

NORTHWEST MUNICIPAL CONFERENCE

1600 East Golf Road, Suite 0700
Des Plaines, Illinois 60016
(847) 296-9200 • Fax (847) 296-9207
www.nwmc-cog.org



*A Regional Association of Illinois
Municipalities and Townships
Representing a Population of Over One Million*

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Bannockburn
Barrington
Bartlett
Buffalo Grove
Carpentersville
Cary
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Deer Park
Deerfield
Des Plaines
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Lake Forest
Lake Zurich
Libertyville
Lincolnshire
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Mark L. Fowler

Northwest Municipal Conference Bicycle and Pedestrian Committee Tuesday, February 20, 2018

10:30 a.m.

**NWMC Offices
1600 E. Golf Road, Suite 0700, Des Plaines**

AGENDA

- I. Call to Order/ Introductions**
- II. Approval of January 16, 2018 Meeting Minutes (Attachment A)**
Action Requested: Approval of Minutes
- III. Surface Transportation Program (STP) Project Selection Committee Update (Attachment B)**
Staff will provide an update on the latest STP Project Selection Committee meeting. The committee will establish active program management strategies for all STP projects and will determine the methodology for selecting projects to receive STP funds from the regional Shared Fund. There are opportunities to incorporate more Complete Streets and other bicycle and pedestrian aspects into individual council methodologies.
Action requested: Informational/Discussion
- IV. NWMC Multimodal Plan Update**
Staff will provide an update on the status of updates to the NWMC bicycle plan.
Action Requested: Informational
- V. Upcoming Events**
The Illinois Bike Summit, Complete Streets Coalition Quarterly Meeting and the RTA planning workshops are all upcoming opportunities.
Action Requested: Information/Discussion
- VI. Local Project Updates**
Municipalities and others will be asked to provide updates on bicycle and pedestrian related projects.
Action Requested: Information/Discussion
- VII. Other Business**
- VIII. Next Meeting**
The next meeting of the NWMC Bicycle and Pedestrian Committee is scheduled for March 20, 2018 at the NWMC offices.
Action Requested: Informational
- IX. Adjournment**

**Northwest Municipal Conference
Bicycle and Pedestrian Committee
Tuesday, January 16, 2018
Draft Meeting Minutes
10:30 a.m.
NWMC Offices, Des Plaines**

Committee Members Present:

AC Buehler, Trustee, Village of Northbrook (co-chair)
Anne Marrin, Village of Fox Lake (co-chair)
Richard Bascomb, Village of Schaumburg
Jim Baxa, Village of Northbrook
Nellie Beckner, Village of Mount Prospect
Mike Hankey, Village of Hoffman Estates
Maggie Jablonski, Elk Grove Village
Andrew Jennings, Village of Wheeling
Natalie Nye, Village of Barrington
Derek Peebles, City of Des Plaines
Brigit Schwab, Village of Arlington Heights
Harry Spila, Village of Palatine

Others Present:

Mark Biederwolf, Village of Buffalo Grove
Jim Hurley, City of Evanston
Matt Lawrie, Village of Mount Prospect
Wayne Mikes, Bike Palatine
Martin Sobanski, Village of Northbrook
Robert Steele, Village of Glenview
Brian Pigeon, NWMC
Mike Walczak, NWMC

I. Call to Order/ Introductions

Trustee Buehler called the meeting to order at 10:35 a.m. and asked those present for introductions.

II. Approval of December 19, 2017 Meeting Minutes.

On a motion by Ms. Marrin, seconded by Mr. Bascomb, the committee voted to approve the meeting minutes.

III. NWMC Multimodal Plan Update

Mr. Walczak discussed discussions staff has had with CMAP staff regarding the timeline for receiving grant funding for the conference bike plan update. He reported that the

funds could be available as soon as April and noted that staff would be discussing the issue with the NWMC Finance Committee. He reiterated that the Bicycle and Pedestrian Committee would be the steering committee for the plan and would select the project consultant. He added that there would be a kick-off event for the new plan launch and that the conference would be responsible for a 20% match for the funds.

IV. RRFB Policy Changes

Mr. pigeon discussed the FWHA's decision to rescind approval of rectangular rapid flashing beacons noting that the devices were found to be patented. He noted that existing RRFBs could remain in place for their usable life but new RRFBS should not be installed. He advised municipalities with questions to contact FHWA's local office.

