

Ulster County Transportation Council

SFY 2018/19 Unified Planning Work Program

CALL FOR PLANNING PROJECTS



Ulster County Transportation Council
244 Fair Street
Kingston, NY 12402-1800

<http://www.co.ulster.ny.us/planning/tran.html>

Michael P. Hein, Ulster County Executive
UCTC Chair

UCTC Unified Planning Work Program (UPWP)

2018/19 Call for Planning Projects

INTRODUCTION

The Ulster County Transportation Council (UCTC) is the designated Metropolitan Planning Organization (MPO) for the Kingston Urbanized Area and a portion of the Poughkeepsie-Newburgh Urbanized Area. The UCTC planning area encompasses all of Ulster County. UCTC is tasked with carrying out a continuing, cooperative and comprehensive multimodal transportation planning process. UCTC is initiating a call for planning projects to be included in its Unified Planning Work Program (UPWP),

UCTC has the responsibility for developing, implementing, and maintaining a Long Range Transportation Plan addressing no less than a 20-year planning horizon, a Transportation Improvement Program (TIP) listing the prioritized federally funded transportation projects, and the development and implementation of a **Unified Planning Work Program (UPWP)**.¹

The purpose of a Unified Planning Work Program (UPWP) is to plan and implement a transportation planning work program supporting the goals, objectives and recommendations of UCTC's Year 2040 Long Range Transportation Plan. The type of work specified within a UPWP includes a summary of administrative, technical and transportation planning tasks to be performed by UCTC staff. For the 2018-2019 state fiscal year, which extends from April 1, 2018 to March 31, 2019, UCTC expects approximately \$200,000 to be available for planning projects. It is important to note that actual allocation amounts are not known at this time, which will have direct bearing on UCTC's final program.

APPLICATION DEADLINES

Applications must be hand delivered, post marked or received by email no later than close-of-business on **Friday, December 8th, 2017**.

Email, Mail or Hand Deliver Applications to:

Ulster County Transportation Council
ATTN: Brian C. Slack
244 Fair Street
PO Box 1800
Kingston, N.Y. 12402
bsla@co.ulster.ny.us

¹ Ulster County Transportation Council, Unified Planning Work Program. Available online at <http://www.co.ulster.ny.us/planning/upwp.html>.

ELIGIBILITY

Cities, towns, or villages in Ulster County or a Non-Voting UCTC Advisory Member Organization are eligible to submit an application. Multiple applications are permitted.

Not-for-profits, neighborhood groups, and other organizations may submit applications utilizing a municipal sponsor. Municipal sponsors must indicate their willingness to act as sponsor and meet the level of participation required. Funding may not be utilized to pay for existing staff.

Project sponsors will be required to pass a resolution indicating their willingness to meet any cash match presented in the application and any public participation requirements. Resolutions in support of the project application are encouraged but are not required at this time. Resolutions may be submitted after the application deadline.

WHAT TYPES OF PROJECTS ARE ELIGIBLE?

The UPWP provides funding for concept-level planning, analysis, and design initiatives. UPWP funds cannot be used for property acquisition, site preparation, existing staff, preliminary engineering, detailed design, operations and management, or construction projects.

Project proposals must be consistent with the goals and objectives outlined in UCTC's *Year 2040 Long Range Transportation Plan* or other plans of UCTC.² The long-range plan is a comprehensive, performance based, multi-modal and coordinated regional plan.

In general, activities undertaken with UPWP funding must add to the efficiency of the regional transportation network, improve residents' quality of life, increase safety and security of the transportation system, and enhance community character.

EXAMPLE PROJECTS

Projects may encompass a specific site, neighborhood, corridor, municipality, or group of municipalities. Generally, projects will be expected to strengthen communities through (1) planning for physical improvements to the transportation system; (2) non-infrastructure, non-regulatory transportation services and programs; and/or (3) coordination of transportation and land use. The following list of examples is not exhaustive. Other activities that meet the selection criteria will be fully considered:

Transportation Infrastructure Planning

- Bicycle, Pedestrian or Complete Streets Plans

² Ulster County Transportation Council, *Year 2040 Long Range Transportation Plan*. Available online at <http://www.co.ulster.ny.us/planning/lrtp.html>. Other existing plans and projects are available at <http://www.co.ulster.ny.us/planning/tdoc.html>.

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- Circulation, Street Connectivity or Access Management Plans
- Parking Management Plans
- Signage or Way-finding Plans
- Traffic Calming or Road Diet Implementation Plans
- Transportation Systems Analysis
- Resiliency Planning in Response to Climate Change and Extreme Weather Events
- Demonstration Projects Evaluating Effectiveness of Innovative Street Treatments or Designs

Transportation Services and Programs

- Public or Group Transportation
- Mobility Management
- Education/Encouragement (distracted driving programs, bicycle awareness, etc.)

Transportation and Land Use Coordination

- Area, Corridor or Site-Specific Plans (intersections, crosswalks, public plazas/medians, etc.)
- Transportation- Related Updates to Zoning Statutes and Comprehensive Plans including those that preserve system capacity, increase interconnectivity, create mixed use development concept plans, or improve walkability.

PROJECT MANAGEMENT

THIS IS NOT A GRANT PROGRAM. UCTC administers and acts as project lead on all projects approved for the 2018/19 UPWP; no funds are provided to municipalities to conduct eligible planning activities. UCTC anticipates that consultant services will be required for most of these applications; as such, UCTC will be responsible for contracting and management of the consultants. A final determination regarding overall budget and need for consultant services will be made by UCTC staff in consultation with the applicant. In limited instances, fiscal component units of Ulster County may apply directly for funds; eligibility will be reviewed on a case-by-case basis; in such instances a scope of services and contractual agreement will still be necessary. If the applicant and UCTC staff cannot agree on a final budget and scope of work within a reasonable period of time, the project will be withdrawn from consideration in the 2018/19 UPWP. All contracts will be administered by Ulster County Department of Purchasing and will be required to abide by NYSDOT procurement rules and include standard clauses for New York State contracts.

