PACTS Executive Committee Agenda

September 1, 2020
8:30 – 10:00 a.m.

Zoom webinar: https://us02web.zoom.us/j/85118636858
Telephone: 1 646 558 8656; Webinar ID: 851 1863 6858

As of March 31, 2020 PACTS and GPCOG are holding all committee meetings via Zoom conferencing technology. We remain committed to full public access and participation in our meetings through remote access during the COVID-19 crisis. Remote meetings will be held in accordance with the requirements of LD 2167, Public Law Chapter 618.

Both the chat and Q&A features will be turned off during PACTS and GPCOG meetings to ensure full public access to telephone participants and to avoid the confusion of side conversations.

Public comment will be taken verbally during the public comment period. Members of the public who wish to speak should “raise their hands.” Participants joining by computer or mobile app can click on the “Raise Hand” button. Participants joining by telephone can dial *9.

1. Welcome – Matt Sturgis, Chair

2. Public Comment
Residents are welcome to provide up to three minutes of public comment on any issue, including items on the agenda.

3. Acceptance of August 4, 2020 meeting minutes (Attachment A)

4. Staff Report (Attachment B) – 5 minutes
5. Unified Planning Work Program (UPWP) Update Regarding Coronavirus Aid, Relief, and Economic Security (CARES) Act Phase II Public Transportation Planning – 5 minutes

Staff Report
At its August 4 meeting, the Executive Committee approved a total CARES Act Phase II allocation of approximately $7.8M. This includes $647,000 in planning activities related to COVID-19. Per Federal Transit Administration guidance, these planning tasks and funds should be included in the UPWP. Staff previously received guidance from MaineDOT that PACTS’ 2020-2021 UPWP should include a task explaining how CARES Act funds will be used, although the funding amount of the UPWP contract with MaineDOT will not be changed. METRO will serve as the direct recipient of the funds for GPCOG. The activities and funding amounts are listed below. The Executive Committee approved these at its August 4 meeting.

<table>
<thead>
<tr>
<th>CARES Act Initiative</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and safety investments for community-based volunteer driver programs.</td>
<td>$7,000</td>
</tr>
<tr>
<td>Public education and customer communications to rebuild ridership.</td>
<td>$200,000</td>
</tr>
<tr>
<td>This initial phase would focus on bringing former riders back to transit, and</td>
<td></td>
</tr>
<tr>
<td>anticipates a full-time social media support for the region.</td>
<td></td>
</tr>
<tr>
<td>Better connect routes and schedules/efficiency study. This study includes two</td>
<td>$380,000</td>
</tr>
<tr>
<td>elements: (a) proactive planning will help transit agencies assess service</td>
<td></td>
</tr>
<tr>
<td>adjustments during the pandemic to save funds and target services to the most</td>
<td></td>
</tr>
<tr>
<td>likely-to-ride customer segments; (b) support to scope and execute the PACTS</td>
<td></td>
</tr>
<tr>
<td>Executive Committee’s draft policy statement: “To make the best use of limited</td>
<td></td>
</tr>
<tr>
<td>resources, improve efficiency, and create a cohesive and unified system for all</td>
<td></td>
</tr>
<tr>
<td>users of public transportation, PACTS will identify, explore, and analyze</td>
<td></td>
</tr>
<tr>
<td>opportunities for strategic partnerships, coordination, integration and/or</td>
<td></td>
</tr>
<tr>
<td>consolidation in the region’s public transportation network.” This allocation</td>
<td></td>
</tr>
<tr>
<td>includes the full year cost to allow for bidding consultant services.</td>
<td></td>
</tr>
<tr>
<td>Improve access and safety for older adults, people with disabilities, and people</td>
<td>$60,000</td>
</tr>
<tr>
<td>of color. This item provides support for inclusive transportation and scoping</td>
<td></td>
</tr>
<tr>
<td>selected “Make Transit Easier” recommendations.</td>
<td></td>
</tr>
</tbody>
</table>
Proposed action: Authorize staff to incorporate the CARES Act tasks as described above into the PACTS 2020-2021 UPWP.

6. 2021 PACTS Municipal Partnership Initiative (MPI) Projects (Attachment C) – 10 minutes

Staff Report
The PACTS Subregions submitted the following projects for the 2021 round of PACTS MPI projects.

<table>
<thead>
<tr>
<th>Region</th>
<th>Town</th>
<th>Request</th>
<th>Match</th>
<th>Total</th>
<th>2021 PACTS</th>
<th>Match %</th>
<th>Municipality</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Yarmouth</td>
<td>$250,000</td>
<td>$466,204</td>
<td>$716,204</td>
<td>35%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Freeport</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$300,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td>South</td>
<td>South Portland</td>
<td>$130,000</td>
<td>$138,387</td>
<td>$268,387</td>
<td>48%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Portland</td>
<td>$234,394</td>
<td>$234,394</td>
<td>$468,788</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Cape Elizabeth</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$50,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td>Western</td>
<td>Gorham</td>
<td>$85,000</td>
<td>$85,000</td>
<td>$170,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Westbrook</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$500,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td>Southern</td>
<td>Old Orchard</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Biddeford</td>
<td>$34,000</td>
<td>$92,000</td>
<td>$126,000</td>
<td>27%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Biddeford</td>
<td>$66,000</td>
<td>$100,000</td>
<td>$166,000</td>
<td>40%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Saco</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
<tr>
<td></td>
<td>Saco</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$200,000</td>
<td>50%</td>
<td>PACTS</td>
<td>Municipality</td>
<td>Scope</td>
</tr>
</tbody>
</table>

The requested amount totals $1,524,394, which leaves $75,606.05 unallocated at this time. PACTS staff have discussed several potential uses for the unallocated funds, including potential projects or storing the funds in the Holding WIN for future projects. The Technical Committee did not officially vote for any particular outcome for the unused funds. Additional details on the scope of work for the proposed projects can be found in the cover letters for each individual project which will be submitted to MaineDOT. These are included together in the packet as Attachment C.

Proposed action: Approve the list of projects for 2021 PACTS MPI funding.
7. PACTS 2022 Collector Paving Program - 10 Minutes

Staff Report
In August, the PACTS Technical Committee voted to recommend the following list of collector roads for funding in 2022.

