

DEPARTMENT OF PUBLIC WORKS

**INTERAGENCY
COORDINATION PROCESS
MANUAL**



City of Dallas


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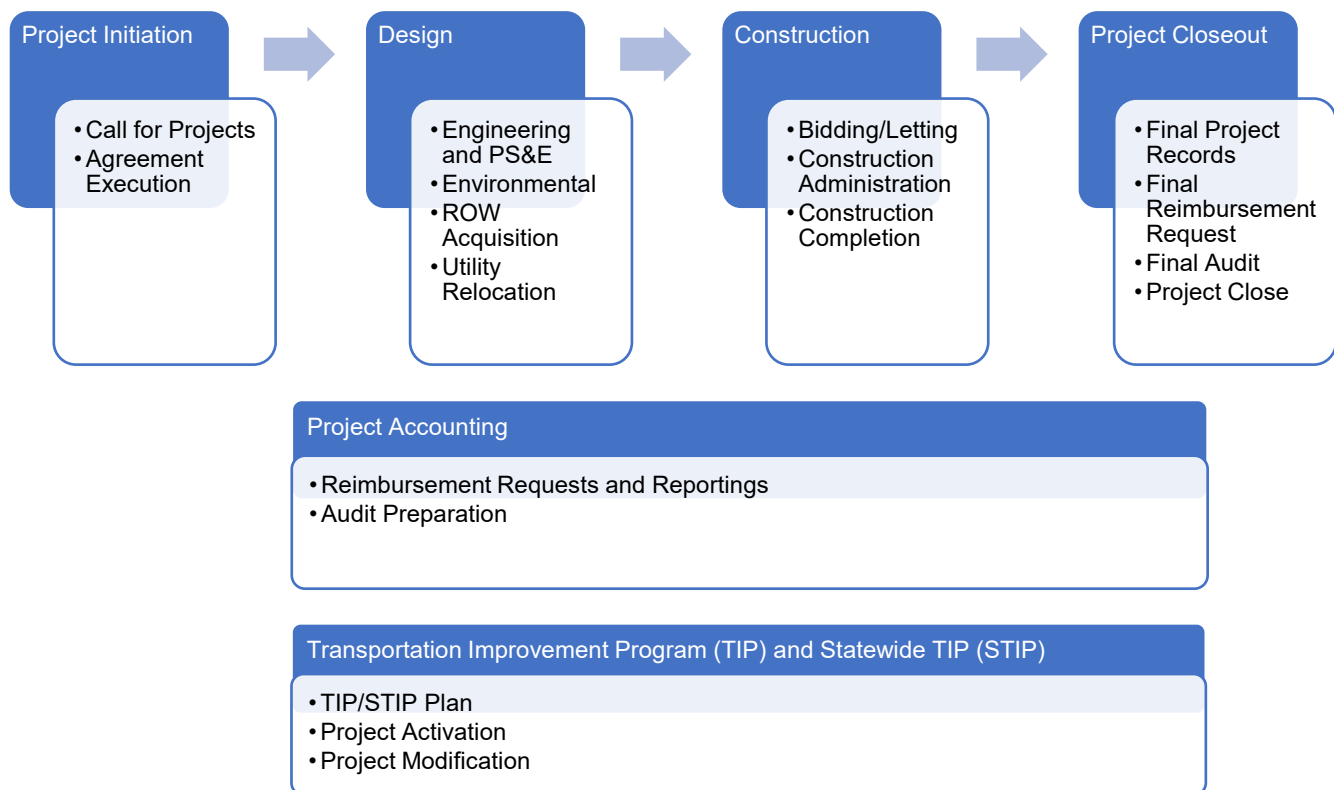
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PURPOSE

The Interagency Coordination (IAC) Process Manual provides procedure guideline for partnership projects with other governmental agencies. The manual is organized by chapters reflecting the steps occurring during the project implementation. The diagram below illustrates the sequential project phases and basic activities of the process. Each project phase includes links to the applicable sections of the Interagency Coordination Process Manual. The Interagency Coordination Process Manual is designed to focus on the internal City process. This manual is not intended to elaborate other agencies' processes or manuals, instead, it includes links to applicable sections of their manuals when referenced.

Interagency Project Coordination Process Diagram



- [Chapter 1 – Project Initiation](#)
- [Chapter 2 – Design](#)
- [Chapter 3 – Construction](#)
- [Chapter 4 – Project Closeout](#)
- [Chapter 5 – Project Accounting](#)
- [Chapter 6 - Transportation Improvement Program \(TIP\)](#)

Transportation infrastructure projects can take years to plan and implement. The process can vary depending on the funding sources. Projects with federal/state funds must comply with rigorous federal/state requirements, which can take much longer to implement than the locally funded projects. Projects can be expedited by using 100% local and regional funds for one or more of project phases. The implementation timeframes are generalized below:

Project Phase	Local/Regional Funds	Federal/State Funds
Engineering	6 to 18 months	1 to 2 years
Environmental Review	0 to 1 year	1 to 2 years
Right-of-Way Acquisition	0 to 2 years	1 to 3 years
Utility Relocation	0 to 12 months	6 to 12 months
Construction	1 to 2 years	1 to 4 years
Total	2 to 4 years	4 to 10 years

Environmental Process typically begins during the preliminary engineering/design phase (30% design stage). Right-of-Way Acquisition and Utility Relocation typically begin at 60% of Engineering design stage. All four activities can proceed concurrently and should be completed before bidding/letting for the Construction phase.

The project implementation begins after the interlocal agreement is executed. The implementation timeframes indicated above do not include project initiation and TIP/STIP activation phase.

AUDIENCE

The Interagency Coordination Process Manual is written for City’s Administrator, Program Manager, Project Manager, administrative staff, and any staff who is involved with Interagency projects.

ACRONYM

ACM – Assistant City Manager

ADA – Americans with Disabilities Act

AFA – Advance Funding Agreement

AIS – Council Agenda Information sheet

BUILD – Better Utilizing Investments to Leverage Development

CAO – City Attorney’s Office

CE – categorical exclusion

CMAQ – Congestion Mitigation and Air Quality Program (Category 5)

