

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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Antioch
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Bannockburn
Barrington
Bartlett
Buffalo Grove
Deer Park
Deerfield
Des Plaines
Elk Grove Village
Evanston
Fox Lake
Glencoe
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Northbrook
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**NORTH SHORE COUNCIL OF MAYORS
TECHNICAL COMMITTEE MEETING
Thursday, August 29, 2019
8:30 A.M.
Skokie Village Hall
5127 Oakton Street, Skokie, IL 60077**

AGENDA

- I. **Call to Order/Introductions**
- II. **Approval of Meeting Minutes – June 27, 2019 (Attachment A)**
Action Requested: Approval
- III. **Agency Reports**
 - A. **Pace (Attachment B)**
 - B. **IDOT Highway Report**
 - C. **Cook County Department of Transportation and Highways**
 - D. **Illinois Tollway**
 - E. **IDOT Local Roads**
 - F. **Chicago Metropolitan Agency for Planning (CMAP)**
- IV. **North Shore Council of Mayors Surface Transportation Program (STP) (Attachment C)**
Staff will provide an overview of the North Shore Council's STP Program, noting changes that have been made since the last meeting.
Action Requested: Discussion
- V. **STP Project Selection Methodology (Attachments D & E)**
Staff will outline changes made to the STP Project Selection methodology as a result of discussions on June 27 (Attachment D). Staff will also review public comments received from the Village of Northbrook (Attachment E) and discuss any changes before finalizing the draft for voting. Staff requests approval of the methodology after committee feedback.
Action Requested: Approval
- VI. **Other Business**
- VII. **Next Meeting**
To be determined (TBD)
- VIII. **Adjourn**

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Attachment A

*A Regional Association of Illinois
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NORTH SHORE COUNCIL OF MAYORS TECHNICAL COMMITTEE MEETING MINUTES

Thursday, June 27, 2019

2:00 p.m.

Northwest Municipal Conference
1600 E. Golf Road, Des Plaines, IL 60016

MEMBERS

Antioch
Arlington Heights
Bannockburn
Barrington
Bartlett
Buffalo Grove
Deer Park
Deerfield
Des Plaines
Elk Grove Village
Evanston
Fox Lake
Glencoe
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Executive Director
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Attendance

Erik Cook, Director of Engineering, Village of Skokie, *Chair*
Sat Nagar, Senior Project Manager, City of Evanston
Adriana Webb, Engineering Division Manager, Village of Glenview
Andrew Letson, Public Works Director, Village of Lincolnwood
Stacy Sigman, Village Manager, Village of Northfield
Ryan Kearney, Project Manager, Village of Wilmette
Jim Bernahl, Assistant Director of Public Works, Village of Winnetka
Barbara Zubek, Policy and Programming Senior, CMAP
Jim Tibble, Project Engineer, CivilTech Engineering
Jay Coleman, Transportation Project Manager, Baxter & Woodman
Grace Dysico, Vice President, TranSystems
Tavis Farmer, Area Programmer, Illinois Department of Transportation
Sam Wright, Transportation Planner, Cook County DOT
Larry Bury, Deputy Director, NWMC
Josh Klingenstein, Program Associate for Transportation, NWMC
Kendra Johnson, Program Associate for Transportation, NWMC

I. Call to Order

Mr. Cook called the meeting to order at 8:33 a.m. and those present provided introductions.

II. Approval of Meeting Minutes – May 7, 2019

The minutes were approved on a motion by Ms. Sigman, seconded by Mr. Nagar.

III. Agency Reports

A. Pace

Mr. Andrews reported that construction of the Pulse Milwaukee line would be completed soon, and that the line was scheduled to officially open on August 11. He also noted that work on the Dempster Road Pulse line was scheduled to begin soon.

B. IDOT Highways Report

Mr. Farmer reported that there were no changes in the existing Highways report. He noted that the agency would be re-vamping its Multi-Year Program as a result of the recently-passed capital bill. Mr. Bernahl asked if the Technical Committee would have any say in the creation of the MYP. Mr. Farmer responded that decisions were made based on fiscal constraint and project schedules.

C. Cook County Department of Transportation and Highways

Mr. Wright introduced himself to the committee and reviewed changes to County-led projects in the North Shore. He also announced that the Invest in Cook program of projects would be up for Cook County Board approval in July. Ms. Sigman asked if the recommended program of projects had been made public. Mr. Wright responded that it had not been made public yet, and likely would not be made public until after the board approved the project.

D. Illinois Tollway

No report.

E. IDOT Local Roads

Mr. Fierro noted that there had not been any substantial changes to the local roads report since the previous meeting.