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Road Name</th>
<th>From</th>
<th>To</th>
<th>Length (miles)</th>
<th>FACT AADT</th>
<th>Predicted 2022 PCI</th>
<th>Rounded Cost (2022 Predicted)</th>
<th>Overall Ranking (Condition) (2022 Predicted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCARBOROUGH</td>
<td>HIGHLAND AV</td>
<td>BLACK POINT RD</td>
<td>551' E OF BLACK POINT RD</td>
<td>0.10</td>
<td>4168</td>
<td>35</td>
<td>$44,000</td>
<td>69.88</td>
</tr>
<tr>
<td>SCARBOROUGH</td>
<td>HIGHLAND AV</td>
<td>551' E OF BLACK POINT RD</td>
<td>CHAMBERLAND RD</td>
<td>0.87</td>
<td>4100</td>
<td>40</td>
<td>$367,300</td>
<td>64.50</td>
</tr>
<tr>
<td>SCARBOROUGH</td>
<td>BLACK POINT RD</td>
<td>ROUNDBOAT LA</td>
<td>250' N OF OLD NECK RD</td>
<td>1.01</td>
<td>6565</td>
<td>37</td>
<td>$660,600</td>
<td>69.30</td>
</tr>
<tr>
<td>WESTBROOK</td>
<td>BROOK ST</td>
<td>VIRGINIA ST</td>
<td>FALMOUTH TL</td>
<td>0.55</td>
<td>3580</td>
<td>37</td>
<td>$265,100</td>
<td>66.15</td>
</tr>
<tr>
<td>PORTLAND</td>
<td>FOREST AV PORTLAND</td>
<td>PARK AVE</td>
<td>CONGRESS ST</td>
<td>0.29</td>
<td>6570</td>
<td>45</td>
<td>$223,100</td>
<td>66.55</td>
</tr>
<tr>
<td>YARMOUTH</td>
<td>ROUTE 88</td>
<td>PLEASANT ST</td>
<td>MAIN ST</td>
<td>0.15</td>
<td>5235</td>
<td>39</td>
<td>$82,500</td>
<td>65.58</td>
</tr>
<tr>
<td>YARMOUTH</td>
<td>ROUTE 88</td>
<td>PRINCESS POINT RD</td>
<td>PLEASANT ST</td>
<td>0.61</td>
<td>5000</td>
<td>46</td>
<td>$337,100</td>
<td>58.05</td>
</tr>
<tr>
<td>BIDDEFORD</td>
<td>SOUTH ST</td>
<td>VILLAGE LN</td>
<td>PACTS BOUNDARY (~I-95)</td>
<td>0.49</td>
<td>5340</td>
<td>44</td>
<td>$225,900</td>
<td>60.20</td>
</tr>
<tr>
<td>PORTLAND</td>
<td>RIVERSIDE ST</td>
<td>CADDIE LA</td>
<td>WASHINGTON AVE</td>
<td>0.75</td>
<td>5688</td>
<td>42</td>
<td>$486,000</td>
<td>62.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.09</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Technical Committee was presented with three different project selection and cost scenarios and decided upon the above scenario, which includes Portland Riverside Street as a back-up should a different municipality find itself unable to move forward with a project in 2022. The estimated costs for this scenario exceed the budgeted $2.198 million for annual collector paving by approximately $8,000. The selected projects are currently undergoing field review by MaineDOT, PACTS, and the respective municipalities to verify cost estimates and scope.

The PACTS Collector Road Pavement Condition Executive Summary, produced by VHB in January 2019 and revised for June 2019, has identified a funding gap of $4.9 million per year for collector paving maintenance. Every year, the estimated costs for projects allocated for collector paving funding falls a little short of the total collector paving allocation. Over the last two years, $77,295 from the collector paving allocation was transferred to the Holding WIN. Allocating up to $77,000 from the Holding WIN this year to fund an additional project will help with the funding gap.

**Proposed action: Approve the project selection scenario above.**

**Proposed action: Approve covering an ovage using the Holding WIN up to $77,000, with the understanding that prices identified today are subject to change between this Executive Committee meeting and the completion of the ongoing field reviews.**
8. Consideration of Additional Funding for Portland’s Neighborhood Byway Project
(Attachments D and E) – 15 minutes

Staff Report
The City of Portland's Neighborhood Byway project has a funding deficit based on recent construction cost estimates. This pedestrian/bicycle project will link several Portland neighborhoods to the Portland Transportation Center/Thompson’s Point and to other regionally significant bicycle and pedestrian infrastructure. The PTC Neighborhood Byway project was put out to bid in November 2019 with a construction cost estimate of $274,000, which was less than the available construction funding of $281,219. However, the low bid for the project was $377,802.50. The bid was not awarded.

The City is planning to re-bid the project in October for construction in 2021. The City has been exploring ways to economize, reduce scope where possible and utilize bid alternates while retaining the core pedestrian and bicyclist safety and functional aspects of the 1.3-mile-long project. The recent cost estimate is $342,875. The City of Portland is seeking up to $56,244 (20% of the available construction funding). This is in accordance with the PACTS Executive Committee’s decision in March to increase PACTS' maximum contribution of construction cost overages from 10% to 20%.

A letter from the City of Portland (Attachment D) and a spreadsheet on the PACTS Holding WIN balance (Attachment E) are included in the packet.

Proposed action: Approve the reallocation of $56,244 Federal Highway Administration capital funding from the Holding WIN to the Portland Neighborhood Byway project.

9. Consideration of Additional Funding for Portland’s Washington Avenue Streetscape Project (Attachment F) – 15 minutes

Staff Report
In 2017, during PACTS’ consideration of federally funded projects, the Washington Avenue Streetscape project fell just below the available funding amount. The Policy Committee, at the time, decided to save up enough money from the Holding WIN to fund the Washington Avenue project when the Holding WIN funds became available. At
the time of the vote, the project was deemed to be important enough to justify conserving resources in the Holding WIN and the project ultimately drained the Holding WIN below the reserved amount.

On January 7, 2020 the Executive Committee approved the transfer of funds from the Washington Avenue Streetscape project to cover the funding deficit for the Portland Deering Corner Roundabout Project. The transfer of funds was requested by the City of Portland. The funds transferred were $668,534.51. No additional PACTS funding was given to either Portland project.

The City of Portland’s Washington Avenue Streetscape project now has a funding deficit based on recent construction cost estimates. The City has worked to reduce the cost and scope of the Washington Avenue project, including the elimination of full roadway reconstruction as well as changing signal design to reduce the number of structures needed. Before the transfer of funds, the available construction funding was $1,580,000, but is now $963,843. The current construction cost estimate is $1,795,562. The City is planning to bid the project in the summer of 2021. The City of Portland is seeking up to $316,000 (20% of the original available construction funding). This is in accordance with the PACTS Executive Committee’s decision in March 2020 to increase PACTS' maximum contribution of construction cost overages from 10% to 20%. These overages are typically funded through the Holding WIN.

However, the City does not have the complete local match funds available for this request and is seeking additional funds including from City Transportation Impact Fees and a Community Development Block Grant. The City’s plan to secure additional funding is included in their letter included as Attachment F.

Due to the complicated nature of this request and in order to prevent confusion moving forward, staff are prepared to reevaluate PACTS' Holding WIN policies as part of the upcoming revisions to the TIP Policies and Procedures.
Proposed action: Approve the reallocation of $316,000 Federal Highway Administration capital funding from the Holding WIN to the Portland Washington Avenue Streetscape project.

10. Approval of Additional PACTS Funding for South Portland’s Route 77 Signals Project – 10 minutes

Staff Report
The City of South Portland’s Route 77 Signals project has a funding deficit based on recent construction cost estimates. This signal project is adjacent to the Casco Bay Bridge and directly impacts traffic on the drawbridge between Portland and South Portland. The estimated funding shortfall for the Route 77 signals project is $202,000. The City has requested up to an additional 20% of the available construction funding, which is $70,200. The Executive Committee approved the request at their August 4 meeting.

However, the City does not have the complete local match funds available for this request and is seeking additional funds that may be needed depending on the construction bids. Currently, there is $75,000 in 2021 PACTS MPI funding that is unallocated. The City has asked for the use of unallocated funding to help cover the remaining $131,800 shortfall. Any PACTS MPI funding used will be matched by the City at 50%. Therefore, the City has requested up to $65,900 of 2021 PACTS MPI funds, depending on construction bids. The Executive Committee voted to table this item at its August 4 meeting.