CSJ – Control-Section-Job

DART – Dallas Area Rapid Transit

DBE – Disadvantaged Business Enterprise
DFW – Dallas-Fort Worth
DWU – Dallas Water Utilities
ECO – Office of Economic Development
EMP – Equivalent Match Project
FA – Funding Agreement
FHWA – Federal Highway Administration
FO – Functional Obsolete
FPAA – Federal Project Authorization Agreement
HBP – Highway Bridge Program
HOV – High-Occupancy Vehicle
IAC – Interagency Coordination
ISO – International Organization for Standardization
LG – Local Government
LGPPD checklist – Local Government Project Development and Delivery Checklist
LGPM Guide – Local Government Project Management Guide
LGPP – Local Government Projects Procedure
LGPP Manual – Local Government Projects Policy Manual
LMA – Landscape Maintenance Agreement
LPAFA – Local Project Advance Funding Agreement
MAFA – Master Advance Funding Agreement
MCIP – Major Capital Improvement Program
MO – Minute Order
MPO – Metropolitan Planning Organization
MTP – Metropolitan Transportation Plan
M/WBE – Minority/Women-owned Business Enterprises
NCTCOG – North Central Texas Council of Governments
NEPA – National Environmental Policy Act
NTTA – North Texas Tollway Authority
NTP – Notice to Proceed
PBW – Department of Public Works
PMP – Project Management Procedure Manual
PSA – Project Supplemental Agreement or Project Specific Agreement
PS&E – Plans, Specifications, and Estimate

PWP – Participation Waived Project
RAISE – Rebuilding American Infrastructure with Sustainability and Equity
RAPTS – Revenue and Project Tracking System
RDM – Roadway Design Manual
RFP – Request for Proposal
RFQ – Request for Qualification
RFB – Request for Bids
ROW – Right-of-Way
RTC – Regional Transportation Council
RTR – Regional Toll Revenue
SD – Structurally Deficient
SD – Sustainable Development
SLOA – State Letter of Authority
SR – sufficient rating
SRTS – Safe Route to School
STBG – Surface Transportation Block Grant Program (Category 7)
STIP – Statewide Transportation Improvement Program
STP-MM – Surface Transportation Program-Metropolitan Mobility
STTC – Surface Transportation Technical Committee
TA – Transportation Alternatives Set-Aside
TDCs – Transportation Development Credits
TDLR – Texas Department of License and Regulation
TIF – Tax Increment Financing
TIGER – Transportation Investment Generating Economic Recovery
TIP – Transportation Improvement Program
TTC – Texas Transportation Commission
TxDOT – Texas Department of Transportation

CHAPTER 1 – PROJECT INITIATION

SECTION 1.0 – OVERVIEW

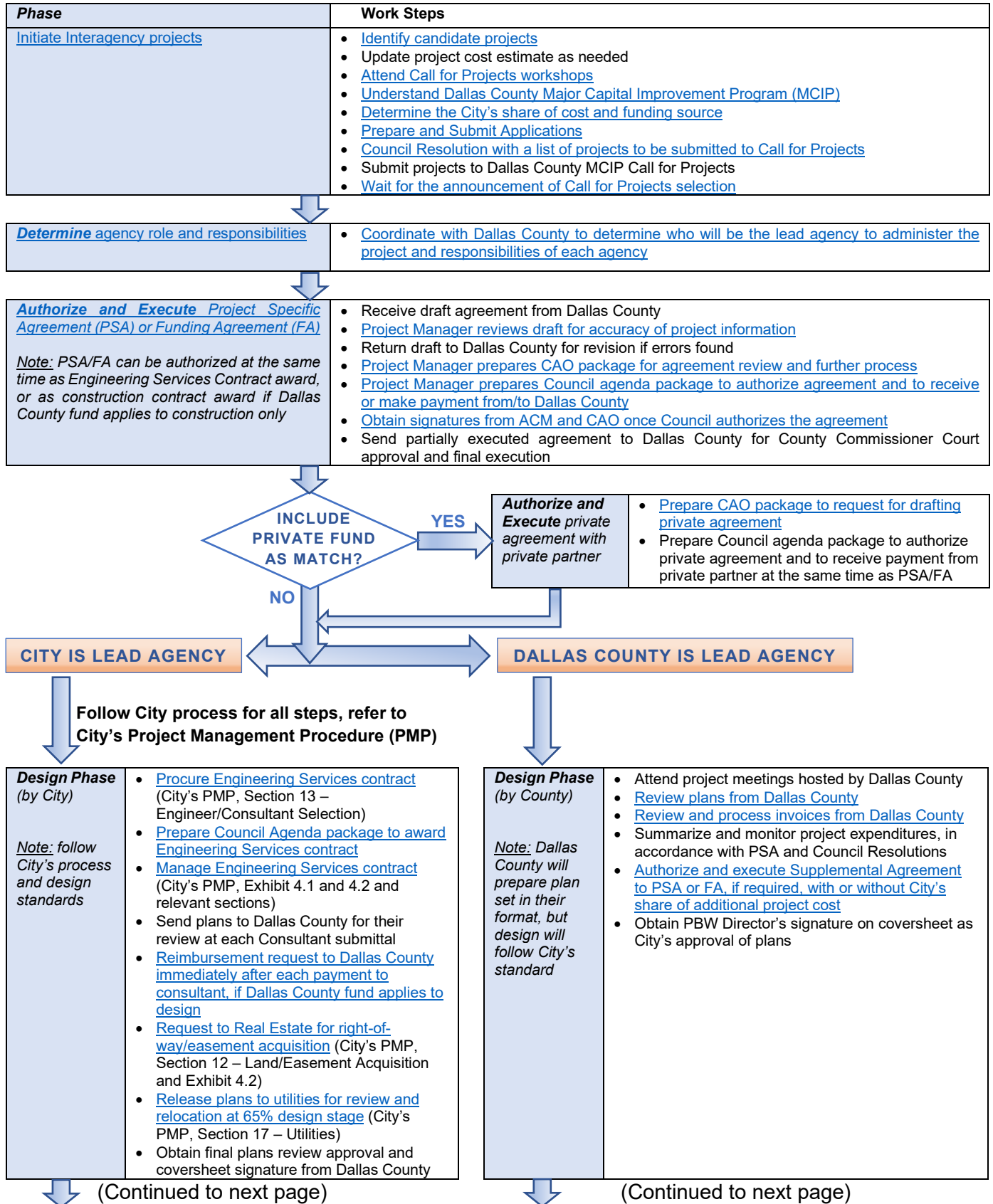
Interagency projects are initiated either through Call for Projects or collaboration with other governmental agencies and typically consist of multiple funding sources.

When dealing with any matter associated with the Interagency projects, you must first identify the funding sources and understand the programs that provide the funds because the process will vary depending on the funding programs. You should not assume the same process solely based on the signatory agency of an agreement, as most agencies have various funding programs with different requirements.

Once the project is selected, an interlocal agreement must be authorized by the Dallas City Council and then signed by all partnered agencies. Depending on the funding sources/programs, an individual interlocal agreement for each partnered agency may be required. For example, the City is the recipient of a federal funded project and splitting the local match with Dallas County. In this case, the City will have an Advance Funding Agreement (AFA) with TxDOT and a Project Specific Agreement (PSA) with Dallas County. If the project includes private funds as the local match, a funding agreement with the private partner must also be authorized by the Dallas City Council at the same time as the interlocal agreement.

To provide a quick reference, the process diagrams below illustrate the visual depiction of work steps with major partnered agencies. The work steps are listed in approximate chronological order but may be performed concurrently or may not be required in some cases. Most of the work steps contain a hyperlink (blue underlined text) to the applicable section of referenced manual when you click on it.

