



PACTS Executive Committee Agenda

December 4, 2018

8:30am

GPCOG, 970 Baxter Boulevard, Portland

1. Welcome – Larry Mead, Chairman

2. Acceptance of 11/6/18 minutes (Attachment A)

3. Staff Report (Attachment B)

4. Transportation Improvement Program

A. Municipal Partnership Initiative (Attachment C)

The Transportation Improvement Program Committee has met over the past few months to review the existing Municipal Partnership Initiative Policy. MaineDOT previously granted PACTS' request to increase the state funded MPI program by \$1 million, which results in a \$1 million decrease of PACTS' federal allocation. The major changes to the policy are:

- Maximum project funding increased from \$200,000 to \$400,000.
- There are no longer maximum project total costs. MPI funds are eligible to be combined with other funding sources to fund large projects.
- Projects eligible under the Pavement Preservation analysis are not eligible for MPI funding.
- Projects with complete streets elements are eligible for MPI funding.
- Projects are first solicited at the sub-regional level. The goal is to fund at least one project per sub-region.

Proposed Action: Adopt the updated MPI Policy

B. Arterial Road Funding (Attachment D)

In July, the PACTS Policy Committee approved MPI funding for arterial roads. There was discussion regarding the PACTS policy regarding capital funding on arterial roads, which are Maine DOT's responsibility. MaineDOT goes through an asset management process in

allocating our arterial pavement preservation funding to make the best use of available resources statewide including ones in MPO areas. Nevertheless, we do not have sufficient funds to keep up with all the needs. Consequently, MPOs and/or MPO municipalities have chosen to fund arterial pavement preservation even though it is a state responsibility. PACTS has historically funded arterial roads through the MPI program.

Proposed Action: For discussion only

5. Collector Road Analysis

VHB assessed approximately 228 miles of PACTS collector roads with the following brief summary of findings related to condition and funding. For a full copy of the report click [here](#).

Table 2 Summary of Miles and Dollars of Outstanding Work – All PACTS Collector Roads

Treatment Category	Length (Miles)	Cost
Reconstruction	4.77	\$12,143,000
Rehabilitation	9.21	\$11,991,000
Mill & Fill (2 in)	27.02	\$13,038,000
Shim & Overlay (1.25 in)	34.59	\$16,032,000
Ultrathin Overlay	26.26	\$9,279,000
Local Maintenance	47.64	\$472,000
Do Nothing	78.41	\$0
Total	227.89	\$62,954,000

The PACTS Collector Road Pavement Preservation funds of \$2.2 million (75% federal, 25% local match) is not adequate to maintain the conditions of the road network. The average PCI is projected to drop from the current average of 75, down 8 points to a 67 in 5 years if the preservation program was the only funding being put into these roads. It is estimated that it would require \$7.1 million per year of total funding on these roads to maintain current conditions, leaving a funding gap of \$4.9 million per year.

Collector Roads programmed in July 2018 for the 2020 paving program:

Town	Road	To	From	Length	Funding
Westbrook	Cumberland Street	Bridge	Pierce	0.36	\$196,909
Biddeford	Precourt Street	Rte. One	Landry	0.32	\$214,649
S. Portland	Highland Avenue	Scarborough TL	Alfred	1.29	\$746,819
S. Portland	Waterman Drive	Ocean Street	Broadway	0.49	\$338,301
Scarborough	Payne Road	Mussey	Gorham Road	0.33	\$261,234

Saco	Maple Street	Lincoln	Bradley	0.37	\$147,757
Yarmouth	Main Street	West Elm	Cleaves	0.35	\$251,660

The VHB contract is a multi-year contract intended for the first year to be focused on data collection and baseline conditions. Following years will focus on updating the data, to be presented to PACTS Technical Committee, which will allow them to recommend collector roads to be funded in future years.