F. Chicago Metropolitan Agency for Planning (CMAP)

Ms. Zubek noted that the CMAQ program had obligated 99% of its goal in FFY19. She also noted that cost, schedule, and scope change requests for CMAQ projects on the November letting were due on July 3. Ms. Zubek reported that the region had obligated \$147 million so far in FFY 19 and stressed that communication with planning liaisons regarding project changes was crucial.

Ms. Zubek reported on the scoring for the STP-Shared Fund, TAP-L, and CMAQ. She said that comments from STP-Shared project applicants had been received and that scores would change based on those comments. She also noted that CMAQ and TAP scores had been released and that the recommended programs for all three fund sources would be reviewed by the respective project selection committees on July 18. She also noted that funding was available from IEPA for a program called Drive Cleaner Illinois.

Ms. Zubek also noted that each council's new STP methodology would need to undergo a 30-day public comment period, and she said that some councils had already posted their final methodologies to the CMAP site. She also asked those present to review the draft CMAP municipal directory and provide comments.

Mr. Cook asked if there was any way to know which projects were likely to be funded based on the scores that were released for the CMAQ, TAP, and STP-Shared Fund programs. Ms. Zubek said that it was important to remember that the agencies were filling a five year program of projects with each call and that communities should not necessarily be concerned if their project was not at the top of initial list.

IV. North Shore Council of Mayors Surface Transportation Program

Mr. Klingenstein reviewed the council's Surface Transportation Program, noting project phases with had been authorized and which phases had been delayed. Mr. Nagar noted that the Howard Street project in Evanston would likely be targeting a March 2020 letting, rather than an April 2020 letting as was noted on the program sheets. Mr. Klingenstein noted that the Skokie Blvd. and Lake Street intersection improvement project in Wilmette was now targeting a letting in early 2021. Mr. Letson noted that the Devon Avenue project in Lincolnwood would likely move back

as well. He said that the Village and the City of Chicago were working to choose a consultant to complete the Phase II engineering work for the project.

V. STP Project Selection Methodology Discussion

Mr. Klingenstein noted that he had made a number of minor changes to the methodology based on the discussions held at the previous Technical Committee meeting. He first said that the weighting of the categories had been changed, with project readiness now accounting for 15% of the total score and local need accounting for 10%. He then reviewed a change made to the safety score, which stipulated that points would be assigned based on the maximum planning-level CRF.

Mr. Klingenstein then asked committee members if the score for existing congestion level of service should be adjusted. Mr. Bernahl asked if scores could be assigned in descending order of level of service, with D receiving five points, E receiving four, and so on. The committee concurred. Mr. Klingenstein said that staff would make the change. Mr. Klingenstein then reviewed changes made to the language regarding Phase I Engineering in the project readiness section. Mr. Bernahl suggested that holding a Phase I kickoff meeting could be enough to satisfy the Phase I requirement. Mr. Nagar also suggested using ESR submittal as the criteria. Mr. Fierro noted that many communities had submitted incomplete Project Development Reports as part of the most recent call for projects and said that it may not be the best measure of Phase I completeness. Mr. Bernahl suggested leaving the language as-is for the first call for projects, and noted that the committee could change the methodology for future calls if there were any issues. The rest of the committee concurred. Mr. Klingenstein then briefly mentioned the scoring changes made in the local need category.

Mr. Klingenstein reviewed changes to the Complete Streets/Multimodal improvements category. He said that CMAP staff no longer performed the proximity analysis that had been used when scoring this category during past calls for projects and that he had used connectivity as a proxy for the previous method of scoring projects. Mr. Bernahl suggested changing the text to differentiate between maintenance and improvement. Mr. Letson noted that enhancements of existing facilities should be worth as many points as building a new facility. Mr. Nagar said that he believed ADA enhancements to facilities where no ADA accommodations currently exist should receive the full ten points. Mr. Klingenstein suggested giving ten points to new facilities that were connected to the larger bicycle and pedestrian network, as well as to significant enhancements to existing facilities. He then suggested giving five points to new facilities that were isolated from the bicycle or pedestrian network and to projects that involved routine maintenance of existing facilities.

Mr. Klingenstein then reviewed a minor change to the Inclusive Growth category, noting that scores would be determined based off of CMAP's travel demand model. Finally, Mr. Klingenstein asked the committee to confirm whether standalone bicycle and pedestrian facilities or park and ride facilities should be included as eligible project types. The committee confirmed that bicycle and pedestrian facilities would only be eligible if undertaken with a different STP-eligible project type. They also confirmed that park and ride facilities should not be eligible.

Mr. Klingenstein said that next steps would include submitting the draft methodology to CMAP staff for comments and releasing the methodology for a thirty-day public comment period sometime in July. He also said that the next Technical Committee meeting would need to be scheduled for August in order to approve the final methodology. He noted that the methodology would then need to be approved by the full North Shore Council in September. Mr. Bury added that staff would score a select number of previous STP projects using the new methodology to provide committee members with an idea of which projects would score well.