Dallas County



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Bidding (by City) <i>Note: follow City's process (PMP)</i>	<ul style="list-style-type: none"> • Follow City's Project Management Procedure Manual, Section 32 – Bid Phase • Invite Dallas County to attend pre-bid meeting and bid opening • Send bid tabulation to Dallas County for their concurrence • Prepare Council Agenda package to award Construction Contract
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Construction Phase (by City) <i>Note: follow City's process (PMP)</i>	<ul style="list-style-type: none"> • Manage construction contract (City's Project Management Procedure Manual, Section 33 thru 51) • Reimbursement request to Dallas County immediately after each payment to contractor/material testing firm if Dallas County fund applies to construction • Authorize and execute Supplemental Agreement to PSA, if required, with or without City's share of additional project cost • Invite Dallas County to final walk thru and include their punch list for correction by Contractor
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Project Closeout (by City) <i>Note: follow City's process (PMP)</i>	<ul style="list-style-type: none"> • Follow City's Project Management Procedure Manual, Section 52 – Project Closeout • Review final project expenditures and cost breakdown for each agency in accordance with PSA and Council Resolutions • Send final Shop drawing, final invoices to Dallas County
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Bidding (by County) <i>Note: Dallas County's process</i>	<ul style="list-style-type: none"> • Attend pre-bid meeting and bid opening hosted by Dallas County • Review bid tabulation from Dallas County and concur if satisfy • Authorize and execute Supplemental Agreement to PSA for additional project cost based on the lowest bid amount, if required
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Construction Phase (by County) <i>Note: Dallas County's process</i>	<ul style="list-style-type: none"> • Attend pre-construction and partnering meeting hosted by Dallas County • Attend monthly meetings hosted by Dallas County • Conduct routine project site visit • Review and concur change orders that result in increase of project cost and City's share of cost • Review and process invoices from Dallas County • Summarize and monitor project expenditures, in accordance with PSA and Council Resolutions • Authorize and execute Supplemental Agreement to PSA, if required, with or without City's share of additional project cost • Attend final walk thru hosted by Dallas County and provide punch list for corrections • Program Manager issues a substantial acceptance letter to Dallas County once all corrections are satisfied (see example in Exhibit) • Attend one-year warranty walk thru and Program Manager issues a final acceptance letter to Dallas County, if no further correction is needed, to resume City's maintenance responsibility of facility
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Project Closeout (by County) <i>Note: Dallas County's process</i>	<ul style="list-style-type: none"> • Receive final record drawing from Dallas County • Authorize and execute Supplemental Agreement to PSA for City's share of additional final project cost, if required • Deposit unused city fund advanced to and returned by Dallas County, if any
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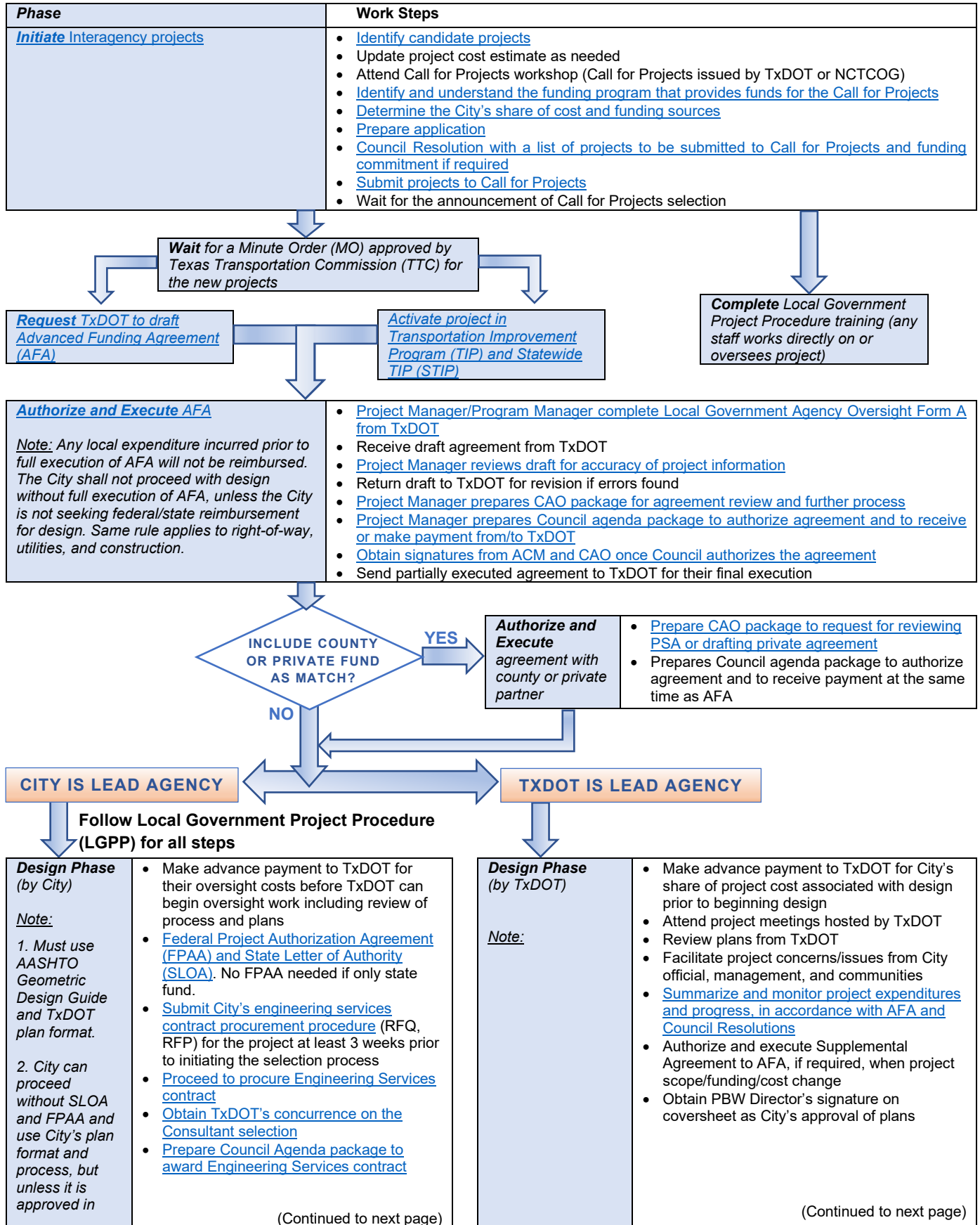
Department of Public Works (PBW) has developed a Project Management Procedure Manual (PMP) for PBW Project Managers to cover their duties and responsibilities. PMP is referenced throughout this IAC process manual where the City's standard and procedure are allowed for the interagency projects. The hyperlink to access the electronic version of PMP will be provided in the future revision of this manual.

