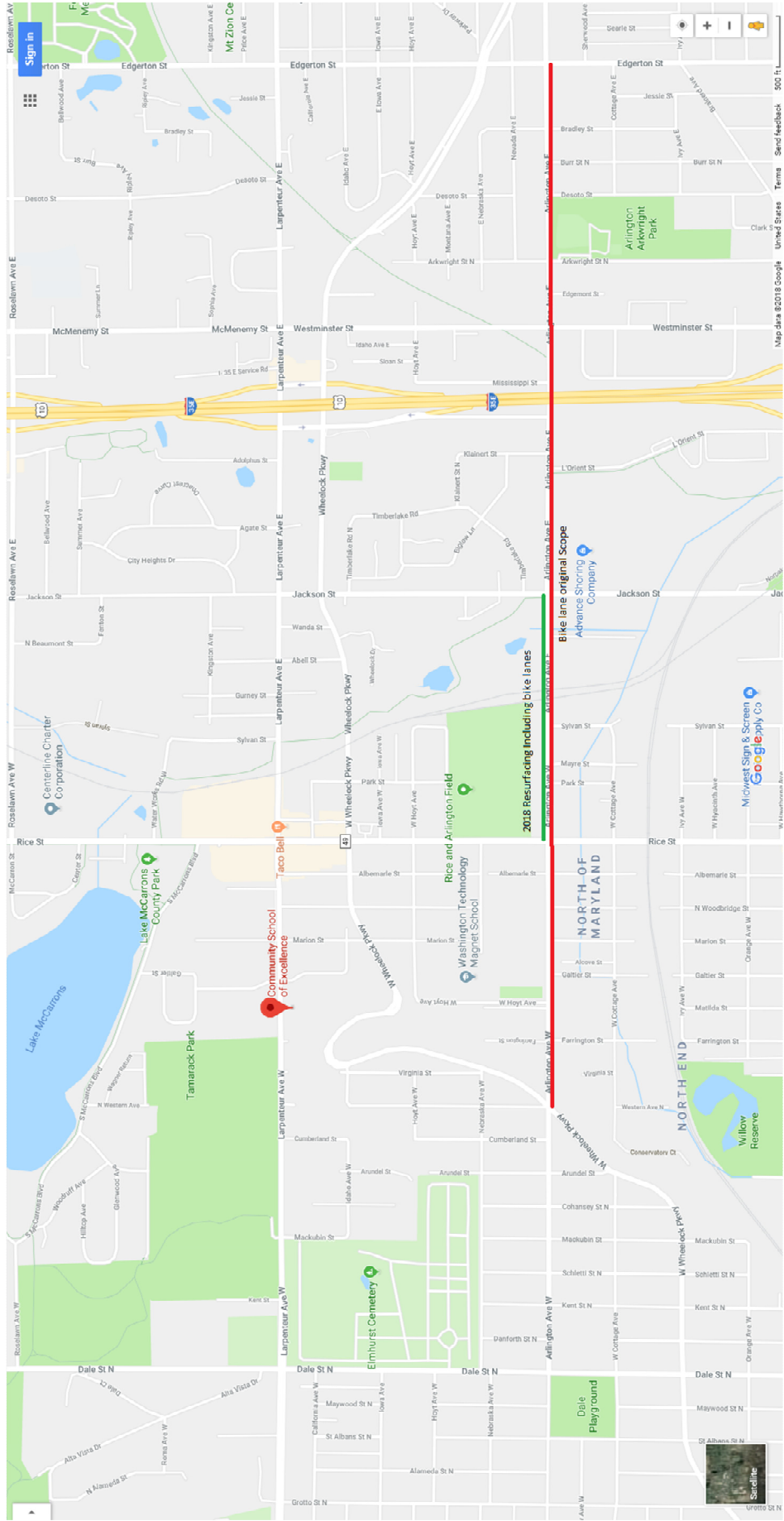


Facing eastbound at Hoyt Ave (October 2012 top; October 2017 bottom)



Facing Westbound at Burr St N (September 2013 top; October 2016 bottom)

Attachment 4 Bike Lane Scope



ACTION TRANSMITTAL No. 2019-10

DATE: January 24, 2019
TO: Technical Advisory Committee
FROM: TAC Funding & Programming Committee
PREPARED BY: Joe Barbeau, Senior Planner (651-602-1705)
SUBJECT: Program Year Extension Request: Carver County TH 5 Regional Trail
REQUESTED ACTION: Carver County requests a program year extension for its TH 5 Regional Trail project (SP# 010-090-008) to 2020.
RECOMMENDED MOTION: That the Technical Advisory Committee recommend to TAB approval of the program year extension request to move Carver County's TH 5 Regional Trail project (SP# 010-090-008) to 2020.

