



## PACTS Technical Committee Meeting AGENDA

Tuesday, February 11, 2020  
8:30-10:00 a.m. at GPCOG

| AGENDA ITEM   | Time | Facilitator | Action                       |
|---|------|-------------|------------------------------|
| 1. Meeting Start  | 8:30 | Chair       |                              |
| 2. Public Comments  | –    | Chair       | Public input                 |
| 3. Acceptance of Minutes – 1/14/19 (Attachment A)   | –    | Chair       | Vote                         |
| <b>4. Staff Updates</b> <ul style="list-style-type: none"> <li>• PACTS High Crash Locations Study</li> <li>• Municipal Partnership Initiatives due March 1<sup>st</sup> (Attachment B)</li> <li>• PACTS Municipalities Traffic Analysis Services</li> </ul> | 8:35 | Chair       | Informational and Discussion |
| 5. Collector Paving Life Cycle Cost Analysis Price Proposal   | 8:50 | Chair       | Discuss and vote             |
| 6. MPI Crack Sealing Funding Distribution   | 9:05 | Chair       | Discuss and vote             |
| 7. Adjourn  | 9:30 | Chair       | Vote                         |

### 1. Welcome- Patrick Fox, Chairman

### 2. Public Comments

The general public will have an open comment period for comments related to agenda items. There will be a 3-minute limit per individual.

### 3. Acceptance of 1/14/2020 Minutes (Attachment A)

### 4. Staff Updates

### **PACTS High Crash Locations Assessment**

At the October 8, 2019 Technical Committee meeting VHB shared a draft desktop assessment template, which the committee reviewed and approved with a few minor modifications. VHB is now currently working on completing the remainder of the desktop assessments. VHB is currently on track to have all desktop assessments complete by mid-February. Once complete, the results of the desktop assessments will be used to help identify 10 locations for more in-depth Phase II field reviews for. The Phase II assessments will be conducted in the spring.

### **Municipal Partnership Initiative Applications**

The PACTS Municipal Partnership Initiative Policy (MPI) submissions are due on March 1<sup>st</sup>, 2020. The policy allocates \$400,000 to each subregion, to give them the first opportunity to submit projects to be funded. If there is a subregion that does not submit projects to be funded or does not use all their allocated funding, the remaining funding will become available to the entire region. As with last year, you are encouraged to schedule subregional meetings as the deadline for subregional project submission is at the end of February (one month later than last year). Please see the attached MPI Policy for the full schedule and application guidelines.

### **PACTS Municipalities Traffic Analysis Services**

As part of RTMS, PACTS is obtaining a license for Synchro/Simtraffic traffic analysis software. With the software, PACTS will be able to provide the following:

- Assess corridor level operations and create improved signal timing, phasing, and coordination programming.
- Assist with review for MaineDOT Traffic Movement Permits.

***Proposed Action: For discussion only.***

## **5. Collector Paving Life Cycle Cost Analysis Price Proposal**

### **Staff Report**

At the January PACTS Technical Committee meeting staff brought forth the concept of a life cycle cost analysis for pavement maintenance strategies, such as crack sealing, ultrathin overlay, shim and overlay, and mill and fill. The committee was generally supportive of this idea if the costs associated with the work were reasonable. Following the January meeting, PACTS staff contacted VHB, the PACTS collector paving consultant, regarding the potential life cycle cost analysis. VHB has offered up the following work plan and cost proposal.

*“Our work plan would be to first work with you and the committee to identify the various treatments to be included in the analysis. We would also work with you make sure that we have the most up to date unit costs applicable to the region for each treatment to be analyzed. To the extent available, we will use the historical data in the PAVER database to determine the average life of each of the treatments, and confirm the assumptions made with you and the committee. As an extension of the existing MS Excel spreadsheet that contains the regional pavement data, we will then model the costs of each strategy*

*over a suggested 50-year life cycle. We will prepare a memo report describing the assumptions used and the results of the analysis.*

*We estimate 8 hours of time for our data analyst, and 8 hours of time for our senior pavement engineer to be required to perform this analysis. Using our contract rates, this would equate to a fee of \$1,826.”*

Staff would like the PACTS Technical Committee to decide whether PACTS should proceed with the pavement treatment life cycle cost analysis, as described above.