PBW also uses the ISO 9001 documents and these documents can be accessed at the City of Dallas SharePoint site at <https://dallastxgov.sharepoint.com/sites/city/4eval/pbw/SitePages/Department.aspx> and the FTP site at: <ftp://ftp.dallascityhall.com/PBW/ISO%209001/>.

Other useful PMP references include:

- *Project Management Responsibilities Authority and Accountability Checklist (PBW-FRM-332)* of PMP provides detailed information of project manager responsibilities
- [EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION \(PBW-PRO-301\)](#)
- [EXHIBIT B2 – PLAN PRODUCTION WORKFLOW](#)

Texas Department of Transportation (TxDOT) – Federal and State Funds Excluding RTR



<p>writing, design still must comply with AASHTO Geometric Design Guide, if no federal/state funds allocated for design</p>	<p>(Continued from previous page)</p> <ul style="list-style-type: none"> • Manage Engineering Services contract (LGPP, Section 4) • Submit plans to TxDOT for their review and approval at each milestone before moving forward to the next (LGPP, Chapter 7) • Submit Environmental Document to TxDOT for review after 60% plan approval • Submit reimbursement request to TxDOT immediately after each payment to consultant, if federal/state fund applies to design • Request to Real Estate for right-of-way/easement acquisition. (Follow LGPP, Chapter 6, if seeking federal/state reimbursement for right-of-way cost) (follow City's PMP, Section 12 – Land/Easement Acquisition and Exhibit 4.2, if not seeking federal/state reimbursement for right-of-way cost) • Release plans to utilities for review and relocation at 65% design stage (City PMP) • Must receive Environmental clearance prior to finalizing PS&E for construction letting • Submit and obtain PS&E approval and coversheet signature from TxDOT (LGPP, Section 7.6)
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<p>Bidding/Letting (by City)</p> <p><i>Note:</i> follow LGPP and City PMP; use LGPP if in conflict</p>	<ul style="list-style-type: none"> • Prepare bid document for TxDOT's approval for letting • Obtain DBE goal from TxDOT • Provide right-of-way and utility clearance statement to TxDOT • Obtain FPAA and SLOA for construction letting. No FPAA and SLOA needed if only state fund • Proceed with advertisement and letting • Invite TxDOT to attend pre-bid meeting and bid opening • Evaluate bid submittals for conformity (LGPP, Section 8.2) • Submit bid tabulation and bid analysis to TxDOT for their concurrence of lowest responsive bid • Prepare Council Agenda package to award construction contract
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<p>Bidding/Letting (by TxDOT)</p> <p><i>Note:</i></p>	<ul style="list-style-type: none"> • Advance City's share of project cost associated with construction prior to letting (the amount will be based on engineering's cost estimate) • Attend pre-bid meeting hosted by TxDOT • Review bid tabulation from TxDOT and concur if satisfy • Authorize and execute Supplemental Agreement to AFA for additional project cost based on the lowest bid amount, if required
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<p>Construction Phase (by City)</p> <p><i>Note:</i> follow LGPP and City PMP; use LGPP if in conflict</p>	<ul style="list-style-type: none"> • Manage daily construction activities (City's Project Management Procedure Manual, Section 33 thru 51) • Additional contract specifications required by TxDOT (LGPP, Section 9.3) • Project Manager prepares and submits monthly progress report with its invoice to TxDOT's PM. It is mandatory and required regardless of whether an invoice is submitted. (LGPP, Chapter 9) • Submit reimbursement request to TxDOT immediately after each payment to contractor (A federal-aid project may be defined as an inactive project obligation by FHWA if no expenditures are made for a year.) • Obtain TxDOT's concurrence on change orders • Invite TxDOT to final walk thru and include their punch list for correction by Contractor
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<p>Construction Phase (by TxDOT)</p> <p><i>Note:</i></p>	<ul style="list-style-type: none"> • Attend pre-construction meeting hosted by TxDOT • Attend monthly meetings hosted by TxDOT • Conduct routine project site visit • Facilitate project concerns/issues from City official, management, and communities • Summarize and monitor project expenditures, in accordance with AFA and Council Resolutions • Concur change orders that increase the City's share of cost • Authorize and execute Supplemental Agreement to AFA, if required, with or without City's share of additional project cost • Attend final walk thru hosted by TxDOT and provide punch list for corrections • A maintenance agreement may be required prior to completion of construction, if the City is to maintain the new facility • Council Action to execute a maintenance agreement, if required
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<p><u>Project Closeout</u> (by City)</p> <p><i>Note:</i> follow LGPP and City PMP; use LGPP if in conflict</p>	<ul style="list-style-type: none"> • Follow City's Project Management Procedure Manual, Section 52 – Project Closeout • Review final project expenditures and cost breakdown for each agency in accordance with AFA and Council Resolutions • Send final Shop drawing, final invoices to TxDOT • Submit required closeout documents to TxDOT (LGPP, Chapter 10) • Receive Final Statement of Cost from TxDOT (typically 6 to 12 months after project completion), either requesting additional payment for the city's share of final project cost or enclosing refund of the advanced city fund
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<p><u>Project Closeout</u> (by TxDOT)</p> <p><i>Note:</i></p>	<ul style="list-style-type: none"> • Receive final record drawing from TxDOT • Receive Final Statement of Cost from TxDOT (typically 6 to 12 months after project completion), either requesting additional payment for the city's share of final project cost or enclosing refund of the advanced city fund
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TxDOT developed a series of reference Local Government Project Procedure (LGPP) documents to assist local governments and TxDOT staff during the development and management of LG transportation projects. These documents are referenced throughout this IAC process manual and include:

- [Local Government Projects Policy Manual \(LGPP Manual\)](#) – provides information on federal and state laws and regulations relevant to each step in the development of a LG project and outlines the policies that must be followed by the LG and TxDOT during administration of a LG project.
- [Local Government Project Management Guide \(LGPM Guide\)](#)– provides project management guidance for a LG administering a LG transportation project and for TxDOT staff who are providing oversight.
- [Local Government Project Best Practice Workbook \(Workbook\)](#)– as a quick-reference tool to assist local governments (LG) and TxDOT staff with administration of LG projects. Throughout this Workbook, links to the Guide are provided to assist in navigation between documents.
- [Local Government Projects Online Toolkit \(Toolkit\)](#)– presents information in a format mirroring the project development process presented in the Manual and Guide. The Toolkit provides users with an easy-access portal to find and download many useful forms of information.
- [Local Government Project Development and Delivery Check List \(LGPDD Checklist\)](#)– provides local governments and TxDOT staff an overview of required elements throughout the project development and delivery process and can be utilized as a mechanism to document completion of specific activities and reviews.