BACKGROUND AND PURPOSE OF ACTION: Carver County received \$1,192,147 from the 2014 Regional Solicitation to fund its Trunk Highway (TH) 5 Regional Trail from Minnewashta Parkway to Century Boulevard in program year 2019. The County is requesting an extension of the program year to 2020 following the request from MnDOT's Office of Environmental Stewardship for completion of a Phase I archaeological survey, which uncovered the need for a Phase II survey.

RELATIONSHIP TO REGIONAL POLICY: The Transportation Advisory Board (TAB) adopted the Program Year Policy in April 2013 and updated it in August 2014 to assist with management and timely delivery of transportation projects awarded federal funding through the TAB's Regional Solicitation. The policy includes a procedure to request a one-year extension based on extenuating circumstances within certain guidelines.

STAFF ANALYSIS: Based on the score on the attached worksheet, staff recommends approval of the program year extension to 2020. It is important to note that an extension of the program year does not guarantee federal funding will be available in that year. The project sponsor is responsible for completing the project in the new program year and covering the federal share of the project until federal funding becomes available. At this time the project would be in line for 2024 reimbursement of federal funds, though an earlier reimbursement may occur if funding becomes available. In that case the program year change would be administered in the annual Transportation Improvement Program (TIP) update and does not require a separate TIP amendment.

COMMITTEE COMMENTS AND ACTION: At its January 17, 2019, meeting, the Funding & Programming Committee voted unanimously to recommend approval of Carver County's program year extension request to move its TH 5 Regional Trail project to 2020.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
TAC Funding & Programming Committee	Review & Recommend	1-17-2019
Technical Advisory Committee	Review & Recommend	
Transportation Advisory Board	Review & Approve	



**Carver
County
Parks**

11360 Highway 212 West, Suite 2
Cologne, MN 55322

December 27, 2018

Mr. Paul Oehme
Chair, TAC Funding and Programming Committee
Metropolitan Council
390 Robert Street North
Saint Paul, MN 55101

RE: PROGRAM EXTENSION REQUEST FOR SP 010-090-008
TRUNK HIGHWAY 5 REGIONAL TRAIL FROM MINNEWASHTA PARKWAY TO CENTURY BOULEVARD

Dear Mr. Oehme:

In 2017, Carver County was awarded federal funding as part of the Metropolitan Council Regional Solicitation to construct 1.9 miles of multi-use regional trail along the south side of Trunk Highway (TH) 5, extending from the existing pedestrian underpass at Minnewashta Parkway to Century Boulevard through the Minnesota Landscape Arboretum. The trail project also includes a box culvert pedestrian underpass at TH 41, retaining walls and stormwater management improvements.

During the agency review process of the Project Memorandum, the Cultural Resources Unit of MNDOT's Office of Environmental Stewardship requested a Phase I archaeological survey for the trail segment through the Landscape Arboretum, which was completed this fall. The survey identified several locations that require a Phase II survey that cannot be started until spring 2019. Carver County requests that the TAC Funding and Programming Committee consider a program year extension to 2020, which will allow for the Phase II archaeological study work to be completed. Extending the program year to 2020 will allow Carver County to fully document the historical sites within the trail corridor.

Please refer to the enclosed documentation and attachments for additional information regarding this request and please contact me with any questions at 952-466-5252, or by email at mwalsh@co.carver.mn.us.

Sincerely,

Martin Walsh, Director
Carver County Parks

CC: Lyndon Robjent, Public Works Director

**REQUEST FOR PROGRAM EXTENSION
for
SP 010-090-008**

TRUNK HIGHWAY 5 REGIONAL TRAIL FROM MINNEWASHTA PARKWAY TO CENTURY
BOULEVARD
in the
CITY OF CHANHASSEN, MINNESOTA

REQUESTED BY:
MARTIN WALSH, DIRECTOR
CARVER COUNTY PARKS
952-466-5252
mwalsh@co.carver.mn.us

Materials and Narrative to Aid in Determination of Requested Program Year Extension

1. Project Progress

a. Project Schedule

The following project schedule demonstrates the project progress, to-date, and actions taken by Carver County to advance the development of the TH 5 Regional Trail between Minnewashta Parkway and Century Boulevard. A progress schedule for future actions is included as Attachment 1.

