

**ACTION TRANSMITTAL No. 2021-05**

**DATE:** January 14, 2021

**TO:** TAC Funding & Programming Committee

**PREPARED BY:** Joe Barbeau, Senior Planner (joe.barbeau@metc.state.mn.us)

**SUBJECT:** Scope Change Request for St. Louis Park's CSAH 25/Beltline Blvd Pedestrian Improvements

**REQUESTED ACTION:** St. Louis Park requests a scope change for its CSAH 25/Beltline Blvd Pedestrian Improvements project (SP # 163-291-008) to eliminate two sidewalk segments.

**RECOMMENDED ACTION:** That the Funding & Programming Committee recommend that the TAC recommend approval of St. Louis Park's request to eliminate two segments from its CSAH 25/Beltline Blvd Pedestrian Improvements project (SP # 163-291-08) with a reduced federal award of \$44,994 from \$560,000 to \$515,006.

**BACKGROUND AND PURPOSE OF ACTION:** St. Louis Park was awarded \$560,000 in Surface Transportation Block Grant (STBG) Program funds to construct sidewalks and streetscaping elements on Beltline Boulevard/Ottawa Avenue South (W 36<sup>th</sup> St to Minnetonka Blvd), CSAH 25 (Beltline Blvd to Lynn Ave), and Lynn Avenue (CSAH 25 to Minnetonka Blvd) for the 2020 fiscal year in the Pedestrian Facilities category as part of the 2016 Regional Solicitation. (Note: the project has since received a one-year program year extension to 2021).

This project is meant to serve the Southwest Light Rail Transit (SWLRT) station at Beltline Boulevard. Since this project was awarded funding, two segments of this project have been moved to other efforts:

1. The SWLRT project is including pedestrian facilities on Beltline Boulevard from Park Glen Road to CSAH 25.
2. St. Louis Park has entered into an agreement to construct a multiuse pathway along the south side of CSAH 25 from Beltline Boulevard to Lynn Avenue.

The proposed scope change would construct the remaining project segments and eliminate the two segments to be constructed as part of other projects, leaving the full project intact once all projects are completed (see Attachment 2 for these segments along with the original project segments to remain).

Attachment 4 shows a recreated time-of-application budget separating the project by segment. The second and fifth columns show the columns to be removed.

Despite the reduced coverage, the overall project cost of the remaining segments is \$820,457, while the full original project was originally estimated at \$700,000.

**RELATIONSHIP TO REGIONAL POLICY:** Projects that receive funding through the Regional Solicitation process are subject to the 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. 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.

While two segments of the project (2,225 feet; 29% of the original project distance) are proposed to be excluded in the project, the city proposes a reduction of \$11,760 in federal funds. The rationale for this is that the city will pay for the SWLRT segment (Beltline Boulevard from Park Glen Road to CSAH 25) and pay for part of the developer's segment (CSAH 25 from Beltline Boulevard to Lynn Avenue).

A TIP amendment request accompanies this request.

**STAFF ANALYSIS:**

Approval/Denial of the Scope Change: Because the city is taking advantage of other efforts to construct project segments and the project will be completed in its entirety, staff recommends approval of the scope change request (removal of the two segments identified). Because six of the seven projects applied for were funded (with this project ranked first) and because the request is predicated on the idea that the full project would be completed, a scoring analysis is not needed.

Funding: Using the cost of each segment staff provides the following options:

- a) Removing the cost associated with the two removed projects
- b) Allowing "credit" for local funding spent on these elements being completed as part of other elements. In this case, this would be possible because the retained portion of the project has increased in cost (a 17% increase to a project that has decreased in size).

Staff therefore recommends using the applicant's segment-by-segment cost estimate to determine the federal portion forgone but does not recommend "crediting" the applicant with money spent elsewhere. That would lead to a reduction of the two removed segments, \$44,994 (80% of the \$56,242 total).

Other options could include using only the CSAH 25 portion and that total would be \$29,400 (\$23,520 to reflect 80%). The city suggests half of this last amount because the CSAH 25 portion is to be partially funded by the city.