Texas Department of Transportation (TxDOT) – Off-System RTR Funded Projects

Phase	Work Steps
Initiate Interagency projects	<ul style="list-style-type: none"> • Identify candidate projects • Update project cost estimate as needed • Collaborate with NCTCOG and TxDOT to seek fund for the project • Identify and understand the funding program that provides funds for the project • Determine the City's share of cost and funding sources • Council Resolution with a list of projects to be funded and funding commitment if required • Wait for RTC's approval of the project

Wait for a Minute Order (MO) approved by Texas Transportation Commission (TTC) for the new projects

[Request TxDOT to draft Advanced Funding Agreement \(AFA\)](#)

[Activate project in Transportation Improvement Program \(TIP\) and Statewide TIP \(STIP\)](#)

<p>Authorize and Execute AFA</p> <p><i>Note: Pre-award authority to incur costs for project prior to full execution of AFA is allowable under certain conditions with pre-approval from NCTCOG, but only up to the amount of local match required for the project</i></p>	<ul style="list-style-type: none"> • Receive draft agreement from TxDOT • Project Manager reviews draft for accuracy of project information • Return draft to TxDOT for revision if errors found • Project Manager prepares CAO package for agreement review and further process • Project Manager prepares Council agenda package to authorize agreement and to receive or make payment from/to TxDOT • Obtain signatures from ACM and CAO once Council authorizes the agreement • Send partially executed agreement to TxDOT for their final execution
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INCLUDE COUNTY OR PRIVATE FUND AS MATCH?

YES

Authorize and Execute agreement with county or private partner

- Prepare CAO package to request for reviewing PSA or drafting private agreement
- Prepares Council agenda package to authorize agreement and to receive payment at the same time as AFA

NO

CITY IS IMPLEMENTING (LEAD) AGENCY

Follow City process for all steps, refer to City's Project Management Procedure (PMP)

<p>Design Phase (by City)</p> <p><i>Note: follow City's process and design standards</i></p>	<ul style="list-style-type: none"> • Receive full RTR fund allocated to the project 30 days after execution of AFA • Procure Engineering Services contract (City's PMP, Section 13 – Engineer/Consultant Selection) • Check Debarment of the bidders, in addition to PMP (external auditor typically examines this item) • Prepare Council Agenda package to award Engineering Services contract • Manage Engineering Services contract (City's PMP, Exhibit 4.1 and 4.2 and relevant sections) • Send plans to TxDOT for their review at each Consultant submittal • Summarize and monitor project expenditures, in accordance with AFA, Council Resolutions, and RTR account balance • Provide monthly project report to NCTCOG • Request to Real Estate for right-of-way/easement acquisition at 60% design stage (City's PMP, Section 12 – Land/Easement Acquisition and Exhibit 4.2) • Begin Environmental Review checklist process at 60% design stage and complete it before bidding/letting • Release plans to utilities for review and relocation at 65% design stage (City's PMP, Section 17 – Utilities) • Obtain final plans review approval and coversheet signature from TxDOT
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Bidding/Letting (by City)

Note: follow City's process (PMP)

- Follow City's Project Management Procedure Manual, Section 32 – Bid Phase
- Check Debarment of the bidders, in addition to PMP (external auditor typically examines this item)
- Invite TxDOT to attend pre-bid meeting and bid opening
- Send bid tabulation to TxDOT for their concurrence
- [Prepare Council Agenda package to award Construction Contract](#)

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<p>Construction Phase (by City)</p> <p><i>Note: follow City's process (PMP)</i></p>	<ul style="list-style-type: none">• Manage construction contract (City's Project Management Procedure Manual, Section 33 thru 51)• Summarize and monitor project expenditures, in accordance with AFA, Council Resolutions, and RTR balance• Seek approval of RTC for to use cumulative interest accumulated or additional RTR funds for cost overrun of the same project before project closeout, if needed• Provide monthly project report to NCTCOG• Invite TxDOT to final walk thru and include their punch list for correction by Contractor
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<p><u>Project Closeout</u> (by City)</p> <p><i>Note: follow City's process (PMP) and NCTCOG process for RTR</i></p>	<ul style="list-style-type: none">• Follow City's Project Management Procedure Manual, Section 52 – Project Closeout• Review final project expenditures and cost breakdown for each agency in accordance with AFA, Council Resolutions, and RTR balance• Complete Off-system RTR projects closeout process required by NCTCO and TxDOT
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North Central Texas Council of Governments (NCTCOG)– Sustainable Development (RTR)

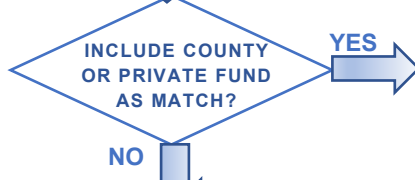
Phase	Work Steps
Initiate Interagency projects	<ul style="list-style-type: none"> • Identify candidate projects • Update project cost estimate as needed • Collaborate with NCTCOG and TxDOT to seek fund for the project; or • Submit project to Call for Projects • Identify and understand the funding program that provides funds for the Call for Projects • Determine the City's share of cost and funding sources • Council Resolution with a list of projects to be funded and funding commitment if required • Wait for RTC's approval of the project

Wait for a Minute Order (MO) approved by Texas Transportation Commission (TTC) for the new projects

<p>Request NCTCOG for a draft Advanced Funding Agreement (AFA)</p> <ul style="list-style-type: none"> • NCTCOG will then request and work with TxDOT to draft AFA
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<p>Activate project in Transportation Improvement Program (TIP) and Statewide TIP (STIP)</p> <ul style="list-style-type: none"> • NCTCOG will activate project in TIP/STIP and make modifications if required
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<p>Authorize and Execute three-party AFA</p> <p><u>Note:</u></p>	<ul style="list-style-type: none"> • Receive draft agreement from NCTCOG • Project Manager reviews draft for accuracy of project information • Return draft to NCTCOG for revision if errors found • Project Manager prepares CAO package for agreement review and further process • Project Manager prepares Council agenda package to authorize agreement and to receive or make payment from/to TxDOT • Obtain signatures from ACM and CAO once Council authorizes the agreement • Send partially executed agreement to NCTCOG for final execution
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<p>Authorize and Execute agreement with county or private partner</p> <ul style="list-style-type: none"> • Prepare CAO package to request for reviewing PSA or drafting private agreement • Prepares Council agenda package to authorize agreement and to receive payment at the same time as AFA
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CITY IS IMPLEMENTING (LEAD) AGENCY

Follow City process for all steps, refer to City's Project Management Procedure (PMP)