***Proposed Action: Review and discuss the work plan and cost proposal by VHB and vote to proceed with the analysis or propose modifications.***

## **6. MPI Crack Sealing Funding Distribution**

### **Staff Report**

At the PACTS Technical Committee meeting in October the committee discussed the \$50,000 crack sealing set aside within the 2020 MPI Policy. PACTS staff are seeking guidance from the Technical Committee on how to distribute the crack sealing funds. In October, several ideas were considered, including (1) inviting communities to submit invoices and documentation for reimbursement, or; (2) equal distribution based on the number of communities who submit for funding, or; (3) proportionate distribution based on the requested miles.

There is room for interpretation within the MPI policy and staff would like the committee to come to a consensus on how funds should be distributed.

***Proposed Action: Discuss potential funding distribution methods and select one of the options described above or propose an alternative method.***

## **7. Adjourn**

*Attachment A*  
**PACTS Technical Committee**  
**MINUTES**  
**January 14th, 2020**  
**8:30 a.m. – 10:00 a.m.**

**In attendance:**

| <b>Name</b>            | <b>Affiliation</b> |
|------------------------|--------------------|
| Adam Bliss, Vice Chair | Freeport           |
| Tom Milligan           | Biddeford          |
| Katherine Kelley       | Westbrook          |
| Joe Cooper             | Old Orchard Beach  |
| Justin Gove            | South Portland     |
| Erik Street            | Yarmouth           |
| Jay Reynolds           | Falmouth           |
| Mark Arianti           | Windham            |
| Bob Malley             | Cape Elizabeth     |
| Jeremiah Bartlett      | Portland           |
| Chris Mann             | MaineDOT           |
| LaRay Hamilton         | MaineDOT           |
| <b>Staff:</b>          |                    |
| Elizabeth Roberts      |                    |
| Harold Spetla          |                    |

**1. Welcome/Introductions/Sign-In – Adam Bliss, Vice Chair**

Adam Bliss opened the meeting at 8:36 a.m.

**2. Public Comment**

There was no public comment.

**3. Acceptance of 12/10/2019 Minutes**

At 8:33 AM, Robert Malley motioned to accept the minutes, Erik Street seconded.

#### **4. Transportation Improvement Program Funding Discussion**

Elizabeth Roberts advised they've heard about engineer estimates coming in over available funding. Elizabeth explained that there are not a lot of construction bids in yet. She highlighted that 3 bids came in from Westbrook that were under the available funding, and 2 from Portland, one that is over available funding and one that is estimated to be over the project amount. She noted that there were concerns if they would have the same problem as last year and that it was decided to have a TIP funding work group to discuss the issue.

Elizabeth noted bid openings are in February, March and later, and that they will be more proactive about things and noted last year the construction bids were over the engineers estimates.

Elizabeth explained regarding the 2020 construction projects, PACTS needs to decide if we are going to fund overages, as we did last year. She noted that when that was done, PACTS was unable to fund any new projects. Elizabeth noted she asked some of the communities whose estimates were over to consider reducing the scope, and that the working group would decide what to do in order to go forward.

#### **5. Collector Paving: Pavement Maintenance Strategies**

Elizabeth explained that VHB report mentioned we would have an annual budget short of \$5M. The funding level hasn't changed over the last several years, but construction costs continue to rise. Elizabeth posed the question of are whether or not we are funding pavement maintenance in the most cost-effective way.

Elizabeth highlighted a report that was given to the group and noted if we spend a little time and attention on crack sealing, we will get more life out of our pavement rather than funding mill and fills. Elizabeth referenced the report noting the dollars go further if we fund the preventative maintenance.

Harold noted PACTS staff is looking for feedback from the committee. It was noted we haven't upgraded our roads yet to where we are just doing maintenance treatments and that there are so many roads that are in currently in construction.

Elizabeth noted we could ask VHB to do a life cycle cost analysis. She advised half the funding could be for mill and fills, and half the funding could be for overlays. It was noted that basic information from a life cycle cost analysis would be helpful.