V. Invest in Cook Program

Mr. Walczak noted that a new call of Invest in Cook projects would begin later in the year and encouraged municipalities to begin thinking of eligible projects.

VI. Other Business

Mr. Pigeon discussed two recent decisions made by the Illinois Supreme Court regarding municipal liability for the maintenance of off-street paths noting that these decisions provide only limited immunity for local governments.

He also noted that the Complete Streets Coalition would be meeting March 9 at CMAP's offices in Chicago and that Ride Illinois had received a state grant to continue that organization's Bike Safety Quiz with police forces.

Mr. Baxa announced that the Village of Northbrook was working on a bike plan update and the draft existing conditions report would be available soon.

Mr. Peebles announced that Des Plaines was pursuing in-road lighting for their downtown crossing and had received initial IDOT approval.

VII. Next Meeting

Chair Buehler announced that the next meeting was scheduled for February 20, 2018 at the NWMC offices.

VIII. Adjournment

On a motion by Mr. Bascomb, seconded by Ms. Marrin, the committee adjourned at 11:25 a.m.

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**ATTACHMENT Ó**

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Memorandum**MEMBERS**

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Crystal Lake
Deer Park
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Des Plaines
Elk Grove Village
Evanston
Fox Lake
Glencoe
Glenview
Grayslake
Hanover Park
Highland Park
Hoffman Estates
Kenilworth
Lake Bluff
Lake Forest
Lake Zurich
Libertyville
Lincolnshire
Lincolnwood
Morton Grove
Mount Prospect
Niles
Northbrook
Northfield
Northfield Township
Palatine
Park Ridge
Prospect Heights
Rolling Meadows
Schaumburg
Skokie
Streamwood
Vernon Hills
Wheeling
Wilmette
Winnetka

President
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Secretary
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Treasurer
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Executive Director
Mark L. Fowler

To: NWMC Bicycle and Pedestrian Committee

From: Mike Walczak, NWMC Transportation Director

Subject: Surface Transportation Program Project Selection Committee Update

Date: February 20, 2018

The Surface Transportation Program (STP) Project Selection Committee has held two meetings. The responsibilities of the committee are: establish active program management strategies for all STP projects; determine the methodology for selecting projects to receive STP funds from the regional Shared Fund; and, approve the program of Shared Fund projects and monitor their progress. The committee consists of seven members: three Council of Mayors representatives; three representatives from the City of Chicago; and, a CMAP staff member who chairs the committee. Non-voting members represent IDOT, the counties, RTA and the Federal Highway Administration. The committee plans to meet monthly throughout 2018 and 2019.

At the first meeting in December, the committee established a meeting schedule and reviewed its charge. The committee also discussed the importance of developing regional consensus for the Shared Fund program, the need for the support of IDOT in agreement processing and plan reviews, as well as the importance of input from the councils in the process. The possibility of councils making recommendations on a project or group of projects for the Shared Fund was also brought up and will likely be discussed more at a future meeting.

At the January meeting, the committee discussed potential active program management tools designed to more efficiently spend STP funds and streamline project timelines (see attached slideshow). A set of active program management rules has been in place since 2014 for the CMAQ and TAP programs. Examples were also given from other regions around the country.

The development of the Shared Fund methodology will begin in February and will determine which project types will be eligible for funding and how projects will be scored. Local municipalities and the City of Chicago will all be eligible to apply to the Shared Fund program.

Both the active program management and Shared Fund methodology are scheduled to be approved in September, 2018. During this time, the committee will also determine what assistance should be given to disadvantaged communities. Once the active program management rules are set, individual council methodologies can be updated. Changes to the individual council methodologies must be completed by the end of September, 2019 to be followed by a call for new projects to be programmed starting in FY 2021. The call for projects for the Shared Fund will be in January, 2019. The projects will be scored and a proposed program released in June, 2019. Final approval will be in October, 2019.

NWMC is working with the other regional councils to inform our Council of Mayors representatives on the committee as well as CMAP staff of our comments and concerns. During the development process, these included:

- Recommend conducting a periodic review (i.e. every two years) and analysis of the projects selected by the committee to ensure that the past projects chosen meet the goals of the memorandum's signatories and the regional comprehensive plan.
- During the first five-year update of the performance-based data, CMAP and the signatories to the memorandum undertake an evaluation of this new system to measure success and allow for changes to be made.
- Include language in the active program management rules acknowledging delays from factors beyond the control of municipalities and ensure that no municipality or council loses funding due to these factors.

