

CNHRPC Regional Transportation Improvement Program 2017 Update - General Guidelines

You have the option of using an electronic project proposal form which is available to download at the CNHRPC website (www.cnhrpc.org) under the Transportation section.

Project Proposal Form Step-by-Step Instructions and Guidance

Purpose and Need:

A Purpose and Need statement is a succinct description of the “what” and the “why” of a project. A project’s “Need” is the identified transportation deficiency or problem to be addressed and this should be defined first. The statement should help to:

- Establish evidence of the current or expected transportation problem,
- Identify a problem that is solvable, establish justifiable project boundaries,
- Be factual and quantifiable,
- Justify the commitment of limited resources and potential impacts on the environment.

A project’s “Purpose” is the set of objectives that will be met to address the transportation deficiency as defined in the “Need.” The purpose component of the statement should:

- Present objectives to address the need,
- Be used to develop and evaluate potential solutions,
- Be achievable,
- Be unbiased and focused on a positive outcome,
- Be comprehensive enough to allow for a reasonable range of alternatives, and specific enough to limit the range of feasible alternatives,
- Allows for a range of alternatives that are in context with the setting,
- Focuses on multi-modal transportation system.

Why is a Purpose and Need Statement important?

A well-defined purpose and need statement is important because it helps to avoid developing a project that does not solve the problem or is not right for the setting. It also ensures that all parties involved have a similar understanding of the transportation problem to be solved, what the objectives are, and potential solutions. Finally, it helps to streamline the process by identifying a scope and possible alternatives early, shaping the public involvement process, and helps to both better understand the costs of a project as well as justify the project for programming of limited funding.

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When should a Purpose and Need Statement be developed?

A purpose and need statement is developed in an ongoing process that becomes increasingly detailed as the project moves from the initial proposal towards a solution.

Who should be developing the Purpose and Need Statement?

The Purpose and Need statement should be initially developed by the sponsoring community/agency with input from the RPC, involved communities, transit agencies, and NH DOT. It is also important to include the general public in the development of the Purpose and Need statement as this can bolster local support for the project, and identify specific issues of abutters and users of the facility. An example Purpose and Need Statement is included in Appendix C.

Proposal Description

Proposal Description - The Regional Planning Commissions will review this description to determine the needs and benefits of the proposed transportation improvements. The Proposal Description should include the following:

- A. **Problem Statement.** Describe the transportation concerns to be solved, which exist, or will exist, that require corrections as relating to the key areas below (See Appendix A for more detailed descriptions of the categories below):
 - a. Safety
 - b. Mobility
 - i. Congestion
 - ii. Alternate mode of transportation
 - iii. Transportation Land Use Connections
 - c. Asset Condition
 - d. Significance
- B. **Background** - Describe the background in the areas below:
 - a. **General Characteristics.** Describe circumstance that may have lead to the transportation concerns above, if applicable.
 - b. **Previous Attempts to Solve Problem.** Describe past and current efforts to resolve the problem and outcomes.
- C. **Proposal Goals and Objectives** - State the primary goals of the proposal and the objectives which you believe will help accomplish the goals.

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- D. **Significant** - Describe any state, regional or local transportation significance that could influence the selection of this proposal.

Supporting Documentation and Evidence

Provide supporting documentation as necessary to quantify existing conditions in the project area, summarize any planning work completed to date that justifies the proposed project, identify public involvement efforts related to the proposed project, and demonstrate community support for the proposed project. **CNHRPC will assist with the data needed to complete this portion of the Project Proposal Form.**

Supporting documentation may include, but not be limited to:

