
Surface Transportation Program (STP) Project Prioritization & Selection Process

For the Tulsa Urbanized Area

Revised March 2021



Supplemental Surface Transportation Program (STP) Project Prioritization and Selection Process For the Tulsa Urbanized Area

INCOG, as the Metropolitan Planning Organization (MPO) for the Tulsa metropolitan area, is required to establish a selection process for the distribution of STP funds. **Priority will be given to projects that advance the Regional Transportation Plan (RTP) in the following areas:**

System Preservation – Maintenance or preservation projects for existing transportation infrastructure. Sample projects include, but are not limited to:

- Pavement preservation, resurfacing
- Pavement rehabilitation, replacement, and/or reconstruction
- Bridge restoration and/or operational improvements
- High visibility roadway striping program (ex: Thermoplastic)

Arterial Intersections/Crossings – Safety and capacity improvements to existing intersections. Sample projects include, but are not limited to:

- Signal prioritization, automation, preemption, and/or synchronization
- Transportation system management (extend or add lanes to facilitate turning movements)
- Intersection lighting, markings, and/or signage
- Railroad crossing improvements

Active Transportation – Projects that promote alternatives to Single Occupant Vehicle (SOV) usage. Sample projects include, but are not limited to:

- Sidewalk, Trail and Side-path preservation or rehabilitation projects
- Bicycle/Pedestrian transportation projects (bike lanes, crosswalks, activated signals)
- Pedestrian/ADA ramps or other safety measures

Proposed projects will be evaluated by staff for eligibility and ranked based on a 100-point grading system. Recommended projects will be presented for approval to the Transportation Technical and Policy Committees and the INCOG Board of Directors. The selected projects will be included in the Transportation Improvement Program (TIP) for the Tulsa Transportation Management Area (TMA).

Eligible Transportation Improvements

In order for a project to be eligible for Tulsa Urbanized Area STP funds, it must meet the following criteria and federal guidance and subject to *Title 23, U.S.C., Section 133(b)*.

- 1) The proposed project must represent at least one of the following:
 - A) An implementation of actions and/or projects listed from the [Connected 2045 LRTP](#).
 - B) A transportation system management project,
 - C) A safety or transportation enhancement project, or
 - D) System preservation of a transportation facility (*i.e.*, reconstruction, rehabilitation, resurfacing, restoration and operational improvements).
 - E) Active Transportation Projects

- 2) Projects must be located within the [Tulsa Transportation Management Area \(TMA\)](#) (Attachment B). Funds must be used for roads classified as Urban Collectors and Arterials or Rural Collectors and Arterials under the Federal Highway Administration Functional Classification System. Bridges and active transportation projects are exempt from this rule.

[INCOG/ODOT Functional Class Maps](#)

- 3) The local project sponsor must be a local unit of government or instrumentality thereof (such as the Metropolitan Tulsa Transit Authority or INCOG), within the Tulsa Urbanized Area (Creek County, Osage County, Rogers County, Tulsa County, Wagoner County, City of Bixby, City of Broken Arrow, City of Catoosa, City of Coweta, City of Glenpool, City of Jenks, City of Owasso, City of Sand Springs, City of Sapulpa, Town of Sperry, Town of Kiefer or the City of Tulsa) or within the Tulsa Transportation Management Area (City of Claremore, City of Collinsville, City of Skiatook, Town of Mounds, or the Town of Verdigris.)
- 4) The local project sponsor must provide to INCOG an STP Project Resolution (Attachment A), adopted by the governing body at a public meeting, which describes the project, including the type of improvement, project location, total project cost, and source(s) of matching funds. The sample resolution may be modified to reflect specific agreements between the project sponsor and ODOT or to meet local city charter requirements.
- 5) The local project sponsor must provide to INCOG a preliminary cost estimate adjusted for inflation using a rate of 4% per year for the duration of the project, and with a contingency of approximately 15% (+ or – 5%). Cost estimates for construction projects must be submitted by a registered professional engineer, architect, or landscape architect as appropriate, licensed in the State of Oklahoma. **All approved projects will be capped at the awarded federal funding amounts.**

Funding Availability & Terms

Total available funding for the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) for eligible Surface Transportation Block Grant Program (STBGP) is \$6.82 Million. The funding is limited and subject to eligibility criteria. Project sponsors may choose to avail of the option to seek 100% in federal funds as allowed by the Act. Project sponsors may also choose to provide local or other funds to complete a larger project that may not be possible with the awarded federal funds.