September 2015	TH 5 Regional Trail from Minnewashta Parkway to Century Boulevard included in the 2016-2019 STIP for fiscal year 2019
October 2016	Carver County Contracts with SRF to create TH 5 Regional Trail Master Plan and run public input and review process
October 2017	Draft TH 5 Regional Trail Master Plan completed for agency approval processes
November 2017	Carver County contracts with SRF for preliminary trail design
December 2017	SRF begins design development and site survey
February 2018	Carver County passes resolution and approves the TH 5 Regional Trail Master Plan
June 2018	Metropolitan Council approves TH 5 Regional Trail Master Plan
July 2018	Carver County submits requests for review to MnDOT CRU, OES, and CMMT as part of the Project Memorandum
October 2018	MnDOT CRU responds to Carver County with request to conduct Phase I archeology survey as part of the 80/20 MnDOT contracting process
November 2018	Florin Cultural Resource Services conducts Phase I field work
December 2018	MnDOT CRU notifies Carver County that a Phase II survey is needed in spring, after the ground thaws
December 2018	Carver County requests program year extension to provide time for Phase II archaeological survey

b. Right-of-Way Acquisition and Agreements

Carver County has completed a Memorandum of Understanding with the City of Chanhassen for construction of the regional trail and a second Memorandum of Understanding with the University of Minnesota for the construction of the trail on the Landscape Arboretum property. Carver County is working on a permanent easement with Life Time Fitness for the segment of trail that will be on their property west of TH 41 and an easement with MnDOT for the portion of trail east of TH 41 that will be in TH 5 right-of-way. Acquisitions will be complete by June 15, 2019.

c. Plans

Construction plans are well underway. The preliminary plan set is included as Attachment 2. Final plans are anticipated to be complete by February 28, 2019.

d. Permits

Anticipated permits on this project include the following:

- Section 404/Wetland Conservation Act
- DNR Public Waters Work Permit
- MPCA National Pollutant Discharge Elimination System (NPDES)
- Minnehaha Creek Watershed District Erosion Control Permit
- Riley Purgatory Creek Watershed District Permit

Permits will be obtained and approved prior to project letting.

e. Approvals

In addition to the permit approvals listed in d. above, plan approval will be required from Carver County and MnDOT.

f. Funds and Resources

Carver County anticipates spending about \$100,000 by the end of 2018 to complete survey, preliminary engineering and design, and the Project Memorandum. Final design and project procurement is anticipated to cost an additional \$142,000.

2. Justification for Project Year Extension

a. What is unique about this project that requires an extension of the program year?

Design development for the TH 5 Regional Trail has been moving ahead on schedule. It was unforeseen by all parties, including the Landscape Arboretum and Carver County that a Phase I archaeology survey would be required for the trail project. The timing of the request for the survey, which was made in October 2018, provided time for field work before freeze-up this fall. The field work identified three pre-contact period sites and three segments of historic road that may be part of a mid-1800s roadway identified on the 1855 General Land Office survey map. These findings precipitated a request for a Phase II survey. However, by the time the request for the Phase II survey was made in December, the window of opportunity for additional field work this season had passed.

The Phase II archaeological survey is scheduled for the earliest possible timeframe in spring 2019. It is anticipated that one month will be needed to complete the field work and to prepare the Phase II report. The report will be sent to SHPO for review and approval, which is a process that takes up to 30 days to complete. The timeframe to complete the archaeology surveys, reports and agency reviews may push the project past the deadline for Project Memorandum approval.

Carver County is committed to delivering the project as soon as possible, and anticipates all approvals for the Project Memorandum by the end of June 2019, unless further archaeology analysis is required. The County anticipates approval for bidding by summer 2019 and construction is expected to begin in the fall of 2019.

b. What are the financial impacts if this project does not meet its current program year?

If the project does not meet its current program year, federal funding would be lost and the project would be left competing for funding amongst other needs in Carver County's Capital Improvement Program (CIP).

c. What are the implications of the project does not obtain the requested extension?

If the project does not obtain the requested extension, Carver County would likely not be able to deliver the project by the current program year deadline. Specifically, the County would not be able to complete the requested Phase II archaeological study in-time to receive approval from the State Historic Preservation Office (SHPO) and then receive final approval for the Project Memorandum.

d. What actions will the agency take to resolve the problems facing the project in the next three to six months?

Carver County is coordinating with MnDOT CRU to have a consultant conduct the Phase II archaeological study as soon as the ground is unfrozen in the spring of 2019. The field work and concurrent review by MnDOT CRU and SHPO is anticipated to take up to eight weeks from the time the ground is thawed. Carver County will have completed the construction documents and project specifications for the trail project and will be ready for review and approval for bidding, pending any modifications that may be needed based on the findings of the Phase II archaeological study. Carver County will be in a position to proceed with project bidding and construction in Project Year 2020.

ATTACHMENT 1

PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION

Attachment 1: PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION

Enter request date

2020

INSTRUCTIONS:

1. Check status of project under each major heading.
2. Enter dates as requested for each major heading.
3. Enter points as suggested by each applicable response.
4. Total points received in the TOTAL POINTS line on the last page. **The minimum score to be eligible to request an extension is seven points.**

ENVIRONMENTAL DOCUMENTATION

PROJECT MEMORANDUM

Reviewed by State Aid If checked enter 4. 4
Date of approval 01/31/2019

_____ Completed/Approved If checked enter 5. _____
Date of approval _____

_____ EA
_____ Completed/Approved
Date of approval _____

NOTE: PM PENDING FINAL SIGNATURE AT THE TIME OF THIS STATUS UPDATE. ANTICIPATE FINAL SIGNATURE MAY 2019.