Proposed action: Approve the allocation of up to $65,900 2021 PACTS MPI funding to the South Portland Route 77 Signals project.

11. Update on PACTS Committees Task Force Recommendations – 10 minutes

Staff Report
In the PACTS reforms, PACTS identified several challenges with its current committee structure. This spring, the PACTS Executive and Policy Committee authorized a task force to develop recommendations to improve the efficiency and effectiveness of PACTS committees. The task force was asked to develop recommendations that would:
• Reduce the number of PACTS committees
• Expand the participation of elected officials on PACTS committees
• Increase the level of transit representation on PACTS committees
• Consider adding Community Transportation Leader representation on PACTS committees

To inform this work, staff researched best practices for MPOs. Key takeaways from this research include:

• In general, MPOs are moving to fewer committees than in years past.
• The vast majority (92%) of MPOs have a technical committee comprised of professional staff from member agencies and municipalities which advises the governing board on planning, on programming funds, and on other complex issues. The committee also helps the board to understand the impact of decisions on local constituencies.
• Only 19% have separate transit committees which help guide the MPO's transit planning process.
• Only 7% have land use committees, although the planning literature advises a close coordination between land use and transportation.
• Just over one-quarter (28%) of MPOs have an executive committee. These are typically a subset of the governing board which make specific decisions on behalf of the governing board. Executive committees are helpful if the governing committee is large or meets infrequently.

The task force included Chris Branch, Public Works Director, Portland; Emily Cole-Prescott, City Planner, Saco; Eric Dudley, Public Works Director, Westbrook; Maureen O'Meara, Town Planner, Cape Elizabeth; Patricia Quinn, Executive Director, NNEPRA; and Nat Tupper, Town Manager, Yarmouth. The task force met twice to review these best practices and develop recommendations for the PACTS governing boards. The task force began its deliberations by affirming that while PACTS' current committee structure has been in place for some time, it does not support effective and efficient decision-making. PACTS' five standing committees have 55 scheduled meetings per year; with two current ad hoc committees, the number of scheduled meetings in 2020 approached 70. This requires significant funding for staffing committees. Staff have
also heard concerns about meeting fatigue from members, that the number of meetings is not efficiently using members' time, and that the decision-making process is complicated by the number of committees.

The task force's draft recommendations are summarized below. The recommendations envision a single Regional Transportation Advisory Board that will advise a single Policy Committee that will serve as the sole governing body of PACTS. Ad hoc working groups would be formed as needed to address specific and timely tasks.

This structure will simplify PACTS' decision-making process, providing external and internal clarity, more efficiently using members' time and enabling staff to focus less on staffing committees, and more on strengthening the region's transportation network.

The task force discussed the importance of balancing inclusiveness with more efficiency, and acknowledged that keeping diverse voices and stakeholders involved with just two committees will require large committees. Quorum requirements may need to be adjusted to ensure meetings can conduct business. To meet funding decision milestones, the two committees will likely each need to meet monthly.

<table>
<thead>
<tr>
<th>EXISTING STRUCTURE</th>
<th>PROPOSED STRUCTURE (DRAFT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Transportation Advisory Board to serve as the sole advisory committee.</td>
<td></td>
</tr>
<tr>
<td>Function: perform the same functions, among others, as their predecessor committees. The committee's focus is on funding allocation and planning.</td>
<td></td>
</tr>
<tr>
<td>Membership: 27 voting members</td>
<td></td>
</tr>
<tr>
<td>EXISTING STRUCTURE</td>
<td>PROPOSED STRUCTURE (DRAFT)</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------</td>
</tr>
</tbody>
</table>
| Technical           | ○ Each sub region to nominate 3–5 representatives (to be based on the number of municipalities in the subregion). Each region will nominate at least 1 municipal manager, 1 planner or economic development director, and 1 public works director/municipal engineer  
○ Transit agencies jointly nominate 4 members, one for each of the primary modes (bus, rail, ferry, paratransit)  
○ MaineDOT: 1 member  
○ MTA: 1 member  
○ Active transportation: 1 member, per application process  
○ Community Transportation Leaders: 2 members, per application process  
○ Private sector trade association: 1 member, per application process  |
| Planning            | • *Meeting frequency:* monthly and, as needed, to address high priority issues. Ad-hoc working groups will still be needed to handle specific and timely issues. These groups may report findings and draft recommendations to the Policy Committee.  
• *Terms:* three-year terms, staggered so only one-third of the committee is replaced each cycle. |
<table>
<thead>
<tr>
<th>EXISTING STRUCTURE</th>
<th>PROPOSED STRUCTURE (DRAFT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td><strong>Policy Committee</strong> as the sole governing authority.</td>
</tr>
<tr>
<td></td>
<td>- <em>Function:</em> perform the same functions as the current Executive and Policy committees.</td>
</tr>
<tr>
<td></td>
<td>- <em>Membership:</em> 37-38 voting members</td>
</tr>
</tbody>
</table>
|                     |   - Municipalities appoint representatives, including elected officials  
|                     |     (*# of municipal reps. tied to current population thresholds*) |
|                     |   - Transit agencies: 4 members, jointly nominated by the transit agencies |
|                     |   - MaineDOT: 1 member |
|                     |   - MTA: 1 member |
|                     |   - Business associations: 1-2 members, based on application process |
|                     |   - Equity advocates: 3 members (2 from Community Transportation Leaders Group; 1 from another organization, per application process |
|                     |   - FHWA and FTA (non-voting) |
|                     |   - SMPDC (non-voting) |
| Policy              | - *Meeting frequency:* monthly and, as needed, to address timely administrative and coordinating actions. Ad-hoc working groups will still be needed to handle specific and timely issues. These groups may report findings and draft recommendations to the Policy Committee. |
|                     | - *Terms:* three-year terms, staggered so only one-third of the committee is replaced each cycle. |

Executive Committee input is sought before a final proposal goes to the Policy Committee for consideration at its October 22 meeting.
Proposed action: Review, modify as needed, and recommend PACTS committee restructuring to the Policy Committee.

12. Paving Issues Working Group – 10 minutes

Staff Report:
The PACTS Collector Road Pavement Condition Executive Summary, produced by VHB in January 2019 and revised in June 2019, has identified a funding gap of $4.9 million per year for collector paving maintenance. Construction costs continue to increase every year, but the funds allocated to collector paving projects have remained the same for years. A subcommittee is needed to discuss and define a path forward for this program to make the best use of limited funding.

Proposed action: Appoint a subcommittee to explore and define a path forward for the collector paving program with a goal of bolstering collector paving policy.