VI. Other Business

There was no other business.

VII. Next Meeting

The committee agreed to hold their next meeting on August 29, 2019 at 8:30 a.m. at the Skokie Village Hall.

VIII. Adjourn

The committee voted to adjourn on a motion by Mr. Nagar, seconded by Mr. Bernahl.

Pace Announces Launch of Pulse Milwaukee Line

FOR IMMEDIATE RELEASE

June 24, 2019 12:00:00 PM

Media Relations Office: (847) 228-4222

Pace's first bus rapid transit service will begin operating on August 11

ARLINGTON HEIGHTS - Pace is excited to announce the launch of its first Pulse rapid transit line, the Pulse Milwaukee Line. Operations begin on Sunday, August 11, 2019. Pulse provides enhanced express bus service that incorporates streamlined route design and the latest technology, like transit signal priority (TSP), to provide faster, more frequent service. Passengers traveling along Milwaukee Avenue between the CTA Jefferson Park Transit Center and Golf Mill Shopping Center in Niles will soon benefit from increased service, state of the art stations, and improved customer communications with real-time Bus Tracker signs at every boarding location.

"Pulse represents the next generation of Pace service," said Pace Chairman Richard Kwasneski. "The frequency and affordability of this service will improve access to jobs, education, medical care, shopping and entertainment for the residents we serve."

Modern purple buses branded with the Pulse logo and equipped with Wi-Fi and USB charging ports will serve completely accessible stations featuring raised platforms to facilitate faster boarding, prominent vertical markers with local and regional maps and real-time bus arrival information, heated shelters with seating, snow-melt pavement, and bike racks. All stations will feature community expression elements designed in partnership with the communities and businesses along the route.

"A lot of hard work has gone into launching this service," said Executive Director Rocky Donahue. "I would like to thank our dedicated staff and all of the agencies, organizations and communities that had a hand in this, including the Village of Niles, City of Chicago, Regional Transportation Authority, Illinois Department of Transportation, Chicago Department of Transportation, Federal Transit Authority, Chicago Metropolitan Agency for Planning, and HNTB. There are also several business and property owners along the corridor who deserve a big thank you. This wouldn't be possible without their partnership and support."

Pulse service will operate on weekdays between 5 a.m. and midnight with 10-minute frequency during rush hours, 15-minute frequency during non-peak hours until 10 p.m., and every 20 minutes from 10 p.m. until midnight. On Saturdays, Pulse service will begin at 5:30 a.m. and on Sundays it will start at 6 a.m. Service on both Saturday and Sunday will run until midnight. On weekends and holidays, Pulse will run every 15 minutes until 10 p.m. when it will transition to every 20 minutes.

As Pace finishes work at several stations this fall, passengers may have to use a temporary bus boarding area in some locations after the August launch. The launch of the Pulse Milwaukee Line corresponds with a reduction in frequency on the mostly-overlapping Route 270. Route 270 will continue to make all local stops. More detailed information can be found at PaceBus.com.

Fiscal Year 18 PROJECTS	Sponsor	TIP Number	Phase	Let	Correct Amount	In Tip	Notes
Locust Rd.	Wilmette	02-13-0003	ENG II	Already Let	\$ 1,813,482	\$ 1,813,482	Project Complete
Northfield Rd.	Northfield	02-16-0014	ENG II	Already Let	\$ 103,172	\$ 103,172	Project Complete
Skokie Blvd.	Wilmette	02-07-0013	ENG II	Already Let	\$ 63,888	\$ 63,888	Project Complete
TOTAL					\$ 1,980,542	\$ 1,980,542	

Fiscal Year 19 PROJECTS	Sponsor	TIP Number	Phase	Let	Correct Amount	In Tip	Notes
Willow Road	Winnetka	02-06-0021	ENG II	Late 2019	\$ 405,745	\$ 393,927	Ongoing VOW/IDOT discussions
Locust Rd	Wilmette	02-13-0003	Construction	Nov. 2018	\$ 2,256,389	\$ 2,220,069	
Austin/Oakton Intersection	Morton Grove	02-13-0002	ENG II	March 2019	\$ 14,002	\$ 14,002	
Austin/Oakton Intersection	Morton Grove	02-13-0002	Construction	Sept. 2019	\$ 2,314,282	\$ 2,314,282	ROW Issues; may need to be pushed back to Jan 2020
Northfield Rd.	Northfield	02-16-0014	Construction	Let - March 2019	\$ 1,222,900	\$ 1,222,900	
Devon Avenue	Lincolnwood	02-16-0004	ENG II	2019	\$ 109,574	\$ 103,600	Reflects Lincolnwood's Portion though project is split with Chicago
Howard Street	Evanston	02-16-0002	ENG II	Feb. 2019	\$ 167,516	\$ 162,637	Reflects Evanston's Portion though project is split with Chicago.
Central Ave.	Wilmette	02-13-0004	ENG II	Authorized Apr. 2019	\$ 462,812	\$ 462,812	Cost increase processed 4/19/2019
Kenilworth Avenue	Kenilworth	02-16-0003	ENG II	2019	\$ 37,132	\$ 36,050	Will push to 2020, need to update in TIP
TOTAL					\$ 6,990,352	\$ 6,930,279	