<p>Design Phase (by City)</p> <p><u>Note:</u> 1. follow City's design standards 2. follow City's process (PMP) and NCTCOG process</p>	<ul style="list-style-type: none"> • Receive notice to proceed from NCTCOG to begin design phase • Procure Engineering Services contract (City's PMP, Section 13 – Engineer/Consultant Selection) • Check Debarment of the bidders, in addition to PMP (external auditor typically examines this item) • Obtain NCTCOG's concurrence on the Consultant selection • Prepare Council Agenda package to award Engineering Services contract • Manage Engineering Services contract (City's PMP, Exhibit 4.1 and 4.2 and relevant sections) • Send plans to NCTCOG for their review at each Consultant submittal • Conduct a project review meeting with NCTCOG at 60% plan completion, as required by NCTCOG • Summarize and monitor project expenditures, in accordance with AFA and Council Resolutions • Submit reimbursement request to NCTCOG immediately after each payment to Consultant • NCTCOG will review/approve reimbursement request, then forward to TxDOT to make payment directly to the City • Request to Real Estate for right-of-way/easement acquisition at 60% design stage (City's PMP, Section 12 – Land/Easement Acquisition and Exhibit 4.2) • Begin Environmental Review checklist process at 60% design stage and complete it before bidding/letting • Release plans to utilities for review and relocation at 65% design stage (City's PMP, Section 17 – Utilities) • Obtain final plans/bid proposal review approval and notice to proceed from NCTCOG for construction letting
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(Continued)

<p><u>Bidding/Letting</u> (by City)</p> <p><i>Note: follow City's process (PMP)</i></p>	<ul style="list-style-type: none">• Follow City's Project Management Procedure Manual, Section 32 – Bid Phase• Check Debarment of the bidders, in addition to PMP (external auditor typically examines this item)• Invite NCTCOG to attend pre-bid meeting and bid opening• Send bid tabulation to NCTCOG for their concurrence• Prepare Council Agenda package to award Construction Contract
<p>Construction Phase (by City)</p> <p><i>Note: follow City's process (PMP)</i></p>	<ul style="list-style-type: none">• Manage construction contract (City's Project Management Procedure Manual, Section 33 thru 51)• Summarize and monitor project expenditures, in accordance with AFA and Council Resolutions• Submit reimbursement request to NCTCOG immediately after each payment to Contractor• NCTCOG will review/approve reimbursement request, then forward to TxDOT to make payment directly to the City• Invite NCTCOG to final walk thru and include their punch list for correction by Contractor
<p><u>Project Closeout</u> (by City)</p> <p><i>Note: follow City's process (PMP) and NCTCOG process</i></p>	<ul style="list-style-type: none">• Follow City's Project Management Procedure Manual, Section 52 – Project Closeout• Review final project expenditures and cost breakdown for each agency in accordance with AFA, Council Resolutions, and RTR balance• Complete Off-system RTR projects closeout process required by NCTCOG

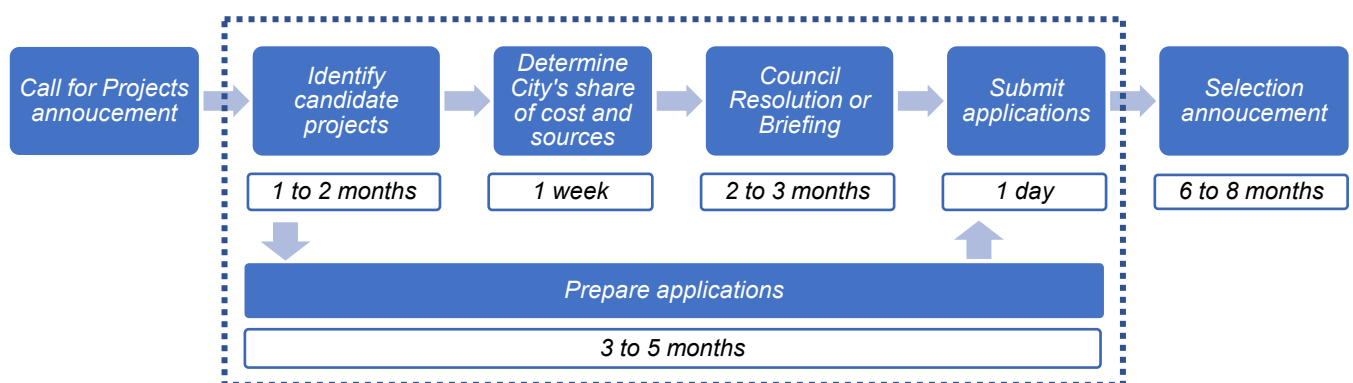
SECTION 1.1 – INITIATE PARTNERSHIP PROJECTS

1.1.0 Overview

The City typically initiates the partnership projects by either responding to Call for Projects or collaboration with other governmental agencies.

1.1.1 Selected by Federal/State/NCTCOG/County Call for Projects

A Call for Projects is a competitive, technical-based project selection process, and it can be issued by Federal, TxDOT, NCTCOG, Dallas County, or Collin County. The typical timeframe from the announcement of Call for Projects to the announcement of selection takes 9 to 13 months. The steps for project selection through Call for Projects can be generalized as below:



1.1.1.1 Call for Projects Announcement

Call for Projects can be issued by federal, state, NCTCOG, Dallas County, Collin County as funds become available. Agency who issues the Call for Projects will also host a series of workshops to explain the application procedure, funding program, eligibility, selection categories and criteria, implementation requirements, funding obligation, and schedules. Some of the agencies will also provide optional pre-screening assistance to the applicant cities. Interagency City staff who will be involved in preparing the Call for Projects application or managing the partnership projects are encouraged to attend the workshop and take advantage of the pre-screening assistance.

1.1.1.2 Identify Candidate Projects

Identifying candidate projects is a repeatable process for documenting, validating, ranking, recommending, and approval process to choose the projects that are best suited for the Call for Projects categories and scoring criteria. The basis includes:

- Projects identified by Councilmembers and/or through community meetings
- Projects identified from the city's [Needs Inventory](#) list
- Projects were not selected by other recent Call for Projects
- Projects that support City economic development initiatives, such as Inland Port

- Consultation with other departments (e.g., Public Works, Transportation, Development Services, Economic Development, Planning and Urban Design, Park and Recreation, and Government Affairs)

1.1.1.3 Determine City's Share of Cost and Funding Sources

To determine the City's share of cost and funding sources, a good project cost estimate must first be developed. When developing a project cost estimate for Call for Projects, you MUST also include other agency's direct cost and inflation. You may include City's management cost (staff time) for the Dallas County's Major Capital Improvement Program (MCIP). The typical project cost estimate includes the following components:

$$\text{Project Cost Estimate} = \text{Design} + \text{Construction} + \text{Agency's Direct Cost} + \text{Inflation} \\ + \text{Right-of-Way} + \text{Utility Relocation}$$

- **Design Cost:** approximately 15 to 20 percent of the design and construction cost
- **Construction Cost:** use the most recent bid unit prices for the engineering cost estimate
- **Agency's Direct Cost:**
 - For TxDOT Direct Cost, consult with TxDOT for the specific percentage applied to the project. For example, direct state cost for the 2021 TxDOT Transportation Alternatives (TA) Program project is calculated at 15 % of the total construction cost.
 - For Dallas County's In-House Delivery Cost (IHPD), consult with Dallas County staff.
 - May include City's management cost (staff time) for Dallas County's MCIP projects. Apply the same percentage rate as Dallas County's IHPD or calculate the cost with estimated manhours and hourly rates
- **Inflation Cost:** use 4% per year inflation rate till the year the project goes to construction
- **Right-of-way Cost:** consult with Real Estate Division for the property value
- **Utility Relocation Cost:** consult with utility companies for the extent of relocation and costs. See Section 17 Utilities of the City's Project Management Procedure Manual (PMP) for City's utility relocation policy.