It was noted that another strategy would be to look at municipalities to see if projects can be bid out that have a common scope of work. Someone noted that this strategy is already taking place.

#### **6. MPI Program Open for Applications**

It was noted that applications are due March 1. Subregions will be meeting to determine how they want to allocate their \$400,000 per subregion. Unused allocations made available for the rest of the region. Funding was advised to be for 2021, and there is a 2-year period to do constructing and use those funds.

## **7. Regional Traffic Management System: Request for Proposal**

Elizabeth explained the packet includes an evaluation on all the traffic signals in the RTMS communities that have not been previously evaluated, and also maintenance information. She noted another piece is to create an internet-based map that would allow the communities to quickly check on their status. South Portland was noted to have it already, but Elizabeth noted they wanted to develop it for the other RTMS communities.

Harold advised there is a scheduled match from communities participating in RTMS which is a change from previous programs. He advised it would be a \$50,000 total from all the municipalities participating and that money would be split. The current municipalities he noted were Portland, South Portland, Scarborough, Gorham, Biddeford, Saco, and Windham.

## **8. Regional Traffic Management System: RTMS 3 Portland Peninsula Study**

It was highlighted that VHB prepared two deliverables, one of which was a similar design handbook for the city, including specifications, checklists, and processes and how reviews are done. The other document is a series of capital recommendations for peninsula signals, to drive future investments.

## **9. Regional Traffic Management System: RTMS William Clarke Drive Spotlight**

Harold highlighted that at the beginning of December, Katherine Kelley reached out to them about the William Clarke Drive corridor. Harold noted they did a corridor assessment on three intersections on timing and the conditions of the infrastructure and produced a report.

Harold noted he wanted to use this as a spotlight to show what the RTMS team can do and how recommendations come out of the study that help the communities move forward.

## **10. Adjourn**

Erik Street motioned to adjourn at 9:40 AM, Tom Milligan seconded. All were in favor.

***Attachment B***

## **2021 PACTS Municipal Partnership Initiative Policy**

### **Overview**

The Portland Area Comprehensive Transportation System's ("PACTS") Municipal Partnership Initiative ("PACTS MPI") builds upon the Maine Department of Transportation's ("MaineDOT") successful Municipal Partnership Initiative ("MPI") by using PACTS' annual allocation of state money to be matched with a minimum fifty percent (50%) local funds for road reconstruction or rehabilitation projects. The PACTS MPI is designed to fund collector or arterial roadway projects, and to focus on bringing substandard roads up to PACTS' and MaineDOT's minimum standards thereby having the completed segment(s) eligible for future pavement preservation programs. Preservation, modernization and expansion aspects of these roads for safely accommodating all transportation modes are also eligible uses of the PACTS MPI funds.

Projects funded through PACTS, either with state or federal funding, need to, in some part, support the goals of PACTS' long-range plan, *Destination 2040*. While the intent of the program has always been to reconstruct or rehabilitate collectors and arterials, pavement preservation projects are eligible for these funds. When reasonable and appropriate, roads funded under the MPI program should consider improvements which are over and above the minimum road standards, such as inclusion of new or improved sidewalks, granite, or concrete slipform curb vs. bituminous curb, additional shoulder width for wider paved shoulders or bike lanes, traffic calming, and intersection improvements. All PACTS MPI projects must comply with the Americans with Disabilities ACT (ADA) requirements and consider state and municipal Complete Street Policies.

### **PACTS MPI Requirements**

- **Professional Engineer Certified:** All projects must be designed by an engineer licensed in the State of Maine. Once constructed, the engineer of record must certify that the project was constructed in accordance with the plans and specifications.
- **10-Year Useful Life:** The work included must be considered a capital improvement with a minimum 10-Year useful life.
- **Deliverability:** The construction will be administered by the municipality. The municipality must demonstrate they have the ability or can obtain the ability to administer the project. Construction must commence within twelve (12) months and construction must be certified complete in twenty-four (24) months from when a Cooperative Agreement is executed. If timelines are not met PACTS may reallocate funding to other eligible projects in other communities. However, the municipality may request an extension if extenuating circumstances exist.
- **Public Involvement:** The municipality is responsible to lead the public involvement process consistent with all laws, including Maine's Sensible Transportation Policy Act. The value and extent of documented community support will be considered a project

benefit.