Proposed Action: Adopt the VHB Collector Road Report

6. Destination 2040 Workshop

Staff Report

At the October Policy Committee meeting, PACTS members adopted a process for setting regional priorities and identifying significant projects that advance those priorities:

	Governing Committees	Public Input
October	Adopt process for setting regional and project priorities Discuss progress in achieving Destination 2040	
November	Continued discussion of progress in achieving Destination 2040 vision Develop draft statements on what we're on track to achieve and where we are currently falling short	
December	Finalize draft statements Adopt scope and schedule for subregional meetings to gather input from PACTS members and the public	
January	Confirm draft statements Identify universe of projects that advance the region's priorities	Northern Subregion PACTS meeting held to gather input
February	Continued developing the universe of projects Review proposed approach to a public survey	Central Subregion PACTS meeting held to gather input Western Subregion PACTS meeting held to gather input
March	Develop draft list of regional priority projects	Southern Subregion meeting held to gather input Public survey issued
April	Review public input from subregion meetings and survey Adopt final list of regional priority projects	

The Policy Committee began a discussion of how well our region is planning for, funding, and maintaining the transportation network envisioned in the region's long-range transportation plan, *Destination 2040*. In this agenda item, we will review our collective progress, to date, in achieving the plan's goals and implementing its recommended actions.

Expected workshop outcomes:

- Develop baseline data on how well PACTS members believe the region is achieving D2040's goals
- Gather baseline data on the status of priority regional projects listed in D2040
- Begin developing statements reflecting our shared understanding for which goals we are on target or falling short.

Proposed Action: For Discussion Only

Attachment A: Minutes

PACTS Executive Committee MINUTES November 6, 2018

In attendance:

Name	Affiliation
Larry Mead, Chair	Old Orchard Beach
Matt Sturgis, Vice Chair	Cape Elizabeth
Bill Shane	Cumberland
Chris Mann	MaineDOT
Greg Jordan	Metro
Chris Branch	Portland
Tex Haeuser	South Portland
Kevin Sutherland	Saco
Staff:	
Sara Zografos	
Kristina Egan	

Welcome – Larry Mead, Chairman

Larry Mead opened the meeting at 8:30 a.m.

Acceptance of 9/4/18 Minutes

Bill Shane moved acceptance of the minutes, with Chris Branch seconding. All approved the minutes.

Staff Report

No update in staff report.

Unified Planning Work Program Amendment

The group unanimously voted to allocate \$15,000 (\$12,000 federal, \$3,000 local match) from the UPWP for a transit-hub planning study. The total study budget is \$50,000, with multiple

funding sources. Bill Shane made the motion to approve the UPWP amendment. Tex Haeuser seconded. All were in favor.

Performance Measures and Targets

As part of MAP-21, the Federal Highway Administration authorization bill, the MaineDOT and PACTS are required to establish performance measures and targets in specific goal areas. PACTS previously adopted the state's targets for safety measures. Today, MaineDOT is asking PACTS to adopt the state's performance measures and targets for PM 2-Pavement and Bridges and PM 3-System Performance and Freight.

Chris Branch moved to adopt the MaineDOT Statewide Performance Measures and Targets for Pavement and Bridges (PM2) and System Performance and Freight (PM3). Bill Shane seconded. All were in favor

Adjourn.

Larry Mead adjourned the meeting at 8:43 a.m.

Attachment B

Staff Report

Staffing Update

Tom Bell has joined us as our new Public Information Officer, bringing his great communications and public relations skills to support our work all around the region. Tom will be working on updating the PACTS website and PACTS social media outlets.

The Inclusive Transportation Planning Project

The Inclusive Transportation Planning Project is engaging older adults, people with disabilities, and people of color in driving more inclusive regional transportation planning. This project includes both the PACTS and GPCOG geography. Transit agencies and municipal staff are key stakeholders. Funded by the National Aging and Disability Transportation Center (a program of FTA) and the U.S. Administration for Community Living, the project runs through the end of January 2019. The project will culminate in recommendations for increasing the inclusiveness of planning and decision-making at PACTS. These recommendations will inform the 2019 update of the Public Participation Plan.

Transit Stop Access Project

The Transit Stop Access Project (TSAP) seeks to (1) improve transit stop accessibility at high-priority stops around the PACTS region, (2) develop new regional transit hubs, and/or (3) improve bicycle and pedestrian facilities within 0.5 mile of existing transit stops. Three regional fixed-route transit services are participating in the project: METRO, SPBS, and ShuttleBus-ZOOM.