Once a project cost estimate is developed, you MUST determine which phase of project to receive grant from Call for Projects (i.e., either design, construction, ROW, utilities, or combinations of the above) and whether costs are eligible for the funding program. For example, utility burial, utility relocations for Highway off-system Bridge Program, or utility relocations that are not within easement are not eligible for federal funding program.

$$\text{City's Share of Cost} = \text{Eligible Project Cost} \times \% \text{ of Required City Match} + \text{Ineligible Project Cost}$$

The City's share cost can come from the existing or future City funds, private funds, other governmental agency's funds, or combination of the above. These funds are detailed in [Section 1.2](#) of this manual.

1.1.1.4 Council Resolution or Briefing

An approved Council Resolution or Council Committee Briefing for the City's project submission and matching fund commitment is required, as part of the application, by

NCTCOG Call for Projects, NCTCOG Funding Initiative, and Dallas County MCIP Call for Projects.

See an example in Exhibit of this manual: [EXHIBIT B3: SAMPLE OF COUNCIL RESOLUTION FOR SUBMISSION AND FUNDING COMMITMENT](#)

1.1.1.5 Prepare and Submit Applications

For the Federal Call for Projects, the Office of the Government Affairs typically facilitates and coordinates with city departments to prepare and submit the grant applications. The interested department is required to provide the project details (e.g., name, limits, scope, cost estimate for each project phase with the breakdown of federal fund and city match, and schedule for each project phase), benefit-cost analysis and any relevant information for the project.

For TxDOT, NCTCOG, and Dallas County Call for Projects, applications are typically prepared and submitted by Transportation Department. Public Works Department may prepare and submit additional PBW projects as needed.

1.1.1.6 Selection Announcement

The agency will begin evaluation and ranking process for the selection after the Call for Projects submission deadline. The agency may contact the City for additional information or reconcile significant differences on the application. The process typically takes approximately 6 to 8 months.

FEDERAL CALL FOR PROJECTS

Federal may issue Call for Projects to fund transportation infrastructure projects when funding becomes available. The City submits projects directly to [GRANTS.GOV](#) for consideration by United State Department of Transportation. Past grants include nine Transportation Investment Generating Economic Recovery (TIGER) (2009 – 2017), three Better Utilizing Investments to Leverage Development (BUILD) (2018-2020), and two Rebuilding American Infrastructure with Sustainability and Equity (RAISE) (2021-2022). The eligible projects need to be shovel ready.

TXDOT CALL FOR PROJECTS

For TxDOT-selected projects, the City submits projects directly for consideration by TxDOT. A set of projects is then selected either through a competitive call for projects or strategically, at the discretion of the Texas Transportation Commission (TTC), or TxDOT Dallas District Office.

TxDOT Call for Projects include project selection for federal pass-through funding programs and state funding programs. See [Section 1.2.1: Federal Funding Programs](#) and [Section 1.2.2: State Funding Programs](#) of this manual for program details.

See an example in Exhibit of this manual: [EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION](#)

NCTCOG CALL FOR PROJECTS

NCTCOG Call for Projects may include projects selection for federal funding programs ([Section 1.2.1: Federal Funding Programs](#) of this manual), RTR program ([Regional Toll Revenue RTR under Section 1.2.2: State Funding Programs](#) of this manual), or any regional /local funds available at the time of the Call for Projects. The implementation process of the projects will depend on the type of funding provided for the Call for Projects.

- **Sustainable Development Call for Projects**

RTC initiated sustainable development program in 2001. Since 2001, NCTCOG has issued four Call for Projects. See [Sustainable Development Program under Section 1.2.3 NCTCOG \(RTC\) FUNDING PROGRAM](#) of this manual for program details.

- **Transportation Alternatives Calls for Projects**

NCTCOG periodically funds SRTS infrastructure projects, such as sidewalks and crosswalks, through Transportation Alternatives calls for projects. See [SIDEWALK IMPROVEMENTS under Section 1.2.3 NCTCOG \(RTC\) FUNDING PROGRAM](#) of this manual for program details.

DALLAS COUNTY MAJOR CAPITAL IMPROVEMENT PROGRAM (MCIP) CALL FOR PROJECTS

Dallas County funds transportation infrastructure projects, typically every two to three years, through the selection of Major Capital Improvement Program (MCIP) Call for Projects. Dallas County began MCIP in 1999, with 1st Call for Projects. Since then, Dallas County has issued seven MCIP call for projects in 1999 (1st), 2001 (2nd), 2003 (3rd), 2005 (4th), 2008 (5th), 2012 (6th), and 2019 (7th).

Dallas County's MCIP Call for Projects scoring categories typically include Roadway Capacity Connectivity, Bicycle/Pedestrian, Safety, and Innovation & Alternative Mobility Solution. Applicants (cities) must complete MCIP project Eligibility Form, MCIP Pre-Screening Form (optional), MCIP Project Application Form, and MCIP Project Technical Details for Proposed Project Form.

More information about the Dallas County MCIP Call for Projects can be found at Dallas County website: <https://www.dallascounty.org/departments/pubworks/mcip-projects.php>

Also see an example in Exhibit of this manual: [EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION](#)

COLLIN COUNTY CALL FOR PROJECTS

Collin County periodically funds thoroughfare improvements projects with their bond funds, through the selection of Call of Projects.

Collin County does not require specific form or format for their Call for Projects submittal as long as the applicants include the basic information, such as name of the applicant (city), project name/limits, project description, project cost estimate, amount of funding requested, Council approval of the project, and any approved permits. Projects will be rated based upon the criteria specified in their Call for Project announcement.

1.1.2 Selected by Regional Transportation Council (RTC) Strategic Funding Initiatives

Another project selection method by Regional Transportation Council (RTC) is a strategic funding initiative, which is a more subjective method of selecting and funding transportation projects. Through this type of initiative, NCTCOG staff works cooperatively with STTC, RTC, and regional partners to select projects that further regional priorities. Projects are evaluated based on individual merits and impact on the regional transportation system. The RTC has issued several such funding initiatives, including the 2017-2018 Congestion Mitigation Air Quality/ Surface Transportation Block Grant (CMAQ/STBG) Programs that partnered with six City of Dallas' 2017 Bond Program projects ([Local-Bond-Program-Project-List-RTC-Action-Revised.pdf \(nctcog.org\)](#)). Funds provided for this initiative are federal funds, therefore, the requirements and implementation process for these projects are the same as other federal-aid projects ([Section 1.2.1 Federal Funding Program](#) of this manual).