13. Other Business

14. Adjourn

Upcoming Meetings:
- September 3, 9:00 a.m. – PACTS Planning Committee
- September 8, 8:30 a.m. – PACTS Technical Committee
- September 10, 9:30 a.m. – PACTS Transit Committee
- September 22, 1:00 p.m. – PACTS Transit Committee Workshop
- September 15, 9:30 a.m. – PACTS TIP Committee
- October 6, 8:30 a.m. – PACTS Executive Committee
PACTS
Portland Area Comprehensive Transportation System

PACTS EXECUTIVE COMMITTEE MEETING MINUTES
August 4, 2020

<table>
<thead>
<tr>
<th>Member</th>
<th>Affiliation</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Bennett</td>
<td>Southern Subregion</td>
<td>Y</td>
</tr>
<tr>
<td>Chris Branch</td>
<td>Central Subregion</td>
<td>Y</td>
</tr>
<tr>
<td>Jennifer Bricket</td>
<td>MaineDOT</td>
<td>Y</td>
</tr>
<tr>
<td>Hope Cahan</td>
<td>PACTS Vice Chair</td>
<td>Y</td>
</tr>
<tr>
<td>Erin Courtney</td>
<td>Maine Turnpike Authority</td>
<td>Y</td>
</tr>
<tr>
<td>Eric Dudley</td>
<td>Western Subregion</td>
<td>Y</td>
</tr>
<tr>
<td>Greg Jordan</td>
<td>Transit Committee Chair</td>
<td>Y</td>
</tr>
<tr>
<td>Matt Sturgis</td>
<td>PACTS Chair</td>
<td>Y</td>
</tr>
<tr>
<td>Sarah Tracy</td>
<td>Northern Subregion</td>
<td>Y</td>
</tr>
<tr>
<td><strong>For GPCOG</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Chop, Kristina Egan, Ryan Neale</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Welcome—Matt Sturgis, Chair**
   Matt Sturgis opened the meeting and welcomed the attendees.

2. **Public Comment**
   There was no public comment received.

3. **Acceptance of July 7, 2020 meeting minutes**
   Hope Cahan moved to accept the July 7 meeting minutes as written; Erin Courtney seconded. All were in favor; the motion carried.

4. **PACTS Transit Committee Membership**
   Casey Gilbert, Executive Director of Portland Downtown, had been appointed to the Transit Committee by the Executive Committee. Casey left Portland Downtown, and in June, the Executive Committee appointed Amy Geren, Portland Downtown's program director, to serve the remainder of Casey's term, through December 2020. The new
executive director, Cary Tyson, has since expressed a willingness to serve on the Transit Committee.

Greg Jordan moved to appoint Cary to the Transit Committee, replacing Amy and serving the remainder of the term, through December 2020; Chris Branch seconded. All were in favor; the motion carried.

5. Presentation on the Medium- and Long-Range Impacts of COVID-19
Staff with AECOM as consultant have been researching the medium- and long-range impacts of COVID-19 on the transit industry. This research has focused on two key uncertainties: how quickly a vaccine is developed and the level of federal funding to support transit. From this, several recommendations have been developed:

1. Adapt service to better serve transit-dependent populations.
2. Plan to deliver lower levels of service to stretch dollars further.
3. Diversify and expand local funding to anticipate reduced public funds.
4. Invest in no-touch mobile technology to protect public health.
5. Expand digital communications and marketing to rebuild ridership.
6. Invest in data collection to make nimbler decisions.
7. Support street spaces for bike lanes, walking, and outdoor retail and dining to keep transit relevant.
8. Redouble efforts to locate housing in walkable villages and downtowns to reduce longer-term ridership losses.
9. Implement more efficient rural demand-response to cost-effectively maintain access.

Based on these recommendations, investments worth pursuing include:

- no-touch mobile ticketing
- automatic vehicle locators (AVL) and automatic passenger counters (APC)
- additional data analysis tools and staff capacity
- multimodal integrations—for example, a unified transit and bikeshare fare
- first- and last-mile solutions
- targeted service enhancements
• expanded communications and marketing capacity
• strategic built environment investments to compliment expanded public space

Chris asked whether StreetLight data had been incorporated into the analysis. Price Armstrong of AECOM said it had not been, but that its use could be helpful as an indicator of ridership rebounding.

Chris noted municipal budgets have been adversely affected as a result of the pandemic, and that it would be difficult to find funding to advance the recommendations. Matt agreed that municipalities are faced with a challenging financial situation.

6. Approval of Recommended PACTS CARES Act Phase II Funding Allocation
The PACTS region received $53 million in CARES Act funding. Of that, the Transit Committee allocated $13.6 million to the region's transit operators to fund continued operations in light of significant ridership and revenue reductions. Small amounts went to PACTS to help allocate funds and look at the future of transit. The next allocation, covering July to December 2020, proposed by the Transit Committee includes funding to cover lost passenger-based revenues and other funds; a one-time award to support Concord Coach Lines' Portland to Boston connection; a regional public outreach and marketing effort; a study to examine opportunities for coordination, integration, and consolidation of the operators; and municipal budget assistance. This allocation totals $7.7 million, leaving a balance of $31.5 million. Casco Bay Lines and NNEPRA's large allocations are due in part to their reliance on passenger-based revenues. The intent is to allocate the remaining funds in six-month increments to continue to address needs and make necessary investments to build a system that riders will come back to. The expectation is that the funds for Concord Coach is a one-time assist.

In response to a question from Chris Branch, Greg Jordan noted that Concord's request covers August through December and thus is smaller than Concord's original request. Jim Bennett asked for additional information on the methodology the group used. Greg said there was a robust process and each agency was asked to document expenses and revenues. This was entered into a template workbook that aggregated the information while accounting for the differences in the agencies' operations and fiscal
years. The full worksheet has been shared with the Committee. Kristina added that municipal budget relief was based on the assumption that contributing municipalities were seeing a 20% revenue loss. The recommendation to the Executive Committee is coming from the full Transit Committee. The process does assume a rate of ridership recovery and ensures that any CARES funds carried over from a previous allocation are accounted for in agency requests. It was clarified that there has not been an evaluation of whether agencies are making the best use of funds. Matt noted his support for allocating funds in six-month increments.

Hope moved to approve the recommended CARES Act Phase II funding allocation as presented and to authorize the PACTS CARES Act Phase II Split Letter; Eric Dudley seconded. Sarah Tracy recused herself as Concord Coach Lines is a client of her firm. All others were in favor; the motion carried.

7. Adoption of Updated Civil Rights/Title VI Plan
This item was taken out of order by unanimous consent of the Committee.

Staff have made several updates to PACTS’ Civil Rights Plan based on feedback received during the recent recertification process, including renaming the plan to better reflect its content. Other updates include revising the complaint procedures and contact information. Staff released the proposed edits for public comment in June. No comments were received.

Matt asked why no comments were received and if it was typical to not receive comments. Zoe suspected it was due to the fact that the document is fairly technical and the updates were administrative in nature. Staff received good public participation when initially developing the plan.

Jim noted the underlying demographics of the region are rapidly changing. He also mentioned the racial injustices inherent to some transit services across the country, and wondered how these updates might advance that conversation. Zoe said there is an effort underway to conduct an equity analysis of PACTS investments, and to develop an equity program that can be incorporated into PACTS planning documents.
Hope noted that while the complaint form is hosted online, there is no way to directly submit it. Converting it to a submittable form might make it easier for people to use. Zoe said that could be incorporated in the future as the website is updated.

Hope moved to accept the changes to the Civil Rights Plan as presented; Erin seconded. All were in favor; the motion carried.

8. Approval of Transit Stop Access Project (TSAP) Adjustment of the Six-Year Capital and Operating Plan (SYCOP) and Split Letter
The Transit Stop Access Project management team has decided to reallocate funding from Phase III to the current project phase, Phase II-B. This change has required revisions to the 2020 SYCOP and the FFY 2019–2020 Split Letter. The change will fund preliminary and final design for each stop identified in Phase II-A—rather than require rescoping or reprioritizing the stops—to ensure each location is shovel ready for future construction funding. Other than METRO, the cumulative totals for each transit agency across the FFY2019 and FFY2020 split tables are unchanged.