Fiscal Year 20 Projects	Sponsor	TIP Number	Phase	Let	Correct Amount	In Tip	Notes
Devon Avenue	Lincolnwood	02-16-0004	Construction	Apr. 2020	\$ 3,019,534	\$ 2,931,586	MYB. Reflects Lincolnwood's Portion though project is split with Chicago
Howard Street	Evanston	02-16-0002	Construction	Apr. 2020	\$ 2,324,580	\$ 2,256,874	MYB. Reflects Evanston's Portion though project is split with Chicago
Skokie/Lake Intersection	Wilmette	02-16-0005	ENG II	May 2020	\$ 54,640	\$ 53,048	
Willow Road	Winnetka	02-06-0021	Construction	Likely 2020	\$ 2,543,290	\$ 2,469,214	MYB.
TOTAL					\$ 7,942,044	\$ 7,710,722	

Post-Fiscal Year 20 Projects	Sponsor	TIP Number	Phase	Let	Correct Amount	In Tip	Notes
Central Ave.	Wilmette	02-13-0004	Construction	Apr. 2020	\$ 4,069,631	\$ 3,951,099	Moved to FY 21 in TIP to maintain fiscal constraint
Gross Point Road	Skokie	02-06-0035	Construction	Jun. 2020	\$ 2,525,000	\$ 2,852,000	Moved to FY 21 in TIP to maintain fiscal constraint
Kenilworth Avenue	Kenilworth	02-16-0003	Construction	Jan. 2021	\$ 514,060	\$ 514,060	MYB.
Skokie/Lake Intersection	Wilmette	02-16-0005	Construction	March 2021	\$ 751,305	\$ 729,422	
TOTAL					\$ 7,859,996	\$ 8,046,581	

NORTH SHORE COUNCIL OF MAYORS

STP Project Selection Methodology

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Introduction

Overview

Federal surface transportation funding operates under multiyear authorizations. Northeastern Illinois is comprised of eleven regional Councils of Mayors and the City of Chicago. Each local council oversees the planning and programming of these STP funds within their own region. The STP provides flexible funding states and localities can use for projects on any federally eligible roadways, bridge projects on any public road, transit capital projects, or intercity and intercity bus terminals and facilities. Each Council has developed a set of project selection guidelines. These guidelines set the parameters by which the Councils program STP funds to locally submitted projects.

The North Shore Council is comprised of Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Northbrook, Northfield, Skokie, Wilmette and Winnetka. Project applications are reviewed by the North Shore Council of Mayors Technical Committee. The Technical Committee recommends projects to the North Shore Council of Mayors which makes final decisions based on Council vote.

Key Terms

1. **Planning Liaison** - The Planning Liaison coordinates the Surface Transportation Program for the North Shore Council of Mayors. The liaison also represents the Council to county, state, regional and federal transportation agencies and performs other duties described in the contract scope of work with CMAP.
2. **North Shore Council of Mayors** - A cooperative body of municipalities comprised to plan and program the Surface Transportation Program for the North Shore region. The North Shore Council of Mayors membership includes the mayor or president from each municipality in the North Shore Council.
3. **North Shore Council of Mayors Technical Committee** - The committee contains municipal engineers (or other staff) that review and recommend projects for STP funds. Membership on the Technical Committee is made up of one engineer from each municipality.

Project Application and Selection Process

Project Submittal Process

1. Call for Projects

The North Shore Council of Mayors will develop a five-year program with a call for project every two years. The Technical Committee will only consider programming new projects after a call for projects. Project applicants should be given adequate notice of call for projects. In addition, project applicants should have no less than sixty days between the call for projects and the application deadline.

2. Project Scoping

Project applicants wishing to apply for STP funds must first contact the Planning Liaison to discuss the scope of the project. Project applicants may (but are not required to) get initial concurrence from the Bureau of Local Roads at the Illinois Department of Transportation (IDOT) regarding the project's scope, federal and state requirements and schedule. Project scoping prior to submittal of an application is extremely important. Requirements associated

with the use of federal funds and the IDOT review process can delay and add costs to projects. Poorly scoped projects can face significant delays and considerable cost increases.