- Betterment to the State Transportation System: Projects must be improvements above and beyond mitigation work for a traffic movement permit, or above and beyond the legal requirements of a highway opening permit.
- Multiple Party Agreements: The municipality and all involved parties must be willing to enter into an agreement whereby the PACTS state funds contribution is capped based on project estimates prior to construction.
- Right-of-Way Acquisition: The PACTS MPI will only reimburse for the right of way required for the transportation betterment. Most projects are expected to be within existing right of way; however, the municipality may want or need to secure property rights. If this is required, the process shall be in accordance with all applicable State and Federal Laws, and a detailed explanation must be provided as part of the application.

## **Funding**

The 2021 PACTS MPI program's state funding is \$ 1,640,201.00. The following are the project funding parameters:

- Minimum state funding per project: \$75,000.00
- Maximum state funding per project: \$400,000.00
- Minimum local funding match: 50%
- PACTS Crack Sealing Program: \$50,000.00 (Maximum)  
(50/50 municipal match)

## **PACTS Project Selection**

The PACTS MPI project selection is intended to be simple and similar to the Maine Department of Transportation MPI program. PACTS' MPI program will be a tiered system focused first on each of the subregions. In an effort to encourage sub regional coordination, subregions will have the first opportunity to submit a project/s for MPI funding. The intent is to fund at least one project from each subregion annually. For the first round of project solicitation, the goal is to allocate \$400,000 of PACTS' state MPI per sub region. Once the sub regional deadline for applications has passed, in the event there is remaining funding, a notice will be sent to all municipalities, that there is additional MPI funding available. All PACTS municipalities will be eligible to submit projects for the remaining MPI funding. PACTS will continuously accept project applications and eligible projects will be selected on a first come first served basis. Additional project selection factors include the following:

- **Safety:** The improvement will impact a direct safety need such as infrastructure improvements that address an area with a high crash history or potential for hazardous conditions.

- Economic Development & Job Creation: Preference will be given to projects that allow for job growth and facilitate economic development.
- Degree of Betterment: Projects that provide a greater infrastructure benefit than others such as reducing maintenance costs, improving ride quality, or increasing mobility will be given a higher priority.
- Percentage of Local Match: Preference will be given to projects with a high percentage of non-state funding.
- *Destination 2040*: The degree to which the proposed project is aligned with the goals of *Destination 2040*.
- Customer Benefit: Preference will be given to projects based on the amount and degree of benefit that travelers will realize from the project benefit.

*If the applications received total less than the available state dollars, PACTS will not score them. PACTS staff will make a recommendation to the PACTS Technical Committee whether projects meet PACTS MPI Eligibility. Projects meeting the criteria will be funded. In the event that the state dollars requested exceed the state funds available PACTS will score the applications based on the following criteria;*

- 1) Collector and/or arterial numerical rankings (based on the most current PACTS Arterial or Collector Road reports) along with such information as PCR/PCI values, transit routes, traffic volumes, etc. also indicated in the most recent road assessment report, and only for those roads, or road segments, that need reconstruction or rehabilitation or must be brought up to design standards. **Total available points: 95.**
- 2) Extra points will be given for a municipal match which is higher than the minimum 50% required by assessing 1 point for every 5 percent (rounded) increment above 50%, up to a maximum of 100% match. For example, a \$200,000 project where the municipality proposes a 60% match (\$120,000 vs. \$100,000) would receive 2 additional points. **Total available points: 10.**
- 3) Extra points will also be awarded for projects that consider improvements which are over and above the minimum road standards, such as inclusion of new or improved sidewalks, granite curb vs. bituminous curb, additional shoulder width for wider paved shoulders or bike lanes, traffic calming, intersection improvements, etc. **Total available points: 10.**

**The total maximum points available are 115.**

*If projects exceed available funding, PACTS Technical Committee will make a recommendation to the Executive Committee for which projects should be funded in 2021. Unfunded projects in 2021 may be preselected for PACTS 2022 MPI funding. This approach will mirror MaineDOT's MPI program whereby projects are currently selected two or more years before funding is available based on program needs versus available funding.*