EITHER
_____ Not Complete
Anticipated Date of Completion _____
If prior to January 31 of the program year, enter 1. _____

OPPORTUNITY FOR PUBLIC HEARING (not necessary for project memorandum)

_____ Completed
Date of Hearing _____ If checked enter 2. _____

Not Complete
Anticipated Date of Completion _____
If prior to February 28 of the program year, enter 1. _____

FINAL ENVIRONMENTAL ASSESSMENT (not required for project memorandum)

_____ Completed/FONSI Approved If checked enter 2. _____
Date of approval _____

Not Complete
Anticipated Date of Completion _____
If prior to March 31 of the program year, enter 1. _____

STUDY REPORT (required for Environmental Assessment Only)

Complete/Approved If checked enter 1. _____
Date of Approval _____
 N/A Not Complete
Anticipated Date of Completion _____

CONSTRUCTION PLANS

Completed (includes signature of District State Aid Engineer)
Date _____ If checked enter 3. _____
 Completed (approved by District State Aid as to SA Standards but not signed)
Date _____ If checked enter 2. _____
 Not Complete
Anticipated Date of Completion
If prior to June 30 of the program year, enter 1.

RIGHT OF WAY ACQUISITION

Completed (includes approval of R/W Cert. #1 or #1A) If checked enter 2. _____
Date _____
 Not Complete
Anticipated Date of Completion
If prior to December 31 of the year following the original program year, enter 1.

ENGINEERS ESTIMATE OF COSTS

Completed If checked enter 2.
Date
 Not Complete
Anticipated Date of Completion _____
If prior to December 31 of the year following the original program year, enter 1. _____

AUTHORIZED

Anticipated Letting Date
Anticipated letting date must be prior to June 30
in the year following the original program year,
so that authorization can be completed prior to
June 30 of the extended program year.

TOTAL POINTS

ACTION TRANSMITTAL No. 2019-11

DATE: January 24, 2019
TO: Technical Advisory Committee
FROM: TAC Funding & Programming Committee
PREPARED BY: Steve Peterson, Manager of Highway Planning and TAB/TAC Process (651-602-1819)
Elaine Koutsoukos, TAB Coordinator (651-602-1717)
Joe Barbeau, Senior Planner (651-602-1705)
SUBJECT: Scope Change Consultation and Evaluation Process
REQUESTED ACTION: The Scope Change Work Group requests approval of the Scope Change Policy.
RECOMMENDED MOTION: That the Technical Advisory Committee recommend to TAB approval of the attached scope change policy.

BACKGROUND AND PURPOSE OF ACTION: Projects funded through the Regional Solicitation process are selected based on how well they will address safety, congestion, air quality and other criteria used in the scoring evaluation. TAB wants to ensure that the benefits from any re-scoped projects are essentially intact. Therefore, applicants that want to make changes to a project's scope are currently subject to the following policies:

- Scope Change Consultation Process (2015). When an applicant wishes to change a project's scope, this process guides staff in the determination of whether a formal scope change request is needed.
- Process to Evaluate Scope Change Requests for Regionally-Selected Projects (2011). Once a formal request is needed, this process guides the analysis of whether a request should be granted.

The proposed scope change policy will address some of the shortcomings of the two existing policies and incorporate the following principles:

- Simplify: Combine the two existing policies into one policy.
- Evaluate Regional Benefits: Transition from a precise, but somewhat inaccurate rescoring of the measures to a qualitative review of the impacted measures, consideration of the total scoring gap between the project being evaluated and unfunded projects, and evaluation of the overall benefits gained/lost based on the requested scope change.
- Clarify: Clearly lay out the scope change process, what types of project scope changes need to go through the process, and whether federal funds can be shifted to similar, adjacent projects.
- Provide Consistency: Treat project requests in a fair and consistent way by requesting the same information from all applicants in the same year of costs.
- Ease of Combining Projects: Make it easier for project sponsors to combine two adjacent projects to minimize disruption to the public and improve efficiency.

RELATIONSHIP TO REGIONAL POLICY: Projects that receive funding through the Regional Solicitation process are subject to policies and scrutiny when sponsors want to change project scopes.

When TAB approves a program of projects, it does so with the expectation that projects will be completed as shown in the applications. A scope change policy is needed to ensure that projects are designed and constructed according to the plans and intent described in the original application.