No single entity may receive a combined sum of more than \$2.25 million for CRRSAA STP funds, for all projects combined. Each entity will be allowed up to three submissions for consideration. INCOG requests that project sponsors prioritize their applications by indicating a ranking for their submitted projects. Staff recommendations will be forwarded to the Transportation Technical Committee, Transportation Policy Committee and the INCOG Board of Directors for approvals and endorsement. Once allocated, funds will not be allowed for substitution of projects after approval. Sponsors shall note that projects will be subject to federal rules and regulations once they are selected. ODOT will enter into agreement and award projects for construction in consultation with local sponsor of the project.

INCOG may recommend a partial award for any project based on relative scoring of all projects that are submitted.

Instructions for Project Submittals

A project sponsor wishing to submit a project for implementation using Tulsa Urbanized Area CRRSAA STP funds must complete a *Transportation Project Rating Form* (Attachment C) for each proposed project. The *Transportation Project Rating Form* will be used to establish project eligibility and to score transportation projects proposed for funding. The prioritization resulting from the form's scoring system will allow fair competition and selection based on a project's individual characteristics, status, and local commitment relative to other proposed projects.

Proposed projects will be evaluated on the following characteristics:

Selection Criteria:

A. Safety Improvements	Maximum	30 points
B. System Maintenance and Management	Maximum	30 points
C. Project Preparation	Maximum	30 points
D. Multijurisdictional/Special Benefits/goals	Maximum	10 points
	Total	100 points

The prioritization scoring will serve as the initial screening used to select projects for funding with Urbanized Area STP funds.

Completion of the preliminary activities (functional planning/engineering, and environmental studies) will make the projects better able to compete for these funds. Funding for right-of-way acquisition and utility relocation will not be eligible for this round of CRRSAA STBGP.

INCOG, as the MPO, will notify ODOT of the programming of projects and will provide to ODOT copies of the project sponsors' STP Project Resolution and preliminary cost estimate. The project sponsor must file with ODOT evidence that the local matching share (if any as specified in the application) for the proposed project is in hand and immediately available to the project, and three copies of documentation as to the provision of engineering services to the project sponsor for preparation of plans, as applicable, for construction projects. **The project sponsor must also execute a project agreement with ODOT within 150 days of the project inclusion in the Transportation Improvement Program (TIP). INCOG reserves the right to reprogram funds for projects whose sponsors fail to execute agreements within that period.**

Project funding will be obligated (approved by ODOT and FHWA) in consultation with INCOG on a "first ready, first funded" basis, regardless of project sponsor. **Projects that fail to be obligated by the June 30, 2023 will be jointly assessed by INCOG & ODOT to determine if the project should be terminated and the funds reprogrammed.** Reprogrammed funds will be made immediately available for projects that are ready to proceed. Project selection by the MPO will be considered to occur when the project is included on the TIP approved by the Transportation Policy Committee and endorsed by the INCOG Board of Directors. Upon receipt of MPO concurrence, ODOT will place the project on a scheduled letting list and request the local funding share from the project sponsor. The matching funds must be received by ODOT before the project can be advertised for bids. Prior to bid opening, ODOT will request Federal authorization of the project.

INCOG Project Contact for CRRSAA STPGP Application Submittals:

Final applications should be electronically submitted to INCOG by 5 PM, May 14th, 2021.

For project related questions and final submissions contact Braden Cale at:

Braden Cale
INCOG Transportation Programs Coordinator
bcale@incog.org
(918) 579-9419

Project Monitoring

It is the responsibility of ODOT to keep INCOG informed of the status of all Urbanized Area STP projects within the Tulsa area, and to report project cost adjustments so that cost estimates can be replaced with actual construction costs when the projects are let for bid and completed. ODOT shall provide to INCOG verification of the final project cost upon its completion. ODOT shall also provide to INCOG a quarterly status report summarizing the Tulsa Urbanized Area STP program, including the status of all selected projects and the amount of unobligated funding available for programming additional projects.