Chris moved to approve the revised SYCOP and Split Letter as presented; Greg seconded. All were in favor; the motion carried.

9. Approval of Additional PACTS Funding for South Portland’s Route 77 Signals Project
South Portland’s Route 77 Signals Project has a $202,000 funding shortfall. The available construction funding for this project is $351,000. South Portland requested an additional 20 percent—$70,200—to help cover costs. South Portland is also requesting up to $65,900 in unallocated MPI funds.

The Committee discussed the background of the unallocated MPI funding. $15,000 had been awarded to the southern subregion and $60,000 had been awarded to the western subregion. Because neither had projects identified, the money was returned. Funds were then awarded for a Scarborough project, which was later withdrawn. Jim said it was difficult to track PACTS funds. Kristina said the upcoming TIP funding framework should help make things clearer.
Chris said Portland typically spends its own money on signal projects. In the past, when they have experienced cost overruns, they have not turned to PACTS for additional funding. He felt MPI funding should be awarded consistently.

Elizabeth clarified that if the $70,200 from the holding WIN covers the bid costs then no additional PACTS funds would be needed. Any needed MPI funds would come with a required 50% local match. Eric moved to allocate $70,200 from the holding WIN to the Route 77 Signals project; Chris seconded. All were in favor; the motion carried.

Eric moved to allocate $65,900 in MPI funding to the Route 77 project; Sarah seconded.

Jim clarified that the project was not yet awarded and commented that it likely would not be within the next thirty days. MaineDOT has asked that South Portland secure funds before the project is advertised. Jim moved to table the discussion until the next Executive Committee meeting. Elizabeth noted that a delay may mean the project would not be advertised and may be delayed until next year. Jim said that subregions may not have realized these funds were available. Eric seconded Jim’s motion to table the discussion and noted that the west subregion was aware of the available funds and opted not to pursue them. Jen noted the chance that the project may be delayed. On the motion to table the discussion, six were in favor, two were opposed, and one abstained; the motion carried.

Staff will bring additional information on the process by which decisions were made and the process by which members were informed of additional available funds to the next Executive Committee meeting.

10. Other Business
The Executive Committee directed a group—the PACTS Committees Task Force—to determine whether there were opportunities to improve the efficiency of PACTS' existing committee structure. The task force has met twice and agrees that there are opportunities to streamline and restructure the existing committees to reduce the burden on members and staff and to foster more holistic decision making.
PACTS
Portland Area Comprehensive Transportation System

The group's draft recommendation is to have a single governing committee and an advisory committee with a diverse makeup of managers, planners, public works, transit operators, and advocates. Project- or theme-specific ad hoc groups would conduct more detailed work. The group will present final recommendations to the Policy Committee at a future meeting.

11. Adjourn
Eric moved to adjourn; Jim seconded. With no objection, the motion carried.
Attachment B

Staff Report

Coronavirus Aid, Relief, and Economic Security (CARES) Act funding

The PACTS region received approximately $53M in CARES funds to support public transportation. Approximately $13.7M was allocated in Phase I, which addressed immediate operating needs from February 1, 2020 to June 30, 2020, and another $7.8M was allocated in Phase II for July 1 to December 31, 2020.

PACTS identified several priorities for Phase II funds, including: Maintain Regional Transit Service, Pandemic Recovery and Resiliency, Transit System Innovation, and Municipal Budget Assistance. The focus has been on maintaining transit service by offsetting transit agencies’ reduced operating revenue from all sources. Other funds were allocated for initiatives to improve the region’s transit system, for communication, for municipal budget assistance, and for support of Concord Coach Lines.

At its August 25 workshop, the Transit Committee discussed priorities for the remaining $31.5M of the region’s CARES Act funds. Staff will work with the region’s transit agencies to develop estimates for offsetting agencies’ lost operating revenues through December 2022. PACTS also intends to pursue initiatives to rebuild transit ridership in the region.

Staff has been researching best practices for transit agencies in addressing COVID-19, including operations (distancing, sanitizing, and ventilation) and communication. Staff will work with transit agencies to identify expenses already incurred for cleaning and sanitation and vehicle and capital upgrades specifically related to COVID-19. Staff and the Transit Committee will review actual steps already taken and anticipated going forward to inform potential opportunities for joint procurement of services or products, such as cleaning services, PPE, sanitizer, etc.

Transit/COVID-19 marketing plan

The PACTS region’s CARES Act Phase II allocation includes $200,000 for public education and customer communications related to public transportation. In efforts to
maximize outreach, GPCOG is in the process of hiring a digital media specialist. The job opening was posted on August 7, and staff are now reviewing 93 applications.

Public Information Officer, Tom Bell, interviewed the communications staffer/marketing consultant or director of six of the seven transit agency and captured their thoughts about their marketing needs in relation to COVID-19 and about the process for creating a campaign. GPCOG will establish a task force composed of representatives from each agency to provide guidance and feedback.

We plan to issue an RFP or RFQ for a consultant to work with the task force and GPCOG staff to develop the marketing plan.

Staff are developing a budget and are also engaged in internal conversations about the process and structure. There will be an internal meeting on September 8 to finalize those discussions.

**Shovel-Ready Projects**

There is a possibility that additional federal funds for transportation infrastructure may become available to the PACTS region. The Investing in a New Vision for the Environment and Surface Transportation in America (INVEST) Act, currently being considered in Congress, for example, would provide $494 billion for transportation nationwide. If additional funds become available through this or other federal initiatives, they would likely be allocated to “shovel ready” projects. Previously, a “shovel ready” project was one that had gone through preliminary engineering or PDR and had finished the environmental review process. To this end, PACTS reached out to member communities to develop a list of projects that are ready to move forward in the PACTS region or are planned to be “shovel ready” by next May. These cannot be projects that have received federal funding.

While there is no guarantee that additional federal funds will be available now or in the future, this effort will help PACTS and our member municipalities to prepare for any funding opportunities that may be available going forward. The following towns submitted projects for consideration.

- Arundel – paving projects
• Biddeford – road improvements, road rehabilitation, paving, and bicycle and pedestrian facilities
• Cape Elizabeth – drainage project
• Freeport – bicycle and pedestrian facilities
• Portland – paving and signal projects
• Westbrook – paving project
• Windham – road reconstruction
PACTS 2021 Municipal Partnership Initiative Project: Biddeford, Alfred Street Mill and Fill

Darryl Belz, P.E.
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433-0016

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $66,000 of PACTS’ CY2021 state funding allocation for the following project:

Biddeford, Alfred Street Mill and Fill
Alfred Street mill and fill from Main Street to Pool Street.
The Route Log Miles start at 37.34 and end at 37.46 along Alfred Street for a total project length of 0.12 miles.
The scope consists of a 2” mill and fill with a total project cost of $166,000.
The funding is 40%/60% at $66,000 state and $100,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Tom Milligan. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop
PACTS

cc: Tom Milligan, City of Biddeford
    Jeff Demers, City of Biddeford
    Harold Spetla, GPCOG
Darryl Belz, P.E.  
Safety/MPO Engineer  
Bureau of Planning  
Maine Department of Transportation  
16 State House Station  
Child Street  
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Biddeford, Landry Street Mill and Fill

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $34,000 of PACTS’ CY2021 state funding allocation for the following project:

**Biddeford, Landry Street Mill and Fill**  
Landry Street mill and fill from Hill Street to Precourt Street.  
The Route Log Miles start at 0.37 and end at 0.54 along Landry Street for a total project length of 0.17 miles.  
The scope consists of a 2” mill and fill with a total project cost of $126,000.  
The funding is 27%/73% at $34,000 state and $92,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Tom Milligan. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

[Signature]

Chris Chop
PACTS

cc: Tom Milligan, City of Biddeford
    Jeff Demers, City of Biddeford
    Harold Spetla, GPCOG
Darryl Belz, P.E.
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433

PACTS 2021 Municipal Partnership Initiative Project: Cape Elizabeth, Ocean House Road Sidewalk Project

Darryl,

The following is a request to amend a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved additional programming $25,000 of PACTS’ CY2021 state funding allocation for the following project:

**Cape Elizabeth, Ocean House Road Sidewalk Project**

Sidewalk and shoulder improvements along Ocean House Road from Canter Lane to Shore Road.