STAFF ANALYSIS: Over the past year, stakeholders have identified the following shortcomings of the two existing policies:

- Projects were scored at a moment in time, so comparing one project that has completed major engineering, public involvement, and environmental documentation to a project still in the concept stage is difficult. For example, rescoring the cost effectiveness measure is no longer comparing “apples to apples” since the project with the scope change request has been fully developed, as opposed to project concepts whose costs would likely also rise as they are developed. This adds doubt to the idea of determining whether a project would have been funded.
- There are two separate policies regarding scope changes with some overlapping language.
- Major changes starting in the 2014 Regional Solicitation involving online application submittal, use of mapping software, and the need to submit output from traffic analysis programs make it more difficult and time-consuming for project applicants, scorers, and Council staff to precisely rescore project applications.
- It is difficult for volunteer scorers to rescore applications three or four years after their original scoring.
- More clarity is needed for what types of projects need to go through each of the three scope change processes.
- More clarity is needed for what year revised cost estimates should be used to ensure consistent treatment of all requests.
- A recent trend in scope changes is to remove project elements and “replace” them with new elements with the intent of keeping all federal funding. No policy language exists to allow, or prohibit, this type of request.
- There is confusion as to whether separate adjacent projects can be combined and how this change impacts the scope change process.

Led by TAC Funding & Programming Chair Paul Oehme, a multi-agency Scope Change Workgroup met three times to address these identified issues and included the following individuals:

- Paul Oehme, City of Chanhassen
- Lyndon Robjent, Carver County
- Karl Keel, City of Bloomington
- Colleen Brown, MnDOT Metro State Aid
- Jen Lehmann, MVTA
- Adam Harrington, Metro Transit
- Mary Gustafson, Metro Transit
- Jeni Hager, City of Minneapolis
- Craig Jenson, Scott County
- Gina Mitteco, MnDOT
- John Sass, Dakota County
- Elaine Koutsoukos, TAB Coordinator
- Joe Barbeau, Met Council
- Steve Peterson, Met Council

Staff discussed the proposed policy with TAB in August 2018 and then supplied an example project to TAB in November 2018 to illustrate how the new policy would be implemented compared to the existing ones. If the new policy is approved, staff will provide TAB with an evaluation on the new scope change

policy within one year of approval to analyze how well it is working and if any changes need to be made. It should also be noted that approval of the Scope Change Policy will replace two existing policies: Scope Change Consultation Process and the Process to Evaluate Scope Change Requests for Regionally-Selected Projects.

COMMITTEE COMMENTS AND ACTION: At its January 17, 2019, meeting, the Funding & Programming Committee voted unanimously to recommend approval of the scope change policy.

In addition to the changes proposed by the Scope Change Workgroup, F&PC added language to allow for reversions back to the original scope; however, returning any lost federal funding to the project that resulting from the original scope change would not be possible.

The rationale for adding language related to reverting back to the original scope came from a recent inquiry from an applicant that had had a successful scope change but wanted to use the original scope because of public feedback received on the project. Because the original scope had already been approved as part of the Regional Solicitation program of projects, members felt that this should be allowed to occur administratively. However, members noted that any federal funds lost in the scope change request would not be able to be returned, as those funds would be subject to redistribution through the Federal Funds Management Process.

ROUTING

TO	ACTION REQUESTED	COMPLETION DATE
TAC Funding & Programming Committee	Review & Recommend	1-17-2019
Technical Advisory Committee	Review & Recommend	
Transportation Advisory Board	Review & Approve	

Scope Change Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.

- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.

Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route.

Ineligible Requests

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment¹ request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
 - Approval of the scope change as requested;
 - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
 - Denial of the requested change

Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall

¹ A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary.

Determining the Federal Funding Amount Recommendation

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST

Original Application:

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

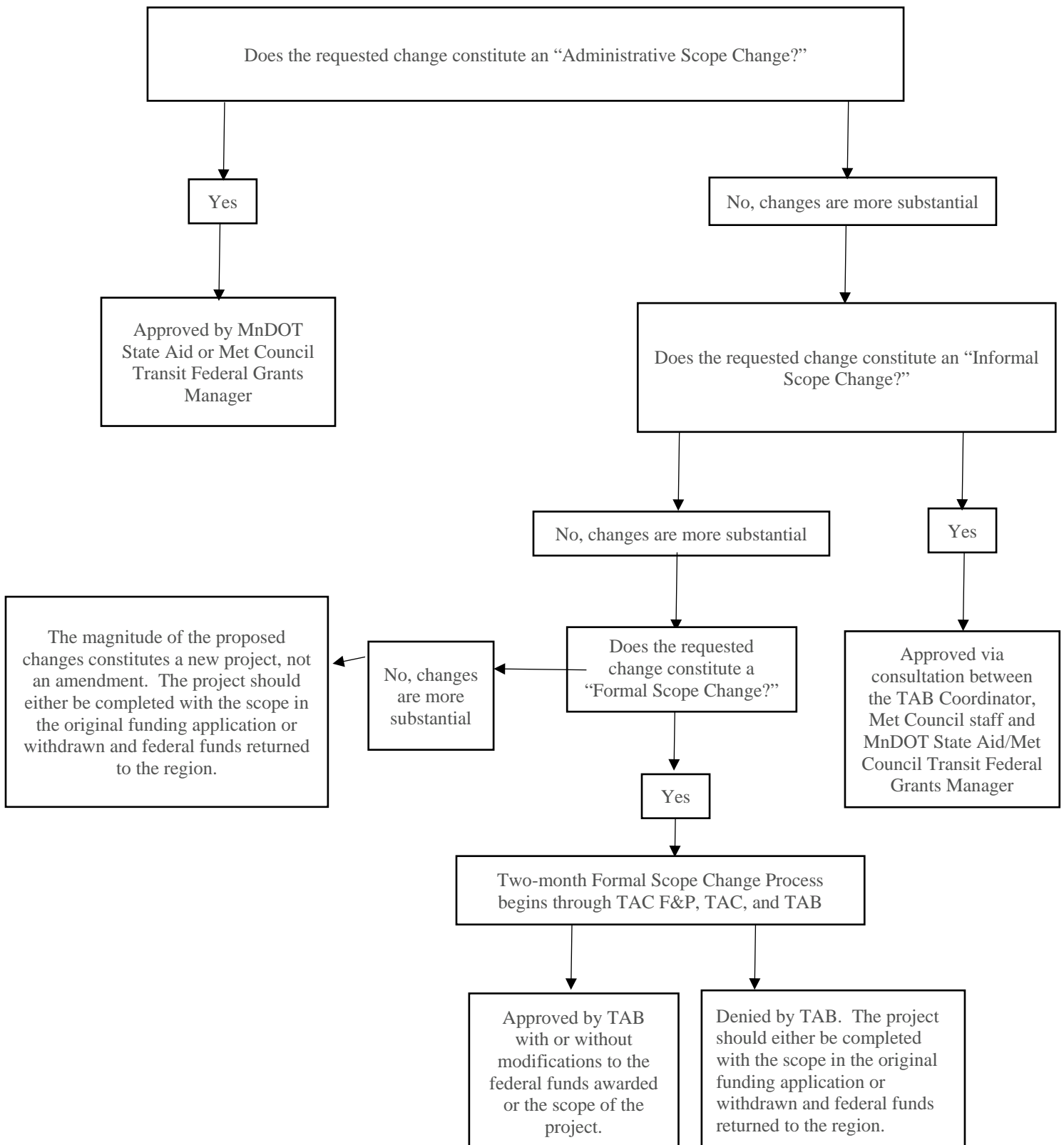
Project Elements Being Removed:

	Original Application Cost

New Project Elements:

	Cost (Based on Year of Costs in Original Application)

SCOPE CHANGE POLICY DECISION TREE



Scope Change Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

Administrative scope changes: Changes allowed with Metro State Aid or Metropolitan Council Grants Manager review and approval:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc. ~~unless the cost increases enough to require a TIP amendment~~
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

Informal scope changes: Project modifications allowed through informal consultation process:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator staff or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.
- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.
- ~~Very minor change in project termini, such as adding one block of project, such as a roadway or trail, to make better connection~~
- ~~Change in bike path width (must still meet standards)~~
- ~~Adding locally funded project to the federally funded project (such as mill and overlay adjacent to project)~~

Formal scope changes: ~~Scope changes requiring approval by TAB:~~

Any change that may significantly alter the estimated benefits to the region ~~and project score and its rank within its solicitation category,~~ (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, ~~lighting,~~ traffic signal, transit stop, transit vehicle, etc.
- Adding ~~significant~~ elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- ~~Changing~~ Reducing the number of parking spaces in a park-and-ride facility.
- ~~Reducing~~ Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project ~~and vice versa.~~
- Changing designs from an off-road trail to on-road bicycle route.
- ~~Changing the termini of a project significantly~~
- ~~Pedestrian bridge to a tunnel, or a tunnel to a pedestrian bridge~~
- ~~Off-road trail to on-road~~
- ~~Signal to a roundabout~~

Ineligible Requests ~~When is a scope change a new project?~~

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a

formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator staff or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. **If the requested change is more substantial,** the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
2. Upon this submittal, the TAB Coordinator will consult with MnDOT Metro District State Aid or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment¹ request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. **Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.**
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and

¹ A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):

- Approval of the scope change as requested;
- Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
- Denial of the requested change

Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. ~~The project sponsor must also recalculate the responses to certain key criteria based on the revised project scope and provide them to the TAC F&PC. Met Council and TAB staff may consult with the scoring group chair and individual project scorers if necessary to evaluate the recalculated responses and estimate the change in the original project score. The TAC F&PC will base their recommendation on whether the estimated score of the revised project scope would have been high enough to have been awarded funds through the regional solicitation. A recommendation to approve the scope change and adopt a TIP amendment will go before the TAC, TAB Programming Committee and full TAB for adoption, then to the Metropolitan Council for concurrence. A recommendation to reject the scope change and TIP amendment will go before the TAC, TAB Programming Committee and full TAB for approval.~~

Determining the Federal Funding Amount Recommendation

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional

Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST

Original Application:

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

Project Elements Being Removed:

	Original Application Cost

New Project Elements:

	Cost (Based on Year of Costs in Original Application)

ACTION TRANSMITTAL No. 2019-13

DATE: January 24, 2019
TO: Technical Advisory Committee
FROM: TAC Funding & Programming Committee
PREPARED BY: Steve Peterson, Manager of Highway Planning and TAB/TAC Process (651-602-1819)
Elaine Koutsoukos, TAB Coordinator (651-602-1717)
Joe Barbeau, Senior Planner (651-602-1705)
SUBJECT: Federal Funds Management Process
REQUESTED ACTION: The Scope Change Work Group requests revisions to the Federal Funds Management Process.
RECOMMENDED MOTION: That the Technical Advisory Committee recommend to TAB approval of revisions to the Federal Funds Management Process.

BACKGROUND AND PURPOSE OF ACTION: Projects selected through the Regional Solicitation sometimes are delayed or withdrawn due to unforeseen circumstances. When this happens, it is important for the region to be able to reallocate funds to keep them in the region and maximize the utility thereof. In 2015, the Federal Funds Management Process was created to establish a consistent policy for redistributing funds when project delays or withdrawals occur. The policy prioritizes reallocating funds to projects in the same mode slated to receive Advanced Construction (AC) payback, followed by projects able to be advanced. When those options cease to exist, the process, provides funds to existing projects with capacity to take more federal funds (i.e., those that do not have 80% federal funding).

The policy states:

- Pro-rate remaining federal funds to regional solicitation current program year projects in the same mode in the original program year up to the maximum 80%.

This approach often leads to a tedious administrative process of distributing a small amount of funding to multiple projects. The attached Federal Funds Reallocation Policy includes a proposed change that all these funds go first to the project able to absorb the smallest amount of federal funds up to the federal maximum percentage, which will reduce administration and make a bigger impact on the recipient project.

This action also proposes a title change from “Federal Funds Management Process” to “Federal Funds Reallocation Policy.”

These changes were recommended by the Scope Change Workgroup and were discussed as an information item in the summer of 2018.

RELATIONSHIP TO REGIONAL POLICY: Moving Ahead for Progress in the 21st Century (MAP-21), the federal transportation bill signed into law in 2012, reduced the ability for federal funds to be deferred

to subsequent years. Therefore, it is important for the Council to have a simple and consistent policy for reallocating funds when projects are delayed or withdrawn.

COMMITTEE COMMENTS AND ACTION: At its January 17, 2019, meeting, the Funding & Programming Committee voted unanimously to recommend approval of revisions to the Federal Funds Management Process while allowing for payback of advanced construction (AC) and project advancement in all modes before distribution of additional funds to project within the same mode.

The rationale for allowing for AC payback and advancement before redistribution to projects with capacity (i.e., swapping the order of steps 4 and 5 in the process) was that the former can potentially lead to funding of more projects, while the latter cannot. Members believe adherence to the principles in steps 1 to 3 outweighs the need to rigidly keep funds in the same mode. In addition, providing MnDOT Metro District State-Aid more flexibility through this recommended change also helps the region pay down its overprogramming faster.

ROUTING

TO	ACTION REQUESTED	COMPLETION DATE
TAC Funding & Programming Committee	Review & Recommend	1-17-2019
Technical Advisory Committee	Review & Recommend	
Transportation Advisory Board	Review & Approve	

Federal Funds ~~Management Process~~ Reallocation Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) ~~in the Twin Cities TIP~~ can be advanced or deferred based on TAB policy, project deliverability and funding availability, provided fiscal balance is maintained. The process assumes some projects will be deferred, withdrawn, or advanced. This process establishes policy and priority in assigning alternative uses for federal transportation funds when TAB-selected projects in the Transportation Improvement Program (TIP) are deferred, withdrawn, or advanced. This process also addresses the distribution of the limited amount of federal funds available to the region at the end of the fiscal year, known as “August Redistribution.” This process does **not** address how to distribute new federal dollars available through larger, specific programs ~~(i.e., ARRA)~~. TAB will make separate decisions specific to those kinds of programs and timing.

Current Program Year Funds

For funding that is available due to project deferrals or withdrawals, the funds shall be reallocated as shown in the below priority order. When there is insufficient time to go through the TAB committee process, TAB authorizes staff (Minnesota Department of Transportation (MnDOT) Metro District State Aid or Metropolitan Council Grants Department, as appropriate), working with the TAB Coordinator, to reallocate funds to projects that have been selected through the regional solicitation per the below priorities on TAB’s behalf.