STP Project Selection Committee 2018 - 2019 Meeting Outline

2018		
January Active Program Management: Issues & Options	February Shared Fund Methodology: Project Types & Criteria Categories	March Active Program Management: Draft Proposal
April Shared Fund Methodology: Draft Selection Criteria & Scoring Proposal	May Active Program Management: Revised Proposal	June Shared Fund Methodology: Revised Selection Criterial & Scoring System Proposal
July TBD <i>Feedback from councils/partners</i>	August TBD <i>Feedback from councils/partners</i>	September Approve Active Program Management System & Shared Fund Methodology
October TBD <i>Begin local methodology updates</i>	November Review shared fund application materials	December NO MEETING
2019		
January Issue call for 2020 – 2024 Shared Fund Projects	February TBD	March TBD
April Project rankings released	May TBD	June Staff recommended program review and release for public comment
July TBD <i>Public comment period</i>	August Review comments and recommend program to MPO Policy Committee	September Approve local program distribution and programming marks
October TBD <i>MPO Policy Committee Approval</i>	November TBD	December NO MEETING

Items in italics are activities by others, including CMAP staff, other CMAP committees, and the councils and CDOT.

STP Active Program Management:

Issues & Options

January 24, 2017

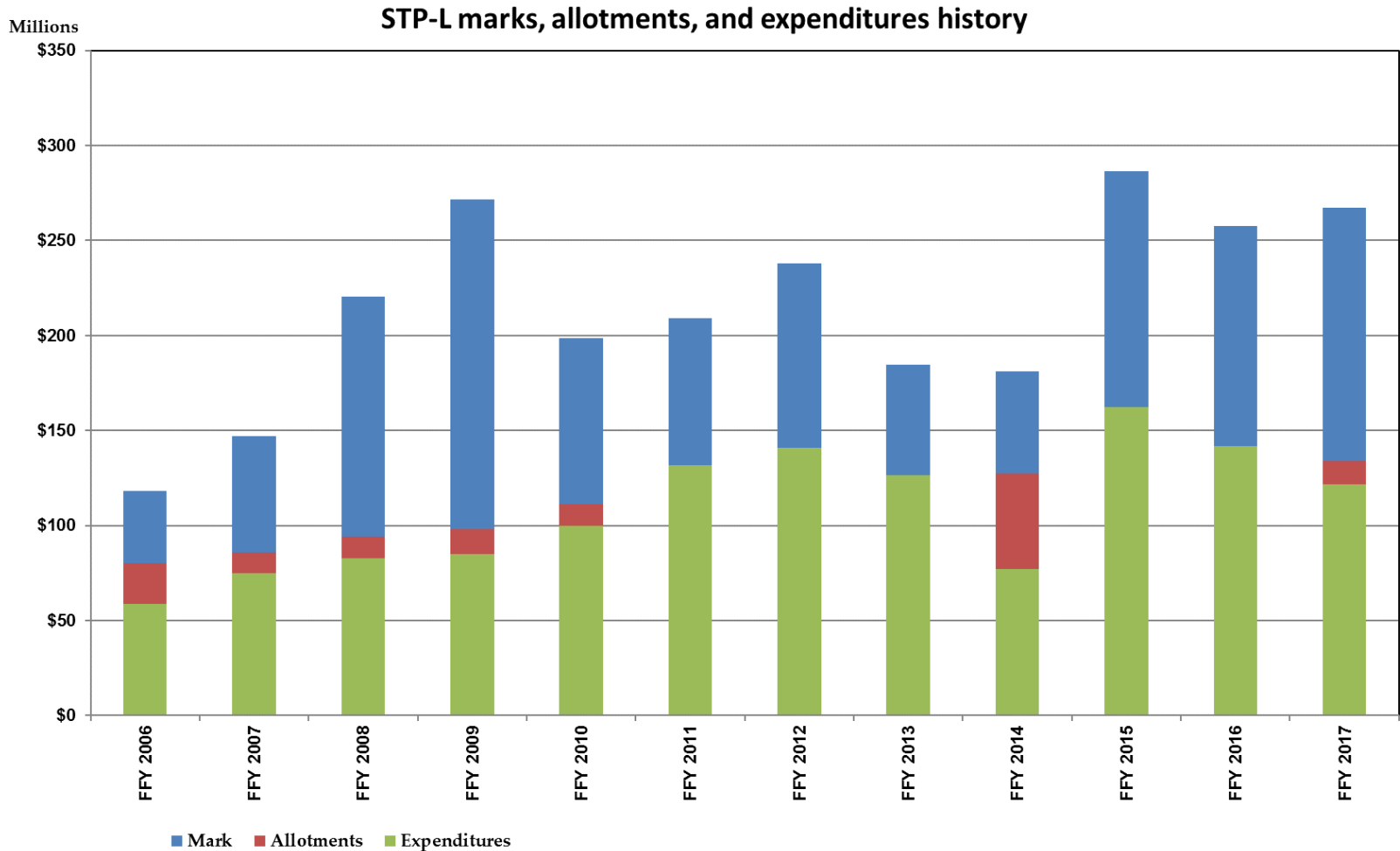
Today's goals

- Review why APM is needed
- Review brainstorming sessions and make additions
- Consider peer review
- Identify most important issues that can be addressed with APM
- Get a sense of options available

Why APM?

- **Obligation History**
- **Implementation Issues**
- **Transparency**
 - Sponsor Expectations
 - GATA

Obligation History



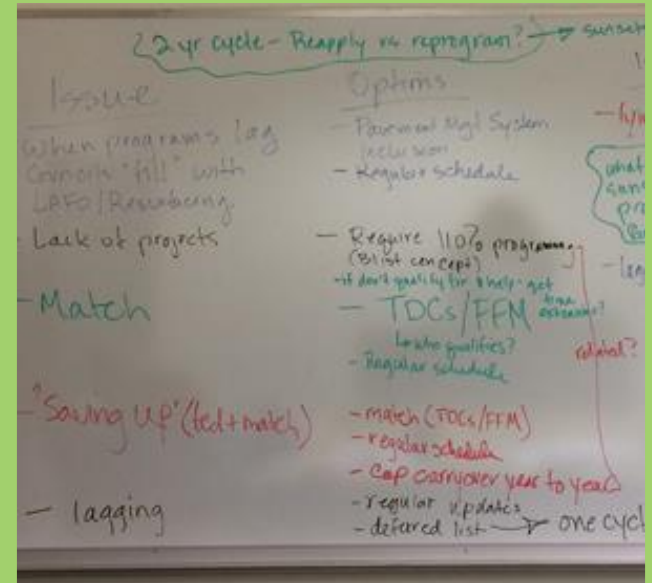
Source: CMAP STP-L Obligations spreadsheet.

So what?

- **STP funds used to be protected from rescission – not anymore**
- **Projects are programmed, even more projects are needed, but they're not getting done**

Brainstorming

- **Three sessions**
 - CMAP staff
 - Planning Liaisons
 - IDOT D1 Local Roads
- **Developed “Issues & Options”**



Issues

Projects don't start on time

Repeat offenders

Agreement delays

Funds are “reserved” for projects
that are delayed

Sense of “entitlement” to funding

“Saving up”

Sponsors won't start project without
“guarantee” for construction

Time needed to save up match \$

Early phases using local funds make
construction “come out of nowhere”