3. Project Application

Following project scoping, project applicants will complete the project application form provided to them by the Planning Liaison and located at the back of this packet.

4. Project Review

The Planning Liaison, with the assistance of the Technical Committee, shall review each project application in accordance with the project prioritization system outlined in Section III. The Planning Liaison will assign a "benefit number" which shall be used to compare project applications.

Once each project has been assigned a benefit number, the project applications will be placed on the agenda of a Technical Committee meeting. Prior to the project selection meeting of the Technical Committee, the Planning Liaison shall distribute copies of the project applications to all committee members. At the meeting, the project applicants should be prepared to give a brief presentation and answer questions concerning the project. The Technical Committee will review project applications, project rankings and available funding in making programming recommendations. The technical Committee will recommend projects with the five-year program and will recommend projects for inclusion in a Contingency Program.

5. Project Selection

The North Shore Council of Mayors will consider the Technical Committee's programming recommendation at its next regular scheduled meeting. Following the North Shore Council's approval, the Planning Liaison will submit the required documentation to the Chicago Metropolitan Agency for Planning (CMAP) so that the project may be considered for addition to the region's Transportation Improvement Program (TIP).

6. Project Kick-Off

Following inclusion in the TIP, the project sponsor and Planning Liaison will schedule a kick-off meeting with IDOT's Bureau of Local Roads. Similar to the project scoping, this meeting will confirm the project scope, engineering requirements and schedule. Although Phase I Engineering is not an eligible for STP funding, the project sponsor must hold a kick-off meeting at the beginning of Phase I Engineering to ensure that all federal and state requirements will be met.

The municipality must work closely with IDOT's Bureau of Local Roads. Any work that proceeds without the consent of IDOT may be ineligible to receive STP funding.

Outside Agency Applications

Outside agencies, such as Cook County, townships and transit agencies have access to STP funds for capital costs of projects by obtaining the co-sponsorship of the project from at least one North Shore Council of Mayors member. This municipality would then present the project to the North Shore

Council of Mayors Technical Committee for consideration for STP funding. Any applications from outside agencies must be for STP eligible projects.

Project Prioritization

Overview

The following project selection categories shall be considered by the Technical Committee in formulating their recommendations for STP projects.

Project Selection Category	Weight
A. Safety	20 %
B. Pavement Condition	20 %
C. Congestion Mitigation	10 %
D. Project Readiness	15 %
E. Local Needs	10 %
F. Complete Streets	15 %
G. Inclusive Growth	3 %
H. Green Infrastructure	2 %
I. Transit Supportive Land Use	5 %

The Planning Liaison will score each project on a 100-point scale. Point totals in the Congestion Mitigation and Complete Streets/Multimodal categories will be multiplied by a weighting factor.

A. Safety

The Safety category aims to prioritize projects where major safety concerns exist and can be addressed by appropriate engineering solutions.

Safety Need

The safety need score is calculated using IDOT's safety road index (SRI) for roadway segments and intersections. The SRI score is based on the locations Potential for Safety Improvement (PSI) score. IDOT developed SRI scores for local and state routes and categorized them by peer group into critical, high, medium, low, or minimal. Within each peer group, locations categorized as critical have the highest PSIs, and locations categorized as minimal are less likely to have safety benefits from treatments. CMAP will provide the data on SRI scores. The proposed project's safety need score will be the highest SRI category along the project location. This will include both segment and intersection locations.

SRI Category	Points
Critical	10
High	8
Medium	6
Low	4
Minimal	2

Safety Improvement

This score is based on the improvement of the project and the planning level expected safety benefit (reduction of crashes) after implementing the improvement. The planning level safety improvement score is modeled after the SMART SCALE Safety Factor Evaluation method developed by the Virginia Department of Transportation (VDOT). Similar to VDOT's method, NWMC staff will develop a list of common improvement types (countermeasures) and the accompanying planning level crash reduction factors (CRFs). The planning level CRFs will be developed using information from CMAP, IDOT, Crash Modification Clearinghouse, and Highway Safety Manual. NWMC staff will review project details from the application to determine the relevant countermeasure and the assigned planning level CRF for that countermeasure. If multiple countermeasures are to be employed as part of the project, NWMC staff will assign points based off the maximum planning level CRF. Planning level crash reduction factor (CRF) point assignments are as follows:

CRF	Points
Above 50%	10
36-49%	8
26-35%	6
15-25%	4
Under 15%	2

B. Pavement Condition

The Pavement Condition category aims to prioritize projects most in need of rehabilitation and repair. Scoring will be based on CMAP pavement condition data for all federally-eligible routes.