**ROUTING**

<b>TO</b>	<b>ACTION REQUESTED</b>	<b>DATE SCHEDULED / COMPLETED</b>
TAC Funding & Programming Committee	Review & Recommend	1/17/2021
Technical Advisory Committee	Review & Recommend	2/3/2021
Transportation Advisory Board	Review & Approve	2/17/2021

## Project Summary (From Application)

The proposed project will complete gaps in the pedestrian system along Beltline Blvd, CSAH 25, Ottawa Avenue, and Lynn Avenue in order to improve pedestrian access across the busy CSAH 25 corridor and connect to the planned Beltline LRT station (Southwest LRT-Green Line Extension). The project consists of constructing pedestrian facilities on the following roadways: along Beltline Blvd from West 36th Street to Minnetonka Blvd; replacing and completing gaps in the sidewalks along both sides of Ottawa Avenue and Lynn Avenue from CSAH 25 to Minnetonka Blvd; and constructing a walkway along CSAH 25 from Beltline Blvd to Lynn Avenue. In addition,

streetscaping elements will be installed along CSAH 25 and Beltline Blvd. The proposed project will build upon the City of St. Louis Park's efforts to improve multi-modal access within and across the CSAH 25 corridor, transform the CSAH 25 corridor into an urban corridor with pedestrian friendly features, and accommodate recommended local improvements identified in the Beltline Transitional Station Area Action Plan.

CSAH 25 is an A-Minor Arterial that transitions from the State Highway 7 expressway west of State Highway 100 to an urban arterial (Lake Street) in Minneapolis. CSAH 25 is a 4-lane divided roadway with no bike or pedestrian facilities, has a speed limit of 45mph, and ADT of 25,500. The level of high-speed traffic and congestion currently makes it unattractive to walk even with all of the nearby destinations and amenities the area offers. With the planned LRT station located just south of CSAH 25 at Beltline Blvd, the City is looking to build upon the existing population and employment base and future regional investments in the area to make it more inviting and comfortable for walking along and across the CSAH 25 corridor.

The proposed project will provide the following benefits:

1. Connect: Upgrade pedestrian facilities to improve safety and north-south connectivity (and reduce automobile dependence) beyond the planned Beltline LRT station area.
2. Enhance: Transform the CSAH 25 corridor to an urban boulevard with more pedestrian friendly features that build upon existing and planned nearby population and employment destinations.
3. Enrich: Provide streetscape improvements along CSAH 25 and Beltline Blvd that are essential to enhancing access and development potential near the planned LRT station.

December 28, 2020

Mr. Michael Thompson  
Chair, TAC Funding and Programming Committee  
Metropolitan Council  
390 Robert Street North  
Saint Paul, MN 55101-1805

RE: Scope Change Request SP 163-291-008  
CSAH 25/Beltline Pedestrian Improvements

Dear Mr. Thompson,

City of St. Louis Park respectfully requests that the Funding and Programming Committee consider the attached Scope Change request for the CSAH 25 / Beltline Boulevard Pedestrian Improvement project.

**Background:**

The City applied for and was awarded 2016 STBGP funds for program year 2020, and then extended to 2021. The City has worked with Metro Transit for the past few years to locate a station for the Southwest Light Rail Transit (SWLRT) project at Beltline Boulevard and CSAH 25. The scope of the project included constructing and upgrading pedestrian facilities that will help transform the CSAH25 corridor to an urban corridor with pedestrian friendly features, while accommodating improvements identified in the Beltline Transitional Station Area Action Plan ([ch-7-beltline.pdf \(swlrcommunityworks.org\)](http://ch-7-beltline.pdf(swlrcommunityworks.org))).

**Program Funding**

In 2015, the City of St. Louis Park applied for and was selected to receive STBGP funds for the construction of pedestrian improvements along Beltline Boulevard from 36<sup>th</sup> St to CSAH 25, Ottawa Avenue from CSAH 25 to CSAH 5, Lynn Avenue from CSAH 25 to CSAH 5, and along CSAH 25 from Beltline Boulevard to Lynn Avenue. A map showing the project location is provided as Figure 1.