Reallocation priorities¹ for available funding programmed for the current fiscal year:

1. Regionally selected projects in the same mode slated for advanced construction/advanced construction authority (AC/ACA)² payback that have already advanced because sponsors were able to complete them sooner. If more than one project is slated for AC/ACA payback, the projects using the smallest amount of federal funding will be funded first. Partial AC/ACA payback can be paid on a project up to available levels of funds.
2. Projects in the same mode slated for AC/ACA payback that have been moved due to previous deferrals. If more than one project is slated for AC/ACA payback, the projects using the smallest amount of federal funding will be funded first. Partial AC/ACA payback can be paid on a project up to available levels of funds.
3. Regionally selected projects in the same mode that are able to be advanced.
4. ~~Select a r~~Regionally-selected project(s) from another mode to pay back or advance using steps 1-3 above. Should this action be used, TAB shall consider the amount when addressing modal distribution in programming the next regional solicitation.
5. ~~Pro rate remaining federal funds to r~~Regionally-selected solicitation projects programmed in the current program year ~~projects~~ in the same mode ~~in the original program year~~ up to the federally allowed maximum. If more than one project can accept additional federal funds, the project needing the smallest amount of funds to achieve full federal participation³ based on the latest engineer’s estimate will be funded first up to the

¹ Regional Solicitation and HSIP funds should be considered separately for purposes of this policy.

² Note: Advanced construction (AC) is used for Federal Highway Administration-funded projects. Federal Transit Administration-funded projects use advanced construction authority (ACA).

³ Up to 80% of eligible project costs paid for with the federal funds, except in the case of HSIP, which funds up to 90% of eligible costs with federal funds.

federal maximum, followed by the project needing the second smallest amount of federal funds, and so on.

~~6. Select a regionally selected project(s) from another mode to pay back or advance using steps 1-4 above. Should this action be used, TAB shall consider the amount when addressing modal distribution in programming the next regional solicitation.~~

Future Program Year Funds

While history shows that most deferrals and withdrawals will be in the current program year, even current year withdrawals can affect future year funding by advancing a project from a future year into the current year. For future-year funds, the TAB Coordinator will work with MnDOT Metro State Aid and/or Metro Transit Grants staff, Metropolitan Council staff and project sponsors to provide a set of options to be considered by the Technical Advisory Committee (TAC) Funding & Programming Committee, TAC, and TAB.

The first priority for use of future-year funds will be to include the funds in a future TAB solicitation process if at all possible. When not possible, TAB should first consider items 1-3 and 5 from the above list. It can also consider other options such as selecting an unfunded project from the most recent ~~regional~~ solicitation⁴ that could be delivered within the required timeframe. Other options could include setting up a special solicitation, depending on the amount of funds and time available, or other measures as TAB deems appropriate to address unique opportunities. TAB will consider the established “Guiding Principles” in making its decisions.

⁴ Note that projects must be selected prior to December 1 of the program year.

*TRANSPORTATION ADVISORY BOARD
Of the Metropolitan Council*

Notice of a Meeting of the
TECHNICAL ADVISORY COMMITTEE

Wednesday, February 6, 2019
Metropolitan Council
9:00 A.M.

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of January 2, 2019 Minutes**
4. **TAB Report** (Elaine Koutsoukos, TAB Coordinator)
5. **Committee Reports**
 - **Executive Committee** (Lisa Freese, Chair)
 - a. **2019-07: Amendment to the TAC Bylaws**
 - **Planning Committee** (Jan Lucke, Chair)
 - a. **2019-08: TPP Amendment for Gold Line and I-94 Lane Addition**
 - i. **Gold Line Presentation**
 - ii. **I-94 Presentation**
 - iii. **TPP Amendment Overview Presentation**
 - b. **2019-12: ITS Infrastructure**
 - **Funding & Programming Committee** (Paul Oehme, Chair)
 - a. **2019-09: Scope Change: St. Paul Safe Routes to School**
 - b. **2019-10: Program Year Extension: Carver County TH 5 Regional Trail**
 - c. **2019-11: Scope Change Consultation and Evaluation Process**
 - d. **2019-13: Federal Funds Reallocation Policy**
6. **Special Agenda Items**
 - **Freeway System Interchange Study** (Tony Fischer, MTS, and Michael Corbett, MnDOT)
7. **Agency Reports**
8. **Other Business**
9. **Adjournment**

Streamlined TIP Amendments going to TAB this month. Contact Joe Barbeau with questions at 651-602-1705.
MnDOT I-35W Pavement Rehabilitation Project

[Click here to print all agenda items at once.](#)