<u>Condition Rating</u>	<u>Points (20 point maximum)</u>
1.0 to 4.5 (poor)	20
4.6 to 6.0 (fair)	15
6.1 to 7.5 (good)	10
7.6 to 9.0 (excellent)	0

C. Congestion Mitigation

The Congestion Mitigation category aims to prioritize projects on roadways with severe congestion that threatens the transportation utility of a roadway or intersection. The project must address the level of service to qualify for congestion mitigation points. The project sponsor is asked to provide supporting documentation of the level of service improvement.

<u>Level of Service (Existing)</u>	<u>Points (5 point maximum)</u>
F	5
E	4
D	3
C	2
B	1
A	0

<u>Level of Service Improvement</u>	<u>Points (5 point maximum)</u>
3 levels	5
2 levels	4
1 level	3
No improvement	0

D. Project Readiness

The Project Readiness category aims to prioritize those projects that are closer to construction. Given the complexities that go along with federal funding, project readiness is important for spending STP funds within a reasonable timeframe. Project sponsors will need to provide documentation to receive points for project readiness. In order for Phase I to be underway, the applicant must either have entered into a Phase I engineering contract with an outside firm, or be able to provide documentation showing that Phase I work has begun in-house. Documentation of in-house work may include interim work products, timesheets indicating that work on the project is underway, or some other form of documentation that clearly demonstrates that Phase I has begun. NWMC staff may bring documentation before the Technical Committee to ensure that it is sufficient.

<u>Project Status</u>	<u>Points (15 point maximum)</u>
Project has received Design Approval from IDOT	15
A Phase I Project Development Report (PDR) has been submitted to IDOT	10
Phase I underway through IDOT	5
Project has not started Phase I	0

E. Local Needs

The Local Need category aims to prioritize projects in communities that have not had the assistance of STP funding for their transportation system.

<u>Years Since Last STP Project</u>	<u>Points (5 point maximum)</u>
10 years	5
5 years	2.5

<u>Planning</u>	<u>Points (5 point maximum)</u>
Project appears in local, subregional or regional plan	5
Project not in any adopted plans	0

F. Complete Streets (Up to 15 points total)

The Complete Streets/Multimodal category aims to prioritize projects that account for all users of the transportation network. For transit projects, scoring is based off of the presence of a transit improvement or an improvement that makes transit more accessible. **For bicycle and pedestrian projects, the full 10 points will be awarded to a project if it involves the construction of a new facility that connects users to one or more existing facilities, or if it involves a significant enhancement to an existing facility. Enhancements must make a substantial change to the design or function of the existing facility in order to earn the maximum 10 points.** Projects that involve standard maintenance of an existing bicycle or pedestrian facility, or the construction of a new isolated facility, will receive five points in this category. The Planning Liaison will determine scoring based on information provided in the application, as well as online resources such as Google Maps or Google Street View.

<u>Transit*</u>	<u>Points (10 point maximum)</u>
Transit Improvement	5
Transit Access Improvement	5
No Transit Improvements	0
<u>Pedestrian</u>	<u>Points (10 point maximum)</u>
New Connected Facility or Enhancement to Existing Facility	Up to 10
Maintenance of Existing Pedestrian Facility or New Isolated Facility	5
No Pedestrian Improvements	0
<u>Bicycle</u>	<u>Points (10 point maximum)</u>
New Connected Bicycle Facility or Enhancement to Existing Facility	Up to 10
Maintenance of Existing Bicycle Facility or New Isolated Facility	5
No Bicycle Improvements	0

***A project with transit components can receive points** for an improvement (bus pullout, transit shelter, transit signal priority, etc.) and for an access improvement (sidewalk to transit stop or station, bicycle access, etc.).

G. Inclusive Growth (3 points max)

Inclusive growth is a regional priority from ON TO 2050. The [CMAP inclusive growth map, which is created using data from CMAP's travel demand model](#), will be used to determine the allocation of points in this category.

<u>Percent of users that are low-income and people of color</u>	<u>Points</u>
10%+	3
5-10%	2
0-5%	0

H. Green Infrastructure (2 points max)

<u>Element</u>	<u>Points</u>
Project incorporates a green infrastructure element (bioretention, bioswale, street trees, permeable pavement, native plants, other elements as approved by technical committee on a case-by-case basis)	2
Project does not incorporate green infrastructure elements	0

I. Transit Supportive Land Use (Up to 5 points total)

<u>Element</u>	<u>Points</u>
A project adjacent zoning district has eliminated parking minimums	2
A project adjacent zoning district has parking maximums	2
A project adjacent zoning district allows for greater than 16 dwelling units/acre	2
A project adjacent zoning district allows for shared parking	1
A project adjacent zoning district requires parking behind, to the side, or underneath buildings	1
A project adjacent zoning district allows for between 6 and 16 dwelling units/acre	1