INCOG will routinely prepare a summary of all Tulsa Urbanized Area STP projects, including location, cost, and status, which have been obligated since the inception of the program.

Tentative Schedule

Activity	Target Date
Solicit Applications	March 26, 2021
Applications Due	May 14, 2021
Recommended projects to Technical Committee	June 16, 2021
Recommended projects to Policy Committee	June 30, 2021
INCOG Board approval of projects	July 13, 2021

ATTACHMENT A

Resolution to Request Programming of Tulsa Urbanized Area Surface Transportation Funds

WHEREAS, Surface Transportation Program Urbanized Area funds have been made available for transportation improvements within the Tulsa Transportation Management Area; and

WHEREAS, The [PROJECT SPONSOR] has selected a project described as follows:

_____ ; and

WHEREAS, the selected project is consistent with the local comprehensive plan, including applicable Major Street and Highway Plan Element, and the Regional Transportation Plan; and

WHEREAS, the engineer's preliminary estimate of cost is \$ _____, and Federal participation under the terms of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) relating to Surface Transportation Program Urbanized Area funds are hereby requested for funding of ____ percent of the project cost; and

WHEREAS, the [PROJECT SPONSOR] proposes to use [SOURCE] funds for the balance of the project costs; and

WHEREAS, the [PROJECT SPONSOR] has arranged for _____, a qualified [ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT] licensed in the state of Oklahoma to furnish professional services in the preparation of detailed plans, specifications and estimates; and

WHEREAS, the [PROJECT SPONSOR] agrees to provide for satisfactory maintenance after completion, and to furnish the necessary right-of-way clear and unobstructed; and

WHEREAS, the [PROJECT SPONSOR] has required matching funds available and further agrees to deposit with the Oklahoma Department of Transportation said matching funds within thirty (30) days after approval by the Federal Highway Administration.

NOW, THEREFORE, BE IT RESOLVED: That the Indian Nations Council of Governments is hereby requested to program this project into the Transportation Improvement Program for the Tulsa Transportation Management Area, if the project is selected by INCOG; and

BE IT FURTHER RESOLVED: That upon inclusion in the Transportation Improvement Program, the Oklahoma Transportation Commission is hereby requested to concur in the programming and selection of this project and to submit the same to the Federal Highway Administration for its approval.

ATTEST:

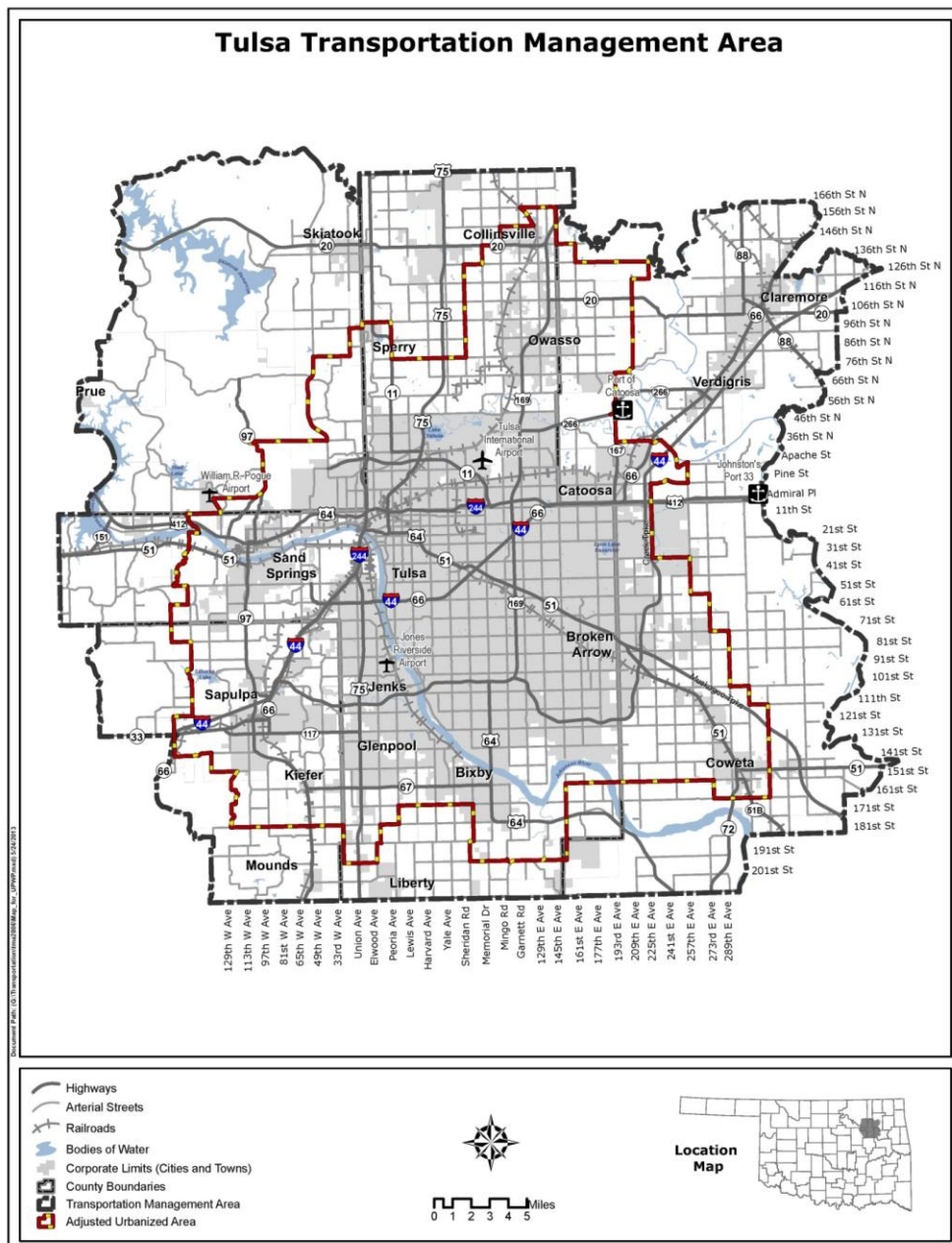
(Chief Elected Official or local governing body)