**Project Development**

At the time of application, plans for future development along with the SWLRT including the Beltline Station plans had not been developed and / or finalized. Therefore, the City included a segment along the southside of CSAH 25 from Beltline Boulevard to Lynn Avenue, as well a segment along Beltline Boulevard from Park Glen Road to CSAH 25. Since the original application was submitted, the SWLRT project included pedestrian facilities from Park Glen Road to CSAH 25. The City has also entered into an agreement with a developer, Sherman Development Associates, to include constructing a multiuse pathway along the southside of CSAH 25 from Beltline Boulevard to Lynn Avenue to be constructed in the near future.

**Proposed Scope Change**

The proposed scope change does not physically eliminate the segments along CSAH 25 from Beltline Boulevard to Lynn Avenue or along Beltline Boulevard from Park Glen Road to CSAH 25, as these segments are being constructed by the SWLRT and Sherman Development. The

requested scope change does eliminate these segments from being included with this project.

**Funding**

The City has funded through its agreement with the SWLRT, the segment along Beltline Boulevard from Park Glen Road to CSAH 25, see attached. The segment along CSAH 25 from Beltline Boulevard to Lynn Avenue will be partially funded by the City through a TIF Development and agreement with Sherman Development Associates. We have developed the attached Exhibit 1: Funding Data for Scope Change Request, which captures the original application funding amount and the reduction of the pedestrian facility costs that is not covered by City funding these projects.

The overall project cost is estimated at \$820,457, which is significantly higher than the federal funding amount. A summary of the overall project cost and reduction for the proposed scope change is summarized below.

Federal Funding Amount in STIP	\$ 560,000
Estimated Project Cost	\$ 700,000
Project Cost to be Covered by Local Funds	\$ 140,000
Removal of Pedestrian Improvements	\$ 14,700
Change in Project Costs	\$ (14,700)
80% Federal	\$ 11,760
20% Local	\$ 2,940
Revised Project Cost	\$ 820,457
Revised Federal Amount	\$ 548,240
Revised Local Amount	\$ 272,217

**Summary**

With the modified scope described above the project goal of providing safe and convenient pedestrian connections to the SWLRT station and adjacent Cedar Lake LRT Regional Trail is still being met.

We therefore request the Funding and Programming Committee’s support for scope change as described. If additional information is needed, please contact me at 952.924.2669 or by email at [bmanibog@stlouispark.org](mailto:bmanibog@stlouispark.org).

Sincerely,



Ben A Manibog Jr.  
City of St. Louis Park

Cc: Colleen Brown, MnDOT Federal Aid      Att: (1) Funding data for scope change request  
 John Barbeau, Metropolitan Council      (2) Location Map  
 Wayne Houle, SEH      (3) Excerpt from SWLRT Agreement

**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	2016
Application Funding Category	Bicycle and Pedestrian Facilities
HSIP Solicitation?	no
Application Total Project Cost	\$700,000.00
Federal Award	\$560,000.00
Application Federal Percentage of Total Project Cost	80%

**Project Elements Being Removed:**

Elements	Original Application Cost – Beltline Blvd	Original Application Cost – CSAH 25 (Note 2)
Removals	Note 1	0
Trail	Note 1	\$ 12,300
Ped Ramps	Note 1	\$ 600
Turf	Note 1	\$ 1,800
<b>Total Segment Costs</b>	<b>Note 1</b>	<b>\$ 14,700</b>
<b>Total Cost of Removed Elements</b>	<b>\$14,700</b>	