The Route Log Miles start at 4.95 and end at 5.06 along Ocean House Road for a total project length of 0.11 miles.

The scope consists of lane restriping, installation of a granite curb, 6-foot wide sidewalk, 5-foot shoulder, and a 5-foot esplanade with trees, lighting, and drainage improvements.

This request is an amendment to the Cape Elizabeth request of $90,000 in 2019 (2020 PACTS MPI), which was matched 50%/50% by a $90,000 municipal contribution. This request for 2021 is for $25,000, matched by $59,762, for a 29%/71% split. The total project request is $115,000 with a $149,762 municipal match, for $264,762 total at a 43%/57% split.

PACTS is requesting an amendment to the three-party agreement for WIN 24435.00

The municipal contact is Jay Reynolds. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

[Signature]

Chris Chop
PACTS

cc: Jay Reynolds, Town of Cape Elizabeth
    Harold Spetla, GPCOG
Darryl Belz, P.E.  
Safety/MPO Engineer  
Bureau of Planning  
Maine Department of Transportation  
16 State House Station  
Child Street  
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Freeport, Route 1 Multiuse Path

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $150,000 of PACTS’ CY2021 state funding allocation for the following project:

**Freeport, Route 1 Multiuse Path**  
A 2,000-foot multiuse path from Cousins River Bridge to Old South Freeport Road. The path will run along the shoulder of U.S. Route 1 but remain physically separated from vehicular traffic.  
The Route Log Miles start at 62.93 and end at 63.27 along Route 1 for a total project length of 0.34 miles.  
The scope consists of creating a 2,000-foot long proposed path, approximately 10 feet wide in most sections. The total cost estimate is $300,000.  
Construction complete year is scheduled to be 2021/2022, in concurrence with the Cousin’s River Bridge replacement project.  
The funding is 50%/50% at $150,000 state and $150,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Adam Bliss. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

[Signature]

Chris Chop
PACTS

cc: Adam Bliss, Town of Freeport
    Harold Spetla, GPCOG
Darryl Belz, P.E.                      August 17, 2020
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Gorham, Brackett Road/Saco Street Intersection

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $85,000 of PACTS’ CY2021 state funding allocation for the following project:

**Gorham, Brackett Road/Saco Street Intersection Improvement Project**
Lane widening southbound on Brackett Road to install a right-hand turn lane and eastbound on Saco Street to install a designated left turn lane and slip lane.
The Route Log Miles are from 0.72 miles to 0.97 miles for a total project length of 0.25 miles on Saco Street and from 1.90 miles to 2.02 miles on Brackett Road for a total project length of 0.12 miles. The combined project length is 0.37 miles.
The scope consists of widening Brackett Road southbound and Saco Street eastbound, both requiring earthwork, culvert installation, paving, striping, and arrow marking. The total cost estimate is $170,000.
Construction complete year is scheduled to be 2021.
The funding is 50%/50% at $85,000 state and $85,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Bob Burns. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.
Thank you for your attention to this matter. If you have any questions, please call.

Sincerely,

[Signature]

Chris Chop
PACTS

cc: Bob Burns, Town of Gorham
    Harold Spetla, GPCOG
Darryl Belz, P.E.  
Safety/MPO Engineer  
Bureau of Planning  
Maine Department of Transportation  
16 State House Station  
Child Street  
Augusta, Maine 04433-0016  

August 17, 2020

PACTS 2021 Municipal Partnership Initiative Project: Old Orchard Beach, West Grand Safety Improvements

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $100,000 of PACTS’ CY2021 state funding allocation for the following project:

**Old Orchard Beach, West Grand Safety Improvements**

- Mill and fill along Main Street from Elm Street to Center Street and sidewalk improvements.
- The Route Log Miles start at 45.10 and end at 45.26 along West Grand Ave for a total project length of 0.16 miles.
- The scope consists of sidewalk, curb, and roadway safety improvements. The total cost estimate is $200,000.
- Construction complete year is scheduled to be 2021.
- The funding is 50%/50% at $100,000 state and $100,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Joe Cooper. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop  
PACTS

cc: Joe Cooper, Town of Old Orchard Beach  
    Harold Spetla, GPCOG
Darryl Belz, P.E.
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Portland, Elm Street Reconstruction Project

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $234,393.95 of PACTS’ CY2021 state funding allocation for the following project:

Portland, Elm Street Reconstruction Project
Elm Street rehabilitation from Marginal Way to Congress Street, including sidewalk and pedestrian facilities improvements.
The Route Log Miles start at 0.00 and end at 0.44 along Elm Street for a total project length of 0.44 miles.
The scope consists of mill and fill, new pavement markings for vehicle, parking, and a shared bike lane. Sidewalk and curb improvements to meet ADA requirements and improve pedestrian safety. The total cost estimate is $468,787.90.
Construction complete year is scheduled to be 2021.
The funding is 50%/50% at $234,393.95 state and $234,393.95 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Lauren Andersen. She is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop
PACTS

cc: Lauren Andersen, City of Portland
Harold Spetla, GPCOG
Darryl Belz, P.E.
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Saco, Maple Street Reclamation

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $100,000 of PACTS’ CY2021 state funding allocation for the following project:

**Saco, Maple Street Reclamation**
Maple Street reclamation from Lincoln Street to Bradley Street, including drainage improvements, concrete curbing, and sidewalk replacement.
The Route Log Miles start at 0.00 and end at 0.36 along Maple Street for a total project length of 0.36 miles.
The scope consists of full reclamation and paving of the entire length of Maple Street, consisting of 2.5” of binder pavement and 1.5” of surface pavement. Ancillary work will include adjusting drainage and shoulder restoration. The total cost estimate is $200,000.
Construction complete year is scheduled to be 2021.
The funding is 50%/50% at $100,000 state and $100,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Patrick Fox. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop
PACTS

cc: Patrick Fox, City of Saco
    Joseph Laverriere, City of Saco
    Harold Spetla, GPCOG
PACTS 2021 Municipal Partnership Initiative Project: Saco, Spring Hill Road Reconstruction

Darryl, 

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $100,000 of PACTS’ CY2021 state funding allocation for the following project:

**Saco, Spring Hill Road Reconstruction**

Spring Hill Road reconstruction from Industrial Park Road to Portland Road, including drainage and shoulder restoration.

The Route Log Miles start at 1.79 and end at 2.67 along Spring Hill Road for a total project length of 0.88 miles.