## **Process after PACTS Selection and Programming (for informational purposes)**

1. PACTS will submit the PACTS MPI project candidates, including location information, scope of work, estimated costs by funding stages and funding sources and other information as may be required by the MaineDOT MPO Engineer (“**MPO Engineer**”) for potential inclusion in the annual MaineDOT Work Plan.
2. PACTS staff will participate in the MaineDOT Work Plan Development Meeting (Synergy Meeting) to present their PACTS MPI and other project candidates to MaineDOT representatives. The PACTS MPI project requests may be revised or cancelled as a result of the meeting.
3. Upon acceptance of a PACTS MPI project into the MaineDOT Work Plan, PACTS will provide to the MPO Engineer a letter on PACTS letterhead, formally requesting authorization of the PACTS MPI project, including:
  - a. The name of the Municipality
  - b. Project Description
  - c. Location, including Beginning and Ending Route Log Miles
  - d. Detailed Scope of Work
  - e. Total Project Cost including State, Local and Capped Amounts
  - f. Any Cost of Additional Work above Agreement Estimate
  - g. (Requested) Construction Year
  - h. Municipal contact information
4. The MPO Engineer will work with MaineDOT’s Contract Procurement Office (“**CPO**”) to draft a project-specific Cooperative Agreement with PACTS and the Municipality.
5. The CPO will email the project-specific Cooperative Agreement to PACTS for execution.
6. Upon receiving the Cooperative Agreement from PACTS, the MPO Engineer will submit it to the Bureau of Planning Director for signature and will activate the Work Identification Number (WIN).
7. The fully executed Cooperative Agreement will be sent to the CPO for processing.
8. The CPO will return the fully executed Cooperative Agreement to the municipality accompanied by a Notice to Proceed with copies of all documents submitted to PACTS.
9. Municipality will retain a State of Maine licensed Professional Engineer to oversee all Project activities, including certification that plans were prepared in accordance with agreed-upon scope and relevant state standards.
10. Municipality will submit the plans and specifications to PACTS and MaineDOT for review and concurrence. Any exceptions to State Design Standards must be clearly noted on the project plans cover sheet with a request for MaineDOT acceptance of the State Design

Exception(s).

11. When the project is considered complete the municipality will provide PACTS and the MaineDOT certification through the Engineer of Record that the project is complete and was constructed in accordance with the plans and specifications and meets the MaineDOT quality assurance standards applicable to the project.
12. Municipality will send PACTS their invoice accompanied by supporting documentation for review and approval before forwarding to MaineDOT for payment.
13. Upon approval by PACTS, PACTS will provide to the MPO Engineer a letter on PACTS letterhead formally requesting PACTS' State allocation reimbursement portion of the PACTS MPI project.
14. Payment of PACTS MPI State funds from MaineDOT will ideally be a one-time reimbursement following completion of the work. For larger projects this could be a draw of 1/3, 1/3, 1/3 or 1/2, 1/2 if needed for cash-flow reasons (this would be specified in the project-specific Cooperative Agreement).
15. Review of PACTS invoices will be made by the MaineDOT MPO Coordinator ("**MPO Coordinator**"). Upon acceptance of an invoice, the MPO Coordinator will process the invoice for payment by the Bureau of Finance and Administration directly to the Municipality with notice of said payment to the PACTS staff project manager.
16. The MPO Engineer will ensure that the project is closed out when complete and all payments have been made.

## **Milestones**

1. January 1<sup>st</sup>-March 1<sup>st</sup>- Sub regional Project Applications Due.
2. March 1<sup>st</sup>-April 1<sup>st</sup>-PACTS staff reviews list of applications, review funding requests totals.
3. April 1<sup>st</sup>- Final request for additional applications to all PACTS members, if applicable.
4. May: -Final MPI Project List reviewed by PACTS Technical Committee: Technical Committee reviews and submits final list for Executive Committee approval if applications exceed available funding.
5. June: -Executive Committee adopts the final MPI project list. List submitted to MaineDOT for work plan inclusion.
6. July: -Policy Committee ratifies the final MPI Project list, directs staff to confirm projects with MaineDOT for inclusion in the Workplan.