Inaccurate cost estimates

ROW delays can be significant and
are not controlled by sponsor

Changing local priorities/politics

Lack of awareness of project status
by decision/policy makers

Lack of applications - filling
programs with LAFO

Lagging projects or phases

Unrealistic/speculative project
applications

Balance keeping funding local vs.
replenishing the shared fund

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Issues

Active Program Management

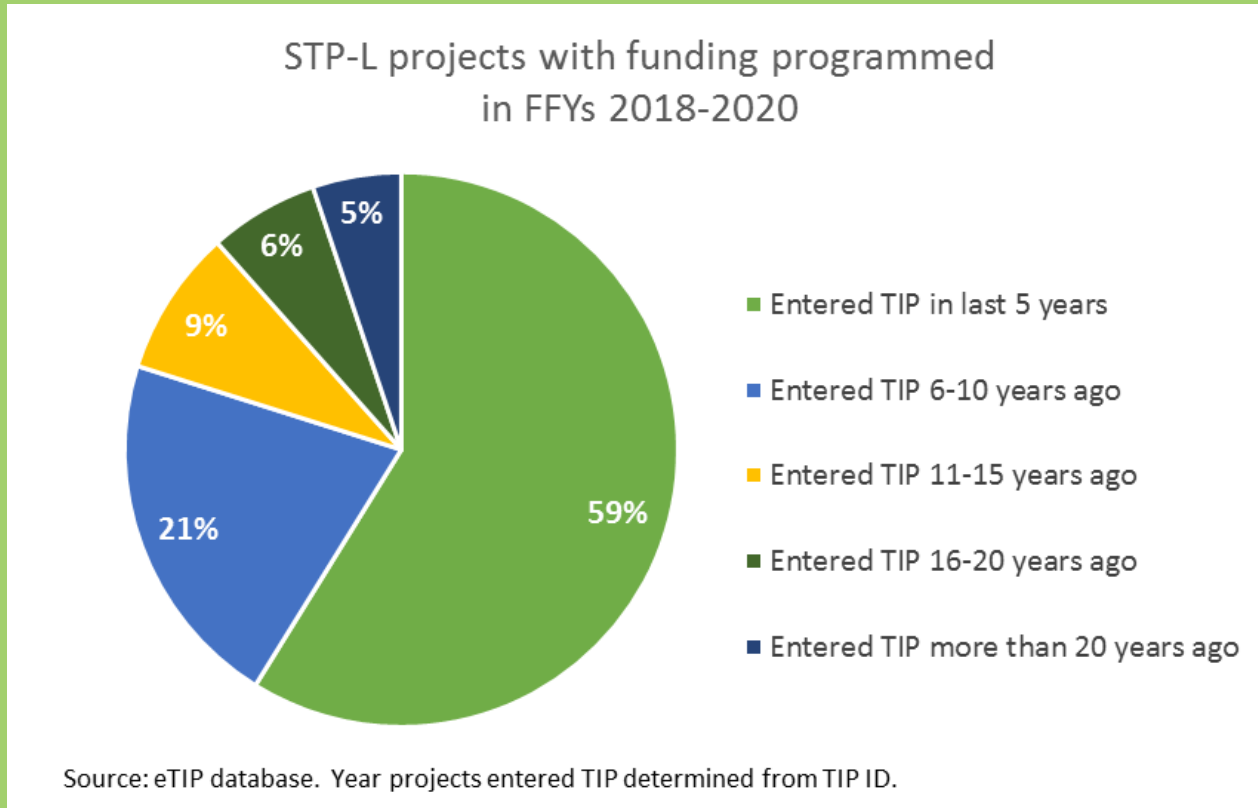
- Projects don't start on time
- Lagging projects or phases
- Agreement delays
- Funds are "reserved" for projects that are delayed
- ROW delays can be significant and are not controlled by sponsor
- Changing local priorities/politics
- Lack of awareness of project status by decision/policy makers
- Early phases using local funds make construction "come out of nowhere"
- Balance keeping funding local vs. replenishing the shared fund

Project Selection Methodologies

- Inaccurate cost estimates
- Repeat offenders
- Different PMs/Consultants known to be more accurate with estimates
- Sense of "entitlement" to funding
- "Saving up"
- Lack of applications - filling programs with LAFO
- Sponsors won't start project without "guarantee" for construction
- Time needed to save up match \$
- Unrealistic/speculative project applications

Issue: Lag between programming & implementation

- 20% of current projects were programmed more than 10 years ago



Issue: Lag between programming & implementation

- 25% of projects had their first obligation more than 5 years after entering the TIP

First obligation relative to entering TIP	Number of projects	Percent of projects	Amount of STP-L “reserved” for these projects
> 15 years	11	1%	\$75M
10 – 14 years	39	4%	\$280M
5 – 9 years	179	20%	\$475M
< 5 years	651	74%	\$714M

Source: CMAP STP-L Obligations spreadsheet. 880 projects entering TIP in 1994 or later, with at least one STP-L obligation.

Issue: “Reserved” funds

- **When delays occur, the “reserved” funds are going unspent**
- **There are different ways that we “reserve” funds:**
 - By council with our distribution formula
 - By call for projects cycle when we create an “approved program”
 - By project when estimates or bids are low

Issue: Agreement delays

- Funds cannot be obligated and project phases cannot be started without an agreement
- Delayed start of early phases can cause a snowball effect on later phases.
- Good news - Majority of delays are preventable!