The scope consists of full reclamation and paving of the entire length of Spring Hill Road, consisting of 2.5” of binder pavement and 1.5” of surface pavement. Ancillary work will include adjusting drainage and shoulder restoration. The total cost estimate is $200,000.

Construction complete year is scheduled to be 2021.

The funding is 50%/50% at $100,000 state and $100,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Patrick Fox. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop  
PACTS

cc: Patrick Fox, City of Saco  
    Joseph Laverriere, City of Saco  
    Harold Spetla, GPCOG
Darryl Belz, P.E.
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: South Portland, Cottage Road Sidewalk Restoration and Pedestrian Improvements

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $130,000 of PACTS’ CY2021 state funding allocation for the following project:

**South Portland, Cottage Road Sidewalk Restoration and Pedestrian Improvements**

- Sidewalk restoration and pedestrian crossing improvements on Cottage Road between Pine and Sawyer Street.
- The Route Log Miles start at 0.57 and end at 0.74 along Cottage Road for a total project length of 0.17 miles.
- The scope consists of reconstruction of existing concrete sidewalk, the installation of new granite curbing, closed drainage improvements, and installation of a solar powered Rectangular Rapid Flashing Beacon. The total cost estimate is $268,387.
- Construction complete year is scheduled to be 2021.
- The funding is 48%/52% at $130,000 state and $138,387 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Doug Howard. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop
PACTS

cc: Doug Howard, City of South Portland
    Harold Spetla, GPCOG
Darryl Belz, P.E.  
Safety/MPO Engineer  
Bureau of Planning  
Maine Department of Transportation  
16 State House Station  
Child Street  
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Westbrook, Pride’s Corner Intersection Improvement

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $250,000 of PACTS’ CY2021 state funding allocation for the following project:

Westbrook, Pride’s Corner Intersection Improvement Project
Removing and replacing the current signals and upgrading the pedestrian services at the intersection of Route 302/Brook Street/Pride Street to address a high crash location and improve pedestrian conditions.  
The Route Log Miles point is at 5.04 on Route 302 for a total project length of 0.01 miles.  
The scope consists of adding a left turn signal, ADA upgrades at the bus stop on Route 302, ramps, detectable warning fields and pedestrian signals. The total cost estimate is $500,000.  
Construction complete year is scheduled to be 2021.  
The funding is 50%/50% at $250,000 state and $250,000 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Katherine Kelley. She is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

[Signature]

Chris Chop  
PACTS

cc: Katherine Kelley, City of Westbrook  
Harold Spetla, GPCOG
Darryl Belz, P.E.
Safety/MPO Engineer
Bureau of Planning
Maine Department of Transportation
16 State House Station
Child Street
Augusta, Maine 04433-0016

PACTS 2021 Municipal Partnership Initiative Project: Yarmouth, Main Street Rehabilitation Project

Darryl,

The following is a request to develop a Municipal Partnership Initiative (MPI) agreement for the above project for the 2021 PACTS MPI program.

On September 1st, 2020 the PACTS Executive Committee approved programming $250,000 of PACTS’ CY2021 state funding allocation for the following project:

**Freeport, Route 1 Multiuse Path**

Mill and fill along Main Street from Elm Street to Center Street and sidewalk improvements. The Route Log Miles start at 17.11 and end at 17.18 along Main Street for a total project length of 0.07 miles. The scope consists of resetting/replacing granite curb to meet proper reveal and profile grade, replacing concrete sidewalk to meet ADA requirements, curb extensions at nodes, new ramps and crosswalks. Additionally, replacing street tree and new wells to enhance traffic calming measures. New lighting will be added for pedestrian safety. Striping, signs, and loam/seed/mulch are also included. The total cost estimate is $765,871, which includes the 2021 PACTS MPI request, the 2021 Yarmouth match, and $49,667 of approved PACTS MPI funding. Construction complete year is scheduled to be 2021. The funding is 35%/65% at $250,000 state and $466,204 local.

PACTS is requesting a WIN for the project and a three-party agreement to follow.

The municipal contact is Erik Street. He is aware of contract documents needed such as, a scope of work, unit prices and complete specifications. These documents will be similar or the same as a MaineDOT “Book Project”, including a set of plans as necessary to be outlined in the pending agreement.

Thank you for your attention to this matter. If you have any questions, please call.
Sincerely,

Chris Chop
PACTS

cc: Erik Street, Town of Freeport
    Steven Johnson, Town of Freeport
    Harold Spetla, GPCOG
August 25, 2020

Elizabeth Roberts, P.E.
Transportation Engineer
Greater Portland Council of Governments
970 Baxter Boulevard
Portland, ME 04101

SUBJECT: Request for Additional Funds
WIN 20547 - Portland Transportation Center Neighborhood Byway

Dear Elizabeth:

The Portland Transportation Center Neighborhood Byway is an important PACTS-funded transportation project to link several Portland neighborhoods to the Portland Transportation Center/Thompson’s Point and to other regionally significant bicycle and pedestrian infrastructure. Neighborhood byways prioritize bicycling and walking on a network of existing residential streets to connect neighborhood centers, schools, major parks/open spaces, and transportation facilities. The transportation connections the PTC Neighborhood Byway will facilitate include: shared use pathways, such as the Fore River Parkway Trail, the Veterans Bridge pathway, and the West Commercial Street pathway; the city’s growing bicycle lane network; and, other neighborhood byways throughout the city. Our byway, bike lane, and shared use pathway networks are key to our overall transportation strategy to increase bicycling and walking mode share to meet the city’s and state’s CO2 emissions reduction targets and to provide viable, safe, and accessible transportation options for those that bike and walk.

The PTC Neighborhood Byway project was put out to bid in November 2019 with a construction cost estimate of $274,000.00. This kept the project within the original overall project funding of $375,626.00. The low bid for the project was $377,802.50, 37% (or $103,802.50) higher than the construction estimate, which is typical for projects in recent years. The bid was not awarded. The City of Portland is seeking up to $54,800.00 (20% of the 2019 construction cost estimate) from PACTS in supplementary funding for the project.

In April, the city (in consultation with the MaineDOT project manager) amended our design consultant’s contract to re-scope/revise and re-bid the project this fall for construction in 2021, with the aim of significantly reducing construction costs. We have been exploring
ways to economize, reduce scope where possible and utilize bid alternates while retaining the core pedestrian and bicyclist safety and functional aspects of the 1.3 mile long project. The supplementary funding – should it be approved – will allow the city to complete the project with cost-saving adjustments to the original scope, yet still accomplish the project’s core features, including pedestrian and bicycle crossings with RRFBs and ADA-accessibility upgrades at two busy arterial streets (Brighton Avenue and Woodford Street) and byway destination/wayfinding signs and pavement markings.

Please do not hesitate to contact me if you require additional information.