(Clerk/Secretary/Attorney)

ATTACHMENT B

Tulsa Transportation Management Area

The following map is based on the 2010 Census defined Tulsa Urbanized Area boundary, a statistical geographic entity consisting of a central core and adjacent densely settled territory that together contain at least 50,000 people with an overall population density of at least 1,000 people per square mile. For Functional Classification purposes, the Tulsa Urbanized Area boundary was modified in cooperation with ODOT to create the Tulsa Adjusted Urbanized Area.



ATTACHMENT C

Tulsa Urbanized Area Surface Transportation Program Project Rating Form



Tulsa Urbanized Area Surface Transportation Program Project Rating Form: CRRSAA STPGP Funds FFY 2021

The following information must be completed for all proposed Urbanized Area STP projects. INCOG staff will use the reported information to assign points to proposed projects. The established project eligibility and the project scores will then be used by the Staff to present to the Technical Advisory Committee, Transportation Policy Committee, and the INCOG Board of Directors to program projects to be funded with the CRRSAA Urbanized Area funds. Please attach the cost estimate from the appropriate licensed professional and a map/drawing of the proposed project.

Project Information

Project Purpose: _____

Project Name and Location: _____

Project Description (please include all information necessary for the extent of the project you would like to be rated in the criteria that follows): _____

Project Sponsor/Jurisdiction: _____

Project Engineer: _____

Contact Person: (Name) _____

Email address: _____ Phone: _____

Please attach detailed budget to include inflation adjusted costs and fill out the following table.

Project Costs	CRRSAA Funds Requested <i>Maximum \$750,000 per project</i>	Other Funds (Local and other federal funds)
Construction Cost:		
Contingency: ___%		
ODOT Inspection & Const. Mgt. Fee (a minimum of 10% of construction & Contingency) : ___ % × Total Construction Cost		
Other Costs:	Not Eligible	
Planning/Engineering		
Right-of-Way		
Utility Relocation		
Non-participating component		
Grand Total:		

Check here if other transportation funding has been received or authorized for this project. Please note the source and amount of the funding.

Source _____ Amount _____

A. Safety Improvements – Maximum 30 points

If the project is designed to address significant safety issues, it can receive up to 30 points in this category.