AGREEMENT DELAYS

- Submitted prior to PPI approval
- PPI, Agreement & TIP (do not match)
- Submitted w/o Design Approval
- Missing Exhibits
- Signed Agreements not dated
- Incorrect Resolution
- Project Scope Change
- Fund Source Changes



REASONS FOR DELAY ON ENGINEERING AGREEMENTS



- Incomplete submittal
- Payroll Rate/Classifications missing or do not match the Current Payroll Rate listing
- Sub-Consultant not Pre-Qualified
- Profit formula not consistent
- Not submitted w/ LPA Agreements
- Project description must match the TIP

Source: IDOT D1 BLRS presentation at recent STP workshop

Issue: ROW delays

- **Can be significant**
- **Can legitimately be “beyond sponsor control”**
 - Condemnation process can be long
 - Cost can escalate, causing delay while funds are secured

Issue: Changing local priorities

- When priorities change, programming often doesn't follow suit

Issue: Lack of awareness

- Decision-makers that budget and schedule often aren't in the loop:
 - On status of projects
 - On rules/procedures for spending

Other issues?

Agreement: Provisions to Consider for APM System

- **Deadlines for projects to be initiated**
- **Deadlines for project phases to be obligated**
- **Grace periods for local reprogramming of funds**
- **Policies for project and phase eligibility**
- **Policies for re-distribution of unobligated funds**

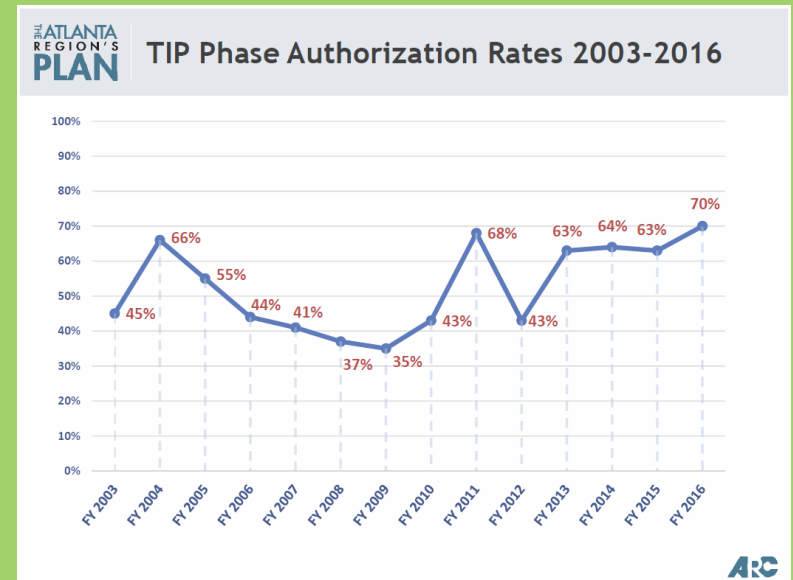
Peer Review

- Five MPOs, our CMAQ/TAP program, and existing council policies

MPO/Council	Require Status Updates	Milestones	Deadlines	Grace Periods/ Extensions	Penalties	Immediate Reprogramming	Training/ Project Mgmt	Other provisions
Atlanta Regional Commission (ARC)	✓	✓	✓	✓	✓		✓	✓
Puget Sound Regional Council (PSRC)	✓	✓	✓	✓	✓	✓		✓
NC Capital Area MPO (CAMPO)	✓	✓	✓				✓	
EW Gateway	✓	✓	✓	✓	✓	✓	✓	✓
Metropolitan Council		✓	✓	✓	✓			
CMAQ (CMAQ/TAP)	✓	✓	✓	✓	✓	✓	✓	
North Shore		✓	✓	✓	✓			
Northwest		✓	✓	✓	✓			
North Central								
Central								
Southwest		✓	✓		✓			
South	✓							
DuPage		✓	✓	✓	✓			
Kane/Kendall	✓							
Lake								
McHenry	✓	✓	✓		✓			
Will		✓						✓