Programming Guidelines

Eligible Routes

All projects must be on STP eligible routes (federal-aid eligible) prior to applying for STP funds. Routes must have a functional classification as a "collector" or higher. STP eligible routes serve a regional purpose and must serve more than a local land access function. Project applicants can review current roadway classifications at the following website:

<https://www.cmap.illinois.gov/mobility/roads/roadway-functional-classification>

The STP provides flexible funding. Under federal provisions, bridge projects on any public road are eligible for STP funding. In addition, carpool, pedestrian, bicycle and safety projects may be implemented with STP funding on roads of any functional classification.

Eligible Projects

The following is a partial list of projects eligible for STP funding. Should a project applicant be unsure of a project's eligibility, contact the Planning Liaison.

- Construction, reconstruction, restoration and rehabilitation of roads and bridges
- Highway and transit safety improvements

- Traffic signalization projects
- Intersection improvements
- Bicycle and pedestrian facilities in conjunction with another approved STP project type
- Wetland mitigation, wetland banking, landscaping and mitigation of water quality impacts if undertaken with an approved STP project

Project Requirements

Before submitting an STP application, project applicants must complete the following:

- Contact the Planning Liaison to discuss the project's scope, timetable and estimated costs
- Confirm that the project is on a STP eligible route
- Confirm that the project work type is STP eligible
- Confirm that the project sponsor can fund the required local match

Regional Projects

The Technical Committee shall accept proposals for regional projects and may develop its own project proposals. Proposals for regional projects must go through project scoping and have the support of the relevant jurisdictions before the Technical Committee will consider programming funds to regional projects.

Active Program Management

Applicants must follow the guidelines in CMAP's [STP Active Program Management Policies](#). Training, when available, is encouraged for applicants but not required. Applicants will be required to provide quarterly status updates as outlined in the Active Program Management Policies document. Applicants are highly encouraged, but not required, to have projects in their capital improvement programs. The North Shore technical committee must approve requests for the six month extensions of the phase obligation deadlines allowed in the active program management program. If denied, the applicant may appeal to the North Shore Council of Mayors.

All cost increases must be approved by the North Shore Technical Committee. No project can be moved out of the active program without approval of the North Shore Technical Committee except as required in the active program management policies. NWMC staff may make other active reprogramming decisions without the need for technical committee approval. This includes accelerating projects into the active program and current FFY (if the project is ready to obligate and funding is available). NWMC staff must log any changes and present them to the North Shore Technical Committee at the next meeting.

Funding Parameters and Policies

Eligible Phases

The North Shore Council of Mayors dedicates STP funding for Phase II Engineering and Construction (including Construction Engineering). Phase I Engineering and any Right-of-Way acquisition are the responsibility of the project sponsor.

Local Match Requirements

The North Shore Council of Mayors allocates STP funding to projects based on a 70/30 federal/local match ratio for phase II engineering. If an applicant does not utilize STP funds for phase II engineering they may receive an 80/20 federal/local match for construction and construction engineering. Project sponsors are responsible for the local match and any non-participating expenses.

Funding Limit

The North Shore Council of Mayors limits the funding of a single project to 5 million. This can be waived by a majority vote from the technical committee.

Cost Increase Policies

All cost increases will be funded at the same match ratio they are receiving for the project unless otherwise specified. Project sponsors seeking cost increases will be required to submit a written request to the Planning Liaison. The written request must outline the updated project costs, explain the cause for the cost increase and state that the project sponsor agrees to pay the percent local match.

All cost increases will be subject to approval by the North Shore Council of Mayors via the Technical Committee. Approval will be contingent upon the following:

- a. Programming constraints and funding availability within that fiscal year.
- b. Special circumstances that resulted in an increase in project costs such as additional improvements that are being required by federal, state and/or county transportation agencies not considered in during the project scoping process.
- c. Project sponsor has not petitioned the Council for cost increases for the same project during that particular fiscal year.

Limit on Cost Increases

The Technical Committee shall limit large cost increase requests as outlined below:

- a. If the programmed STP funding for a project phase is less than 25 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 100 percent of programmed STP funding for the project phase.
- b. If the programmed STP funding for a project phase is between 25 and 50 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 75 percent of the programmed STP funding for the project phase.
- c. If the programmed STP funding for a project phase is more than 50 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 50 percent of the programmed STP funding in the project phase.

Percent of Annual Allocation	Maximum Cost Increase Request
< 25 percent	100 percent
Between 25 and 50 percent	75 percent
> 50 percent	50 percent

If the cost increase request exceeds the limits outlined above, the project sponsor may choose to move the project to the contingency program or remove the project from the program and have it reconsidered during the next programming cycle.