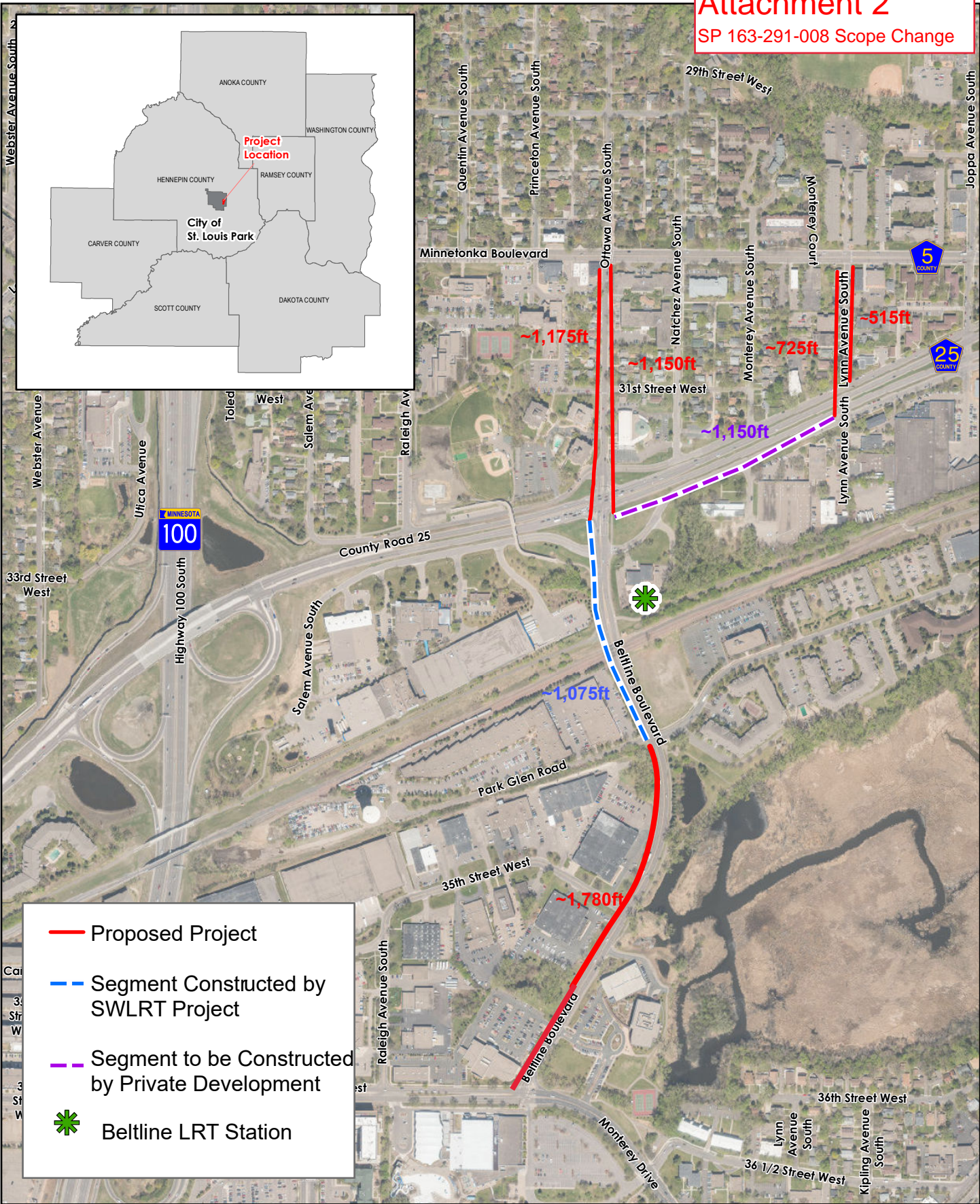
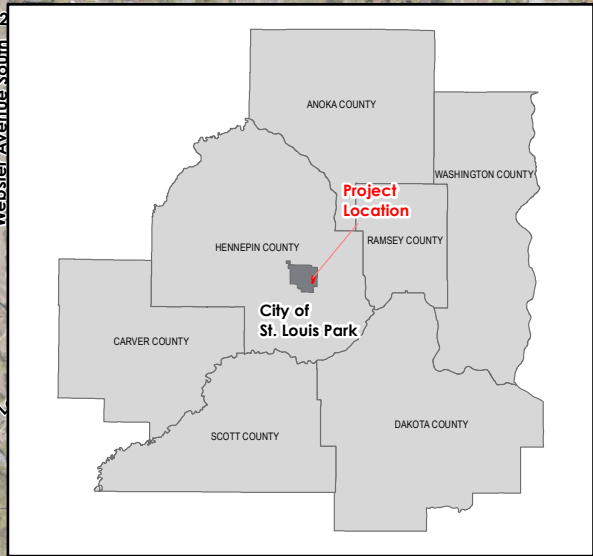
Notes:

1. City funded this improvement through agreement with SWLRT.
2. Partially funded through development agreement with Sherman Associates

**New Project Elements:**

Elements	Original Application Cost





- Proposed Project
- - - Segment Constructed by SWLRT Project
- - - Segment to be Constructed by Private Development
- ★ Beltline LRT Station

Path: P:\PT\GIS\Stlou\163156\5-final-dsgn\51-drawings\90-GIS\Maps\Beltline\_CSAH25\_121720.mxd

		Project: STLOU 153156 Print Date: 12/17/2020 	<p align="center"><b>PROJECT LOCATION</b>                  Beltline/CSAH 25 Pedestrian Improvements                  (S.P. 163-291-008)                  Scope Change Request                  St. Louis Park, Minnesota</p>	<p align="center">Figure 1</p>
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This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

**EXHIBIT A**

**Description of Local Work, Payment Schedule, and Budget Detail**

Local Work	Name	Description	Bid Amount
32	Beltline/CSAH 25 Improvements	<p>Includes roadway and pedestrian improvements in the Beltline Boulevard Station area, such as:</p> <ul style="list-style-type: none"> <li>• Bike lanes, pavement, striping, signing, and lighting on Beltline Boulevard from Park Glen Road to approximately 225 feet north of Park Glen Road and from CSAH 25 to approximately 335 feet south of CSAH 25</li> <li>• Sidewalk and trail improvements on the west side of Beltline Boulevard from Park Glen Road to approximately 380 feet north of Park Glen Road and from CSAH 25 to approximately 375 feet south of CSAH 25</li> <li>• Trail improvements on the east side of Beltline Boulevard from Park Glen Road to approximately 290 feet north of Park Glen Road</li> <li>• Lengthening the left turn lane for eastbound CSAH 25</li> <li>• Traffic Signal and pedestrian ramp improvements at the Beltline Boulevard and CSAH 25 intersection</li> <li>• Trail improvements along the south side of CSAH 25 from Beltline Boulevard to Lynn Avenue</li> <li>• Pedestrian accommodations at the Lynn Avenue and CSAH 25 traffic signal including pedestrian ramps and APS</li> <li>• Sidewalk connection on the east side of the Beltline Station park and ride lot</li> </ul>	\$882,195
34a	Upgraded Railing on Beltline Trail Bridge	Includes installing upgraded railing on the Beltline Trail bridge.	\$332,683
34b	Lighting on Beltline Trail Bridge	Includes installing lighting on the Beltline Trail bridge.	\$225,999



34c	Upgraded Railing on Louisiana Trail and LRT Bridges <sup>1</sup>	Includes installing upgraded railing on the Louisiana trail and LRT bridges.	\$62,556
		Bid Total	\$1,503,433
		Administration (3%)	\$45,103
		SFA Total	\$1,548,536

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<sup>1</sup> The Council will own and maintain the LRT Bridge railing. When necessary, however, the Council is not responsible for replacing the LRT Bridge railing in-kind.