Sincerely,

Bruce Hyman
Transportation Program Manager, Planning and Urban Development

cc:
Christine Grimando, Director of Dept. of Planning and Urban Development
Chris Branch, Director of Dept. of Public Works
Nell Donaldson, Director of Special Projects, P&UD
Jeremiah Bartlett, Transportation Systems Engineer, DPW
Brian Keezer, Multimodal Project Manager, MaineDOT
### Balance in Holding WIN as of 8/26/2020

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<thead>
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<th>PE</th>
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### Pending Transfers out of Holding WIN

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### Pending Transfers into the Holding WIN

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### Remaining Holding WIN Balances

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<td>Minimum Reserve</td>
<td>$ (240,000.00)</td>
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¹ Local funds are shown only to reflect total project amounts. The Holding WIN does not contain any Local Funding.
August 13, 2020

Elizabeth Roberts, P.E.
Transportation Engineer, PACTS
970 Baxter Boulevard
Portland, Maine 04103

RE: Holding WIN Funding Request for WIN 22134.00 – Washington Avenue Streetscape

Dear Elizabeth,

As you are aware, PACTS reallocated funding from WIN 22134.00, the Washington Avenue Streetscape Project, to the Deering Corner Roundabout Project, WIN 18624.00 earlier this year. This shift of funds was made to cover updated engineering estimates, which were confirmed by the low bid the City received. The reallocation of funds was completed as follows:

<table>
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<tr>
<th>WIN#</th>
<th>Project Title</th>
<th>Project Description</th>
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<td>18624.00</td>
<td>Route 25</td>
<td>Roundabout</td>
<td>$3,272,236.00</td>
<td>+$668,534.51</td>
<td>$3,940,770.51</td>
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<td>22134.00</td>
<td>Washington Avenue</td>
<td>Roadway/Streetscape</td>
<td>$1,920,600.00</td>
<td>-$668,534.51</td>
<td>$1,252,065.49</td>
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</tbody>
</table>

While the City has worked with Ransom Consulting to reduce cost and scope of the Washington Avenue project, including the elimination of full roadway reconstruction as well as changing signal design to reduce the number of structures needed, the current opinion of current construction cost is $1,795,562.00 for the eligible construction (i.e. transportation) costs. The estimate is attached with this letter. Given that three years have transpired since the PACTS funding allocation was first programmed, and construction costs have increased significantly in that time, this outcome is unsurprising to staff.

Previously the City had anticipated seeking MPI funds as part of an overall funding package to close this gap, along with CDBG and local funding sources. However, following a conversation with DOT, it appears that MaineDOT MPI funding is currently exhausted.

On August 11, 2020, City Staff discussed the potential of seeking PACTS MPI funds instead those from MaineDOT at a Technical Committee meeting. Over the course of this agenda item discussion period, it was discussed that PACTS currently has a significant Holding WIN surplus, and, in the end, the Technical Committee approved recommending use of these funds to assist with the gap.

The request to Executive Committee is to seek an addition 20% in construction funds. Based on the current engineer’s estimate of $1,795,562.00, Portland is therefore seeking $359,112.40.

Providing that this request is approved, total construction funding available will be $1,611,177.89, leaving a gap of $184,384.11. As such, Portland still intends to seek other options to meet the gap in anticipated funds based on the updated estimate. These fall into the following categories:
CITY OF PORTLAND
Department of Public Works
Christopher C. Branch, P.E., Director

1.) This project is eligible for City Transportation Impact fees, as it contains rehabilitation of Washington Avenue and modernization of traffic signals.

2.) The project scope generally falls into a Community Development Block Grant (CBDG) eligible area. The most common infrastructure request for CDBG funds in Portland are typically sidewalk projects. As the project added scope to include sidewalk work as far north as Oxford Street, DPW may be able to request CDBG funding for sidewalk-related outcomes in the section of Washington from Cumberland to Oxford.

3.) Portland has two other funding sources that can supplement funding for street trees and public art.

Based on these funding options, Portland anticipates the following funding package:

<table>
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<th>Source</th>
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<tr>
<td>Current Available PACTS Construction Funds</td>
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<tr>
<td>Additional Holding WIN Funding Request</td>
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<td>Additional Funds via Impact Fees, CDBG, Trees, Art</td>
<td>$184,384.11</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$1,795,562.00</strong></td>
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</tbody>
</table>

Providing that the 20% addition in construction funds are approved by the Executive Committee, it is the opinion of DPW that funding options exist and can be secured to cover the overall funding need for this project.

If you would like to discuss this matter further, please do not hesitate to contact me.

Sincerely,

[Signature]

Christopher C. Branch, P.E.
Director of Public Works

Enclosure

Copy: Keith Gray, DPW
      Jeremiah Bartlett, DPW
      Lauren Andersen, DPW
      Jennifer Ladd, DPW
      Rob Betz, MaineDOT
      Gerry Dostie, MaineDOT
<table>
<thead>
<tr>
<th>No.</th>
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<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Cost</th>
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<td>201.25</td>
<td>Remove Existing Tree &amp; Stump</td>
<td>3</td>
<td>EA</td>
<td>$500</td>
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<td>202.202</td>
<td>Removing Pavement Surface - Milling</td>
<td>2,727</td>
<td>SY</td>
<td>$5</td>
<td>$13,637</td>
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<td>202.401</td>
<td>Remove/Salvage Existing Signal Equipment</td>
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<td>403.208</td>
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<td>Tons</td>
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<td>Tons</td>
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<td>608.15</td>
<td>Brick Sidewalk with Bituminous Base</td>
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<td>608.16</td>
<td>Brick Driveway with Bituminous Base</td>
<td>657</td>
<td>SY</td>
<td>$175</td>
<td>$114,897</td>
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<td>608.26</td>
<td>Detectable Warning Field</td>
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<td>Granite Pavers with Bituminous Base</td>
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<td>Bituminous Driveway Apron Adjustment</td>
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<td>Sloped Granite Curb - Type 5</td>
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<td>LF</td>
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<td>LF</td>
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<td>615.08</td>
<td>6&quot; Loam and Seed</td>
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<td>626.11</td>
<td>Precast Concrete Junction Box</td>
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<td>Metallic Conduit</td>
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<td>Non Metallic Conduit</td>
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<td>626.32</td>
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<td>Controller Cabinet Foundation</td>
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<td>$6,000</td>
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<td>627.407</td>
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<td>LF</td>
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<td>634.21</td>
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<td>Granite Step</td>
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<td>643.80</td>
<td>Traffic Signals at Cumberland &amp; Congress</td>
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<td>$300,000</td>
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<td>643.83</td>
<td>Video Detection System</td>
<td>2</td>
<td>LS</td>
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<td>$60,000</td>
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<td>643.91</td>
<td>Mast Arm Pole w/ 40' Arm</td>
<td>1</td>
<td>EA</td>
<td>$20,000</td>
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<td>643.91</td>
<td>Mast Arm Pole w/ 25' Arm</td>
<td>2</td>
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<td>$30,000</td>
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<td>$45,500</td>
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<td>Street Furniture (benches, bike racks, bollards)</td>
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<td>652.36</td>
<td>Maintenance of Traffic Control (5%)</td>
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<td>$299,260</td>
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Subtotal: $1,795,562
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<th>Unit</th>
<th>Unit Price</th>
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<td>603.1591</td>
<td>12&quot; Polyethylene Storm Drain Pipe</td>
<td>156</td>
<td>LF</td>
<td>$160</td>
<td>$24,960</td>
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<td>604.072</td>
<td>4 Foot Diameter Catch Basin</td>
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<td>EA</td>
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<td>604.15</td>
<td>4 Foot Diameter Manhole</td>
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<td>604.18</td>
<td>Adjust Manhole or Catch Basin to Grade</td>
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<td>$3,000</td>
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<td>652.36</td>
<td>Maintenance of Traffic Control (5%)</td>
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