Proper project scoping (see Section II.A.2) is important in developing project application cost estimates in order to avoid large cost increases. Requests for increases from the Shared Fund, per the regional APM policies, are subject to these same limitations

Cost Increase Requests Between Regular Technical Committee Meetings

All cost increase requests submitted between regular quarterly meetings of the Technical Committee shall be added to the agenda of the next quarterly meeting, unless a project's letting or local agency agreement is contingent on approval of the cost increase request before the next quarterly meeting. In such cases, the Technical Committee can vote via fax/email, with a simple majority of the twelve members constituting the requisite votes for passage. A fax/email vote shall not be used if the cost increase request is:

- Over 35 percent of the currently programmed project cost estimate, or
- Over 25 percent of the North Shore Council's annual STP allotment for the federal fiscal year.

If either of these two conditions is met, then the project shall require a special meeting of the Technical Committee to act on the request.

Grandfathering

The North Shore Council of Mayors has a current program of projects that are targeting authorization beyond September 30, 2020. The North Shore Council will accommodate currently programmed projects in the Council's program that will be developed through the 2020 Call for Projects without the need for these projects to reapply. Projects grandfathered into the new program will be subject to all active program management policies, including obligation deadlines, beginning on October 1, 2020.

Council Prerogative

The North Shore Council of Mayors has the authority to grant special exceptions to any of the above guidelines if in its opinion the circumstances so dictate and the exceptions are within federal and state guidelines, the provisions of the October 2017 agreement between the Council of Mayors, Chicago DOT, and CMAP Active Program Management policies.



Village of Northbrook

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PUBLIC WORKS DEPARTMENT

August 16, 2019

North Shore Council of Mayors
Technical Committee
1600 East Golf Road
Suite 0700
Des Plaines, Illinois 60016

Attn: Acting Transportation Planning Liaison (via email: northshorepl@nwmc-cog.org)

Re: Draft STP Project Selection Methodology

Thank you for the opportunity to review the proposed STP Project Selection Methodology. My staff and I have reviewed the proposed methodology and we offer the following comments for your consideration:

Outside Agency Applications

- Suggest requiring written approval from all involved municipalities if the outside agency's project spans multiple communities.
- Suggest implementing a specific funding cap for this situation that is less than the \$5,000,000 funding cap that is proposed for local agency projects.
- If funded, will the outside agency's project count against the sponsoring local agency as it relates to the "Local Needs" category on future STP applications?

C. Congestion Mitigation

- Suggest defining the minimum documentation required to show the level of service (LOS) improvement (i.e. what engineering study/analysis will the Committee require from applicants).
- As it relates to intersections, is the LOS intended to apply to the entire intersection or to specific legs of the intersection?
- Suggest adding a component to the LOS scoring category to account for the average daily traffic (ADT) of the facility.

D. Project Readiness

- Scoring needs to consider the project's right of way needs and not solely be based on whether or not IDOT has issued approval on Phase I Engineering. Right of way acquisition can often cause significant delays in the project's schedule. The draft scoring as written does not account for the status of the project's right of way.
- Will resurfacing/Local Agency Functional Overlay (LAFO) projects be scored at 15 points in the category even if the local agency has not yet obtained the one page IDOT Phase I approval? If not local agencies may want to

PRESIDENT

Sandra E. Frum

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know this so they can proceed with obtaining the official Phase I approval from IDOT in advance of the 60 day notice of the call for projects.

E. Local Needs

- What will be used to determine the years since last STP project? The award of funding or the completion of the construction project? Suggest defining the basis for determining years since to avoid confusion.

“Local Match Requirements”

- Are streetscape/decorative elements of a project eligible for STP funds or are the additional costs considered non participating? If they are eligible for STP funds perhaps, the Committee should consider funding them at a lesser percentage.
- Were additional “bonus points” considered for local agency applications that are willing to provide a local match that is higher than the required amount?

“Cost Increase Policies”

- Should consideration of local agency project past performance be taken in to account when the Committee reviews cost increase requests? Poorly scoped or developed projects put a strain on the Council’s limited funds.

Thank you again for the opportunity to comment on the STP Project Selection Methodology. I would be happy to discuss any of these comments/suggestions with the Committee in further detail. I can be reached at 847-272-4711 or via email at kelly.hamill@northbrook.il.us.

Sincerely,

THE VILLAGE OF NORTHBROOK



Kelly Hamill, Director of Public Works

Cc: Rich Nahrstadt, Village Manager
Matt Farmer, PE, Village Engineer
Matt Morrison, Assistant Director of Public Works

PRESIDENT

Sandra E. Frum

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