**Original Costs for Regional Solicitation**  
 SP 163-291-0038  
 CSAH 25 Beltline Blvd Pedestrian Improvement Project

**Attachment 4**  
 SP 163-291-008 Scope Change

FROM REGIONAL SOLICITATION		Beltline Blvd - 36th to Park Glen	Beltline Blvd - Park Glen to CSAH 25	Ottawa Ave	Lynn Ave	CSAH 25	Total Costs	
<b>LINE NO.</b>	<b>SPECIFIC ROADWAY ELEMENTS</b>							
	<b>CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES</b>	<b>COSTS</b>						
1	Mobilization (approx. 5% of total cost)	\$28,000.00	\$ 8,800.00	\$ 1,500.00	\$ 8,800.00	\$ 7,100.00	\$ 1,800.00	\$ 28,000.00
2	Removals (approx. 5% of total cost)	\$96,000.00	\$ 4,000.00	\$ 1,242.00	\$ 59,172.00	\$ 31,586.00	\$ -	\$ 96,000.00
3	Roadway (grading, borrow, etc.)	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Roadway (aggregates and paving)	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Subgrade Correction (muck)	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Storm Sewer	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Ponds	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Concrete Items (curb & gutter, sidewalks, median barriers)	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Traffic Control	\$5,000.00	\$ -	\$ -	\$ 3,400.00	\$ 1,600.00	\$ -	\$ 5,000.00
10	Striping	\$1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
11	Signing	\$2,000.00	\$ -	\$ -	\$ 1,200.00	\$ 800.00	\$ -	\$ 2,000.00
12	Lighting	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Turf - Erosion & Landscaping	\$10,000.00	\$ 2,600.00	\$ 1,600.00	\$ 3,000.00	\$ 1,500.00	\$ 1,300.00	\$ 10,000.00
14	Bridge	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Retaining Walls	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Noise Wall (do not include in cost effectiveness measure)	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Traffic Signals	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Wetland Mitigation	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Other Natural and Cultural Resource Protection	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	RR Crossing	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Roadway Contingencies	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Other Roadway Elements	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Totals</b>	<b>\$ 142,000.00</b>	<b>\$ 15,400.00</b>	<b>\$ 4,342.00</b>	<b>\$ 76,572.00</b>	<b>\$ 42,586.00</b>	<b>\$ 3,100.00</b>	<b>\$ 142,000.00</b>
	<b>SPECIFIC BICYCLE AND PEDESTRIAN ELEMENTS</b>							
	<b>CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES</b>	<b>COSTS</b>						
23	Path/Trail Construction	\$155,000.00	\$ 80,400.00	\$ -	\$ 50,900.00	\$ -	\$ 23,700.00	\$ 155,000.00
24	Sidewalk Construction	\$206,000.00	\$ -	\$ 20,500.00	\$ 93,000.00	\$ 92,500.00	\$ -	\$ 206,000.00
25	On-Street Bicycle Facility Construction	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Right-of-Way	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Pedestrian Curb Ramps (ADA)	\$5,000.00	\$ 800.00	\$ 700.00	\$ 1,600.00	\$ 1,000.00	\$ 900.00	\$ 5,000.00
28	Crossing Aids (e.g., Audible Pedestrian Signals, HAWK)	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	Pedestrian-scale Lighting	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	Streetscaping	\$136,000.00	\$ 60,000.00	\$ 800.00	\$ 46,000.00	\$ 28,300.00	\$ 900.00	\$ 136,000.00
31	Wayfinding	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Bicycle and Pedestrian Contingencies	\$56,000.00	\$ 18,500.00	\$ 500.00	\$ 20,200.00	\$ 16,000.00	\$ 800.00	\$ 56,000.00
33	Other Bicycle and Pedestrian Elements	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Totals</b>	<b>\$558,000.00</b>	<b>\$159,700.00</b>	<b>\$22,500.00</b>	<b>\$211,700.00</b>	<b>\$137,800.00</b>	<b>\$26,300.00</b>	<b>\$558,000.00</b>
	<b>SPECIFIC TRANSIT AND TDM ELEMENTS</b>							
	<b>CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES</b>	<b>COST</b>						
34	Fixed Guideway Elements	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	Stations, Stops, and Terminals	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Support Facilities	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Transit Systems (e.g. communications, signals, controls, fare	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Vehicles	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Contingencies	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Right-of-Way	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Other Transit and TDM Elements	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Totals</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL COSTS</b>	<b>\$700,000.00</b>	<b>\$175,100.00</b>	<b>\$26,842.00</b>	<b>\$288,272.00</b>	<b>\$180,386.00</b>	<b>\$29,400.00</b>	<b>\$700,000.00</b>
	OVERALL TOTAL	\$700,000.00						
	FEDERAL AMOUNT	\$ 560,000.00						
	LOCAL MATCH	\$ 140,000.00						
		\$ 700,000.00						

## 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 amendment<sup>1</sup> 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

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<sup>1</sup> 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. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

### **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:**

	<b>Original Application Cost</b>

**New Project Elements:**

	<b>Cost (Based on Year of Costs in Original Application)</b>