With limited exceptions, all project tasks and deliverables must be completed within two years of the contract date.

FUNDING AVAILABLE

Approximately \$200,000 in federal transportation planning funds is expected to be available for FY 2018/19 UPWP planning, analysis, and design activities. UCTC may require a cash match for any consultant services above \$60,000. UCTC is not bound by this solicitation and may initiate other projects that utilize these funds.

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Applicants are encouraged to propose a local cash match toward the total project budget. The ability to leverage additional resources is one of the selection criteria used in reviewing project applications.

PUBLIC PARTICIPATION

Once approved, applicants will work with UCTC staff to develop a scope of work, including opportunity for public input.

All UPWP-funded projects which are expected to result in recommendations or actions with a material direct or indirect impact on the public must provide for public input and participation according to the following requirements:

- Applicants must participate as requested by UCTC in any technical advisory committee that is formed and meeting during the planning process. Applicants will be required to assist in engaging community stakeholders, including meeting schedules, announcements and obtaining venues.
- Meetings should be designed for attendance by all citizens in the project area. Efforts must be made to identify interested parties prior to conducting the public meetings. Applicants should try to engage groups that have not traditionally been involved in transportation projects but have a vested interest in the outcome of the project in particular minority, disabled, and low-income populations.

SELECTION PROCESS AND CRITERIA

UCTC staff will conduct initial review of proposals to determine relevance and eligibility. UCTC staff will recommend projects to the UCTC Technical and Policy Committees and general public through the formal draft UPWP review and approval process (typically January – March). The NYSDOT requests that MPOs complete the approval process of their UPWPs no later than March 1, 2018.

QUESTIONS AND COMMENTS

Questions or comments regarding this solicitation can be submitted to:

Brian C. Slack, Principal Transportation Planner
Ulster County Transportation Council
(845) 334-5590
bsla@co.ulster.ny.us

Applicants considering submitting a proposal are strongly encouraged to reach out to UCTC staff prior to proposal development discuss proposal feasibility, avoid possible duplicity with other projects and develop potential opportunities for collaboration.

**Ulster County Transportation Council
2018/19 UPWP Project Application Form**

Please try to limit responses to the spaces provided. If a question is not applicable to your proposal, use N/A. Maps and other attachments should be kept to a minimum

General Information	
Project Name	
Applicant/Lead Agency	
Other Involved Agencies	
Contact Person and Title	
Address	
Phone	
E-Mail	

Will consultant services be procured/required for this project?	
Anticipated Project Start Date:	
Anticipated Project End Date:	
X	
Signature of Chief Elected Official	(print name) Date
Resolution attached	Yes/No
Resolution forthcoming	Yes/No

I. Project Character

I-1. Provide a brief summary statement that describes the project, including its location, objective(s), and what will be achieved if the project is selected. The project's objective(s) should not convey or implicitly assume a predetermined result or recommendation. **5 points**

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I-2. Describe (a) the issues and trends that give rise to the need for this project, (b) efforts to date to address them, and (c) why it is important to advance the project at this time. **15 Points**

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I-3. Explain how this project will (a) help to fulfill any of the 8 Goals and Objectives in Chapter 2 of UCTC's Draft 2040 Long Range Transportation Plan (http://ulstercountyny.gov/sites/default/files/documents/planning/LRTP_Final%20Report.pdf) and/or (b) is recommended as part of any other UCTC Plan. **15 points**

II. Transportation System Advancement

II-1. Describe how the project will facilitate the effective and efficient use of public resources to (a) improve the safety of transportation services and/or facilities; and (b) enhance community character and quality of life. **30 points**

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II-2. State how the project increases mobility or usage for any of the following: pedestrians, bicyclists, transit, or freight. **5 points**

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III. Implementation Capacity

III-1. Provide a step-by-step outline of the primary tasks necessary to conduct the project as you currently envision it. Tasks should be sufficiently well-defined to allow UCTC to: (a) understand how the proposed project leads to expected accomplishments (see below) and (b) how the project will be conducted and monitored. **5 points.**

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III-2. List the project's anticipated accomplishments and final deliverables (guidelines, ordinances, recommendations, concept plans, public consensus, etc.). Explain how the completed project and its recommendations and deliverables will be applied, implemented, or carried forward. **10 points**

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III-3. Name the contributors of any additional sources of funding and/or provide qualifications for individuals that will provide in-kind contributions and specify whether their support is confirmed or anticipated. **5 points**

III-4. Identify the level of support from elected officials and municipal decision makers. Describe the outreach efforts (public meetings, advisory groups, survey, Internet, etc.) that will be used to reach the general public and the project stakeholders, including individuals, community organizations, underrepresented groups, and businesses affected by the project. **10 points**

IV. Anticipated Project Budget

Please provide an estimated project budget in the space below. Local matches are not required but will be considered in the Implementation Capacity component (Section III-3). If project is selected, final project budgets will be developed in consultation with UCTC and NYSDOT staff. Total project cost (a) must equal the total proposed funding (b+c+d).

(a) Total Project Cost	\$
(b) Total UPWP Funds Requested	\$
(c) Total Local Cash Match Committed	\$

Describe how budget was arrived at	
Source(s)	

(d) Total Value of In-Kind Services Committed (over and above any local cash contribution)	\$
Source(s)/ Description	

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