Using Department of Public Safety data from the past three years, INCOG will calculate the most recent average annual crash count at the proposed project location:

Number of Crashes: _____ Date: _____
 Crash Severity Index: _____

The projects will be divided into quartiles based on the Crash Severity Index and the first quartile will receive 15 points, the second quartile 12 points, the third quartile 8 points and the fourth quartile 4 points. Projects that involve rehabilitation of existing facilities only, with no targeted additional safety features/improvements, are not eligible for “Crash Severity” points.

First Quartile of Projects: 15 Points
 Second Quartile of Projects: 12 Points
 Third Quartile of Projects submitted: 8 Points
 Fourth Quartile of Projects submitted: 4 Points

Please provide a description in the space provided next to each applicable criterion.

Evaluation Criteria	Points	Provide Description
Projects to improve roadway safety – any one or more of the following: (a) Turning lane improvements to improve safety; (b) projects that improve sight distance; (c) Adds sufficient shoulder on existing roadway	5	
Project includes transit, pedestrian, bicycle & ADA safety – with any one or more of the following elements: (a) New Signalized crossing, including Hawk beacons/mid-block pedestrian activated crossing signal; (b) Sidewalk/ADA extensions at or near an Intersection; (c) Side-path / Sidewalks to separate vehicle/person conflicts	5	
Special features that include any one or more of the following within the project scope: (a) Rail crossing improvements; (b) Traffic improvements to roadway with culverts/ RCBs; (c) Guardrail and signage improvements	5	
TOTAL		

B. System Maintenance and Management Maximum – Maximum 30 Points

If the main purpose of the proposed project is to maintain existing facilities, it may receive up to 30 points in this category. Please provide a description in the space provided next to each applicable criterion.

Evaluation Criteria	Points	Provide Description
System preservation project, resurface or rehabilitation to extend the life of either roadway or trail, side path, sidewalk	10	
Project is delayed due to pandemic related reason, previously funded by the local agency. Please indicate the year it was scheduled for and funds allocated previously by the local agency.	10	Provide evidence of such delay
Project includes replacement or rehabilitation of a functionally obsolete or structurally deficient roadway or pedestrian/bike bridge, such that it no longer is a functionally obsolete or structurally deficient.	10	
Traffic Count as measured by Streetlight software (by INCOG) Less than 5,000 veh/day: 5 Points 5,000 or more veh/day : 10 Points	Up to 10	
TOTAL		

Comments: _____

C. Project Preparation - Maximum 30 Points

Projects that are prepared for construction may receive up to 30 points in this category. Please provide a description in the space provided next to each applicable criterion.

Evaluation Criteria	Pt	Provide Description
<i>What is the status of the environmental review process?</i>		
Environmental clearance completed and federal approval obtained	10	
Environmental clearance is a CE or a schedule to begin the process is in compliance with federal requirements (provide a schedule)	5	
Environmental clearance has not been initiated	0	
EIS likely to be required	0	Not Eligible
<i>What is the status of proposed project design/ engineering/ planning?</i>		
Final Design/ Engineering/ planning completed	10	
Design/ Engineering plans 30% or more completed	5	
Design / Engineering/ Planning design not initiated	0	
<i>What is the status of right-of-way acquisition (Please check the appropriate box)</i>		
Right-of-way acquisition not required	10	
Right-of-way acquisition is under way	5	
Right-of-way acquisition required & not started	0	
<i>What is the status of utility relocation (Please check the appropriate box)</i>		
Additional utility relocation is not required	10	
Utility relocation is underway	5	
Utility relocation required and has not been initiated	0	
<i>What is the amount of Local or Other funds, if any?</i>		
Project sponsor may provide local or other funding to complete the project, if necessary. There are <u>no additional points</u> for a local match or an overmatch for CRRSAA STBGP Project scoring.		
TOTAL		

D. Regional Economic Benefits & Achieving Goals for Efficient System - All Projects
Maximum 10 points

Please describe the extent to which the proposed project offers significant additional benefits to the transportation system not reflected by other rating factors. Please provide a description in the space provided next to each applicable criterion.

Evaluation Criteria	Points	Provide Description
Project involves one or more of the following: (a) multi-jurisdictional; (b) is a part of a regional funding program; (c) regional economic development strategy that benefits more than one community and/or county	10	
TOTAL		

Comments: _____