The project is divided into three phases:

1. Phase I was completed in December 2017. Phase I identified high-priority bus stops for accessibility improvements, defined amenities for and possible locations of new regional transit mini-hubs, provided a menu of bicycle and pedestrian improvements for implementation within 0.5 mile of existing transit stops, and developed recommendations for a project management structure to be used in Phase III.
2. Phase II is further divided into Part A and Part B.
 - a. Part A will include the final project prioritization, development of conceptual designs with cost estimates, and related services.
 - b. Part B will include the preliminary and final site design and engineering, and development of project bid and construction documents.
3. Phase III will implement the bidding process and administer the construction contracts.

The RFP for Phase II Part A was released on November 15. Proposals are due December 13. The consultant is expected to begin work at the end of January. Phase II Part A will be completed no later than December 31, 2019.

Planning funding for the TSAP comes from FTA 5303 funds and GPCOG match. Consultant and capital funding comes from FTA 5307 funds and transit agency matches.

John Duncan Retirement

After more than three decades with PACTS, and most recently GPCOG, John Duncan has announced he will retire at the end of the year. John has worked at PACTS and GPCOG since 1982. In those 36 years he has been a leader, shaping our transportation work and making PACTS a strong, stable presence in our region. John's contributions also include his most recent work as our Cooperative Purchasing Director, where he brought new data, insight and innovation to our work serving our member communities. We're planning a great retirement party for John, and we'll make sure you are all invited. We will all miss John and his tremendous contributions to our success, but we wish him all the best for an active, joyful retirement. Please join me in congratulating him, and if you'd like to, please share your best wishes with him directly via email at jduncan@gpcog.org.

Paul Niehoff attended the FHWA Pedestrian Safety Training

As part of the DOT's state-wide Heads Up! Pedestrian Safety Project, FHWA sponsored a training designed to teach how to complete Road Safety Assessments that collect and evaluate the right information while providing an effective analysis. The biggest difference with this training, as opposed to standard RSAs, is that the focus was entirely on the needs of Pedestrians and Bicyclists. This training was an interactive 2-days that will blend lecture, focused discussions, and field-based site reviews.

Attachment C

2020 PACTS Municipal Partnership Initiative Guide

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; however, roads anticipated to be eligible for funding under the collector paving program are not eligible for MPI funding. 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 2018 PACTS MPI program’s state funding is \$1,640,201. 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 2020. Unfunded projects in 2020 may be preselected for PACTS 2021 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 1st-February 1st- Sub regional Project Applications Due.
2. February 1st-March 1st-PACTS staff reviews list of applications, review funding requests totals.
3. March 1st- Final request for additional applications to all PACTS members, if applicable.
4. April: -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. May: -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.

Attachment D

- Construction or rehabilitation of maintenance facilities, including engineering, land acquisition, and demolition;
- Construction of transfer facilities, intermodal terminals and bus shelters, including project engineering and land acquisition.

Table 4: Capital Improvement Responsibilities	
MPOs	MaineDOT
<ul style="list-style-type: none"> • Reconstruction, rehabilitation and pavement preservation projects on urban collector highways. • Reconstruction and rehabilitation projects on arterial highways, except for interstates and freeways. • Intersection improvement projects funded outside of the Hazard Elimination Program <i>HSIP</i> • Sidewalks and bicycle transportation improvements funded outside of the federal Transportation Enhancement Program <i>Transportation Alternative Program</i> • Transit-related capital improvements using an MPO's allocated Surface Transportation Program funds. 	<ul style="list-style-type: none"> • Pavement preservation projects on arterial highways in MPO areas. • All types of projects on interstate highways and freeways. • All types of bridge improvements. • Safety improvements funded through the Hazard Elimination Program. • Projects funded under competitive programs, such as the Transportation Enhancement Program. • Passenger and freight transportation improvements, especially air and rail. • Public transit improvements that require funding through the Federal Transit Administration.

□ Project stages

Capital improvement projects have a series of stages, which MPOs should observe as they assemble their transportation improvement programs:

- **Preliminary Engineering (PE)** typically covers project design, environmental review, permitting and related work.
- **Right of Way (ROW)** typically involves:
 - ⇒ Preparation of right-of-way maps and plans, including title abstracting;
 - ⇒ Economic impact analyses and related work;
 - ⇒ Development and review of appraisals;

<p>Federal Reference 23 CFR, part 140</p>
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