

Kern Council of Governments
2019 RTIP Project Nomination Application Instructions

Part 1 - Project Information - The project information form should be completed by the nominating agency. The most important element is the purpose and need statement, project location and limits, and work description. If the purpose and need statement won't fit into the form, then attach a separate document to complete it. Keep it descriptive but succinct and to no more than two pages. This effort is collaborative and a member agency should request assistance from Kern COG and Caltrans if needed.

Part 2 – Project Cost Estimate - Project estimates for this RTIP nomination process will be planning level estimates. Nominated projects are not expected to have a completed Project Study Report. STIP Guidelines require the completion of a Project Study Report only when nominating a project to the CTC for inclusion into the STIP. The project sponsor shall include Caltrans support costs for each phase estimate. A minimum of 10% for each phase should be used to estimate support costs. Rights-of-way costs may prove to be more difficult to estimate. Use the cost estimate form provided in the nomination package. Also provided is a cost per unit reference list by construction types. Other estimate options include: researching cost of similar projects delivered elsewhere in the state, or collaborate with Kern COG and Caltrans to find the best option.

Part 3 – STIP Required Project Output Data - The key point for this section is that each RTIP nominated project requires a succinct purpose and need statement and work description, enough to set limits for the project so that a cost estimate can be developed and so that a description of infrastructure outputs can be described for the project.

Part 4 – Required STIP Infrastructure Output Information - The STIP output reporting items can be identified once the project is suitably described. So things like lane miles rehabilitated, lane miles added, interchange added, ramps reconstructed, miles or feet of new sidewalks, new bike lanes, new storm drains added, etc. all should be estimated as part of the purpose and need statement and development of the work description. The state uses this required information to support statewide goals set forth in a variety of state infrastructure asset management plans.

Part 5 – RTIP Screening Criteria and Ranking Performance Measure Outputs - Screening Criteria – the nominating agency should also answer the screening criteria questions, either yes or no. All screening criteria in order to move forward will be validated through the data analysis process. **At this point, the nomination process would be deemed complete in order to turn in a regional project nomination.**

Part 6 –STIP Required Performance Measure Outputs that Require Calculations – Calculations are required for many performance measure outputs needed to rank the project and required by STIP guidelines. Calculations will be developed by Kern COG staff. Kern COG modeling outputs will use a baseline model, a future year model with the project and without the project, in order to compare results and determine benefits. The modeling data will help inform calculated outputs for many of the required outputs.

Part 7 – Development of Ranking Points and final Prioritized list of Regional Projects - Kern COG staff in collaboration with the peer review team, the TTAC and Caltrans planning and engineering staff will provide oversight of the development of the final prioritized list. Once approved, Kern COG staff will then develop a financial plan for use in future updates to the Regional Transportation Plan and future RTIP and FTIP programming.

On the following pages, several tables taken from the Kern COG guidance that reflect output listings, are further expanded to explain what metrics and formulas will be used to calculate final output values. In some cases, manual input and calculations are required. A spreadsheet tool will be used for that purpose. For other cases, the Kern COG transportation model will be used to calculate these values.

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Cover letter – The nominating agency should provide a transmittal letter on agency letterhead with a listing of the recommended regional project nominations. The cover letter should also include a response to the required screening criteria questions. For each of the project nominations, there should be a set of completed forms for each project.

Part 1 – Project Information - The project information form houses the purpose and need statement and other details to establish the project limits and the work description. The instructions below describe the suggested elements for the statement.

PURPOSE AND NEED STATEMENT / PROJECT LIMITS / WORK DESCRIPTION
State the problem and the intended project objective
Establish evidence of need or deficiency
Provide specific multi-modal focus of deficiency
Describe problem that is fixable or solvable
Provide specific deficiencies for safety & access
Provide support for work description / solution
Provide specific data to support all deficiency claims
Describe multimodal solution to problem

Part 2 – Project Cost Estimate – The Project Cost Estimate Form should be used for the nomination package. The sponsoring agency should decide how to develop the cost estimate. A minimum of 10% for each phase should be used to estimate support costs. Once the cost estimate is developed, it will be used to develop the benefit cost ratio.

Part 3 – STIP Required Project Output Data - The key point for this section is that each RTIP nominated project requires a succinct purpose and need statement and work description, enough to set limits for the project so that a cost estimate can be developed and so that a description of infrastructure outputs can be described for the project. The elements listed below are taken from the adopted KCOG Project Delivery Guidelines and adopted CTC STIP Guidelines. The nomination package includes a Part 3 form to fill out.

Description of Project Output Required by CTC STIP Guidelines	Quantity
State Highway - new general purpose lane-miles	
State Highway - new HOV / HOT lane-miles	
State Highway - lane-miles rehabilitated	
State Highway - new or upgrade bicycle / pedestrian	
State Highway - operational improvements	
State Highway - new or reconstructed interchanges	
State Highway - new or reconstructed bridges	
Mass Transportation - new transit miles or vehicles	
Mass Transportation - miles of new track	
Mass Transportation - rail crossing improvements	
Mass Transportation - station improvements	
Local Streets - new lane miles	
Local Streets - lane-miles rehabilitated	
Local Streets - new or upgrade bicycle / pedestrian	
Local Streets - Operational Improvements	
Local Streets - new or reconstructed bridges	

At this point, remaining project evaluation data will be developed by Kern COG in collaboration with the peer review team, the nominating agency and Caltrans.