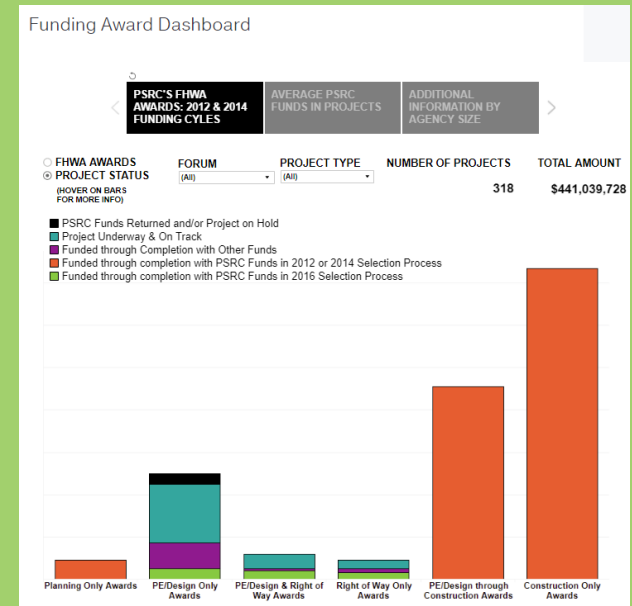
Atlanta Regional Commission

- **Annual program status report**
 - Projects are “Advancing”, “Delayed”, or “Dropped”
- **Deadlines based on programmed year**
- **Delays > 1 year cause subsequent phases to move out of program**
- **New applications are limited for sponsors of delayed projects**
- **Deliverability assessment completed with funding application**



Puget Sound Regional Council

- One request for 6 month extension allowed, based on ability to progress, not reason for delay, limited to ROW and CON phases
- Aggressive contingency list for immediate reprogramming
 - Projects receiving reprogrammed funds must be “immediately ready to obligate”
 - Hierarchy: prioritized contingency list, subsequent phases of previously funded projects, projects with other federal funds in the TIP
- If miss deadline, funds removed and reduced # of new applications allowed next call

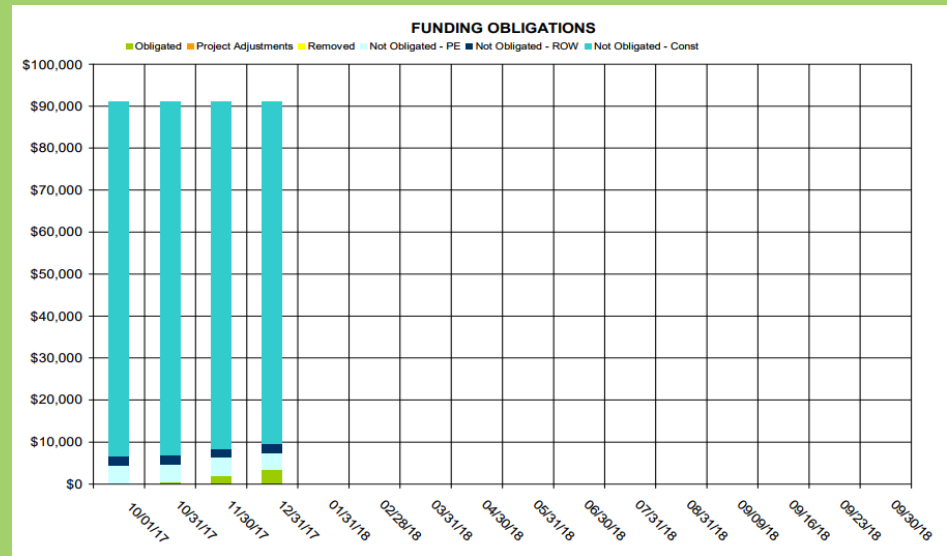


Capital Area MPO (Raleigh)

- **Programming/management changes in response to 2009 rescission**
- **Program 2-years in future, every year**
- **Agreements for programmed phases signed by local and state in September (before start of programmed FFY), or funds reprogrammed**
- **Project selection includes consideration of past project delivery performance**
 - Limit number of new applications based on number of projects delayed in past
- **Project managers and training required**

East-West Gateway

- Monthly status reports
- One chance to reprogram (IMP or CON only) if delay beyond sponsor control *and* a strategy is in place to obligate funds
- Missed deadline/no extension: funding forfeited *and* prior phase(s) federal funds repaid by sponsor



Metropolitan Council (Twin Cities)

- Request extension 6 mos. before deadline
- Unforeseen delay *and* project progressing
- Projects that miss deadline are not carried into new TIP
- No automatic inflationary cost increase for extended phases.