- A. **Crash Reports**- Provide crash records for the project area for the most recent five-year period. These records are maintained by the local police department.
- B. **Traffic Volume Data**- Provide the most current traffic volume data available for the project area. If traffic volume is not available for the project area, contact your local Regional Planning Commission for data collection assistance.
- C. **Turning Movement Data**- If the proposed project involves improvements to an intersection; provide the most recent available peak-hour turning movement data for the intersection. If turning movement data is not available for the project area, contact your local Regional Planning Commission for data collection assistance.
- D. **Local/Regional/State Planning Justification**- If the proposed project was identified in a local, regional, or state transportation plan, please provide a copy of the pertinent section(s) of that plan. Local plans may include, but not be limited to, a community Master Plan or Neighborhood Development Plan. Regional plans may include, but not be limited to, a Regional Planning Commission Regional Plan or Corridor Study. State plans may include, but not be limited to the NHDOT Long-Range Transportation Plan, State Rail Plan, or State Trails Plan.
- E. **Special Studies**- If the proposed project was identified in a special study, please provide a copy of that study. Special Studies may include, but not be limited to, Road Safety Audits or signalized intersection warrant analyses.
- F. **Public Outreach**- Provide a summary of public outreach efforts completed to date related to the development of the proposed project, and summarize public input received to date related to the proposed project. If no public outreach has been conducted for the project, please summarize your proposed public involvement process and describe how you will provide opportunities for public input during the course of project development.
- G. **Letters of Support**- Please provide letters of support for the proposed project from the governing body (i.e. Selectboard, City Council) of each municipality directly affected by the project. If there are community organizations that have committed to assisting with the

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implementation of the proposed project (e.g. through donations of time, expertise, or funding), please include letters of support from those organizations that document their commitment.

- H. Multi-Modal Considerations-** If the proposed project benefits multiple modes of travel (e.g. bicycling, walking, public transportation, air, rail, or marine), please provide a summary of these multi-modal benefits. If there are pertinent plans or studies that documents these benefits, including but not limited to, a Safe Routes to School Travel Plan or a local transit agency's Transit Development Plan, please provide a copy of the plan(s) or study(ies).

Implementation Considerations

- A. Cost – estimate the cost of the proposal including its construction, engineering, and right of way acquisition

~ Typical unit costs - construction

- Road resurfacing: \$100,000 / lane mile (assumes 16' wide x 1 ½" overlay)
- Road rehabilitation: \$500,000 / lane mile (assumes 16' wide x \$50/sy)
- New construction / reconstruction: \$1.5 million / lane mile (assumes 16' wide x \$150/sy)
- Widen shoulder: \$250,000 / mile (assumes 4' wide x \$100/sy)
- Install signals: \$250,000 (includes modest road work)
- Install roundabout: \$750,000 (1 lane); \$1.5 million (2 lanes)

~ Typical unit cost - engineering

- Assume 20% for construction ≤ \$1 million
- Assume 15% for construction > \$1 million

~ Typical unit cost - right of way: Accurate estimates of right of way costs at this early stage of project development are not possible; make an order of magnitude estimate based on the nature of the impacts.

~ The construction cost estimate should also consider the complexity of the construction. In more challenging settings (e.g., confined working area, high traffic volumes, difficult traffic control measures, etc.) the construction cost should be increased by 10% to 25%, as appropriate.

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Proposal Location:

Provide two maps (**CNHRPC will assist in completing the Project Proposal Form**). The first should simply show the proposal location within the community or communities. The second map should provide more detail regarding the project location and extent in the context of the surrounding area. Items from the following list should be included on the map if the proposed location is in close proximity to or could have impacts on the following:

- | | |
|---|--|
| <input type="checkbox"/> Park/Recreation areas | <input type="checkbox"/> Active railroads |
| <input type="checkbox"/> Scenic/historic/cultural resources | <input type="checkbox"/> Water resources, aquifers, wetlands |
| <input type="checkbox"/> Bike lanes/sidewalks/crosswalks | <input type="checkbox"/> Flood zones |
| <input type="checkbox"/> Recreational/multi-use trails | <input type="checkbox"/> Wildlife habitats |
| <input type="checkbox"/> Transit service/public transportation routes | <input type="checkbox"/> Commuter sheds |
| <input type="checkbox"/> Park and Ride facilities | <input type="checkbox"/> Freight corridors |
| <input type="checkbox"/> Culverts/bridges | <input type="checkbox"/> Low income, minority, elderly housing |
| <input type="checkbox"/> Signalized intersections | <input type="checkbox"/> Retail/tourism destinations |
| <input type="checkbox"/> Employment centers | <input type="checkbox"/> Municipal services/schools |
| <input type="checkbox"/> Other active or proposed transportation improvements | |