High Level Options

- **Realistic programming**
- **Project sunsets**
- **Frequent status updates**
- **Active reprogramming**
- **Regular and uniform calls for projects**
- **Standardized implementation procedures**

- Ask for funds when project/phase(s) *will* be ready, not in current/next year
- Use IDOT milestone schedule and previous experience as a guide
- Creates foundation for success

- Delayed start
- Agreement & ROW delays
- Time to save match

 CMAP

Project Sunsets with Serious Penalties

- Set deadlines based on programmed year
- Tie to letting and milestone schedules
- Milestones must be met well ahead of the end of the FFY in order to ensure obligation within that same year
- Motivates sponsors to make progress or risk losing funding for project and for council

Issues addressed:

- Starting on time
- “Reserved” funds
- Agreement & ROW delays

LETTING SCHEDULE THROUGH CY2019 IDOT - Bureau of Local Roads and Streets Region One									
* Pre-Final Plans to Region One (Friday)	TIP Revisions Due (Wednesday)	CMAP Transportation Committee Meeting (Friday)	Final PS & E and Grant Agreement(s) (Funding / CE) to Region One (Monday)	Program Revisions Due (Friday)	Final CE, RR and Funding Agreements to D-1 BLSS & Final ROW Documents to D-1 Bureau of Land Acquisition (Monday)	ROW Certified by Bureau of Land Acquisition (Wednesday)	Federal Authorization Request (Friday)	Service Bulletin (Friday)	Letting (Friday)
August 11, 2017	November 8, 2017	November 17, 2017	October 3, 2017	October 20, 2017	November 20, 2017	November 29, 2017	December 1, 2017	December 8, 2017	January 19, 2018
September 29, 2017	January 10, 2018	January 19, 2018	November 27, 2017	December 8, 2017	January 16, 2018	January 24, 2018	January 26, 2018	February 2, 2018	March 9, 2018
November 17, 2017	January 10, 2018	January 19, 2018	January 15, 2018	January 26, 2018	March 5, 2018	March 14, 2018	March 16, 2018	March 23, 2018	April 27, 2018
January 5, 2018	February 14, 2018	February 23, 2018	March 5, 2018	March 16, 2018	April 23, 2018	May 2, 2018	May 4, 2018	May 11, 2018	June 19, 2018
February 23, 2018	April 18, 2018	April 27, 2018	April 23, 2018	May 4, 2018	June 11, 2018	June 20, 2018	June 22, 2018	June 29, 2018	August 3, 2018
April 13, 2018	May 30, 2018	June 8, 2018	June 11, 2018	June 22, 2018	July 30, 2018	August 8, 2018	August 10, 2018	August 17, 2018	September 21, 2018
June 1, 2018	July 25, 2018	August 3, 2018	July 30, 2018	August 10, 2018	September 17, 2018	September 26, 2018	September 28, 2018	October 5, 2018	November 9, 2018

Frequent Status Updates

- **Forces awareness of progress – keeps project at the forefront**
- **Confirmation of progress**
- **Early identification of delays – before a sunset milestone is missed**
- **Flexibility to modify schedule during a regular call for projects**
- **From beginning – not just beginning of federally funded phase**

Issues addressed:

- Phase delays
- Predictable schedule for securing match
- Less “surprise” construction
- Changing local priorities
- Lack of awareness

Grace Periods and Active Reprogramming

- **Delays do happen – must be reasonable when making progress**
- **Provides flexibility to move a project(s) forward when another is delayed**
- **Creates a pipeline a viable projects**

Issues addressed:

- “Reserved” funds
- Delays beyond sponsor control
- Changing local priorities
- Keeps funds local

Standard Implementation Procedures

- **Uniform call for projects schedule**
- **Published, consistent policies across the region**
- **Frequent and comprehensive training**

Issues addressed:

- Lack of awareness
- GATA requirements

Active Program Management System development timeline

- **Selection Committee discussion**
 - Jan 2018: issues & options
 - Mar 2018: initial proposal
 - May 2018: revised proposal
 - Summer 2018: council and partner feedback
 - Sep 2018: Approval
- **Programming cycle begins with call for shared fund projects in Jan 2019 and local program projects in Jan 2020**

STP Active Program Management:

Issues & Options

January 24, 2017