SECTION 1.2 – IDENTIFY FUNDING PROGRAMS/SOURCES

1.2.0 Overview

When dealing with any matter associated with the Interagency project, you must first identify the funding sources, rather than the agency, and understand the programs that provide the funds because the process will vary depending on the funding programs. You should not assume the same process solely based on the signatory agency of an agreement, as most agencies have various funding programs with different requirements.

1.2.1 Federal Funding Programs

All federal funding programs for the interagency projects are passed through TxDOT and the City is the subrecipient of federal funds. The agreements are drafted directly between TxDOT and the City. The City has an active Master Advance Funding Agreement (MAFA) with TxDOT to outline the general terms and conditions of the partner relationship and laws/policies governing the agreement. An Advance Funding Agreement (AFA) is used to define the scope of work, funding obligation, and agencies' responsibility for performing work of a specific project.

Federal funding programs, excluding the Highway Bridge Program (HBP) that is detailed below in this section, generally require a minimum of twenty percent (20%) local match of the eligible project cost. The local match can be city funds, county funds, private funds, or combinations of the above. In the case of involving county or private funds, an additional agreement between the City and the County or private entities must be drafted in accordance with the interlocal agreement between TxDOT and the City. Transportation Development Credits (TDCs) may also be used in lieu of a local match in some of the funding programs. TDCs is detailed in [Section 1.2.6](#) of this manual.

Federal funds are reimbursement-base and can be used for the eligible design, construction, right-of-way, utility relocation, or combinations of the above, depending on the funding program. The costs for the City's management (staff time), in-house design, inspection, and construction material testing are not eligible for reimbursement. The traffic items (e.g., traffic signal controllers, street name signs, signal work) may be reimbursable, if the City obtains TxDOT's approval for performing the work and set up a force account at the beginning of the project or obtains a sole source approval before letting.

The City is responsible for any project cost overruns, in excess of the federal funding participation. Types of Federal Funding program include the following:

- **Surface Transportation Block Grant (STBG) Program:** previously named Surface Transportation Program – Metropolitan Mobility (STP-MM) Program. This program is designed for mobility and air quality projects (e.g., freeway/HOV improvements, arterial street widenings/extensions, traffic flow improvements, air quality projects) within the Metropolitan Area Boundaries with population of 200,000 or greater. STBG projects are selected by RTC, with final approval by TTC and the federal government.
- **Congestion Mitigation and Air Quality (CMAQ) Program:** used on projects with emission benefits (e.g., traffic flow improvements, bus/rail transit expansion, intersection improvements, other air quality projects). CMAQ projects are selected by RTC, with final approval by TTC and the federal government.
- **Transportation Alternatives Set-Aside (TA) Program:** used on locally sponsored pedestrian and bicycle infrastructure projects. TxDOT administers TA projects for non-urban and small-urban areas with population less than 200,000. NCTCOG administers TA projects for large-urban areas with population over 200,000. TxDOT and NCTCOG are responsible for selecting TA projects independent of one another.
- **Safe Route to School (SRTS) Program:** used on infrastructure projects that facilitate bicycling and walking among schoolchildren. SRTS funds are available for all areas regardless population size. The selection of SRTS projects is through call for projects, typically combined with TA Program, by TxDOT or NCTCOG.
- **Participation Waived Project/ Equivalent Match Project (PWP/EMP) Program under the Highway Bridge Program (HBP) for off-system bridges:** The HBP is a federal program established in 1978 to provide for the repair and replacement of both on-system and off-system deficient bridges on the Federal-aid highway system. The allocation of funding responsibility for a HBP project is federal 80%, TxDOT 10%, and local government (LG) 10%. The PWP/EMP program allows LG to waive its 10% cost participation requirements in a federal off-system HBP project (PWP) if LG agrees to use an equivalent dollar amount of local funds to improve other deficient bridge in its jurisdiction (EMP). A Funding Agreement between TxDOT and LG must be in place before any EMP work in order for LG to be credited for the work.

TxDOT selects and programs bridge projects for HBP funds according to their deficiency status which is from the lowest to highest sufficient rating (SR) and favoring Structurally Deficient (SD) over Functional Obsolete (FO) deficiency. TxDOT will implement the PWP projects with their procedure and standards; however, LG is responsible to purchase right-of-way and pay for 100% of utility relocation cost. LG will implement the EMP projects with their procedure and standards. The detailed program information can be found on TxDOT website: <https://www.txdot.gov/government/programs/programs.html>

- **Discretionary Fund:** this type of fund must be obligated within a short time frame

1.2.2 State Funding Program

REGIONAL TOLL REVENUE (RTR)

RTR funds are the proceeds from certain toll/managed lane projects in the Dallas-Fort Worth (DFW) region, and the RTC, as the regional transportation planning policy body for the DFW area, adopted several [toll policies](#) to govern toll rates and allocations of RTR funds ([Funding Descriptions & Categories](#)). Legally, RTR funds are classified as State funds for accounting purposes. However, in the TIP/STIP documents, RTR funds are identified as regional, because they are created by regional toll roads and management lanes.

RTR funds are separated into two accounts, and RTC policies and state legislation determine how funds are allocated among counties and projects. Both accounts can be monitored through the NCTCOG's [Fund and Project Tracking System](#). RTR projects are selected by RTC, with the final approval of projects by Texas Transportation Commission (TTC).

RTR Program requires a minimum of twenty percent (20%) local match for the eligible project cost. The local match can be city funds, county funds, private funds, or combinations of the above.

RTR funds for off-system and on-system projects are upfront cash payment in full to the implementing (lead) agency once the agreement is executed. Any remaining RTR funds and interest earned for the project must be returned to TxDOT at the project closeout. The implementing agency is required to provide a monthly report to NCTCOG, through their [Revenue and Project Tracking System \(RAPTS\)](#) internal website, starting when the agreement is executed and continuing until completion of the project. The report should include project status, expenditures, interest earned, and interest rate for the period. You must contact RAPTS technical support staff to request a user account and log-in to access the RAPTS internal website.

There are three different sets of rules (and agreements) for RTR projects depending on the type of RTR funds awarded to the project:

- 1) RTR funded off-system projects:** In this case, agreements are drafted directly between the implementing agency (i.e., the city or county) and TxDOT. Pre-award authority is allowable under certain conditions with pre-approval from the North Central Texas Council of Governments (NCTCOG), but only up to the amount of local match required for the project.
- 2) RTR funded on-system projects:** On-system projects involve some or all work performed on the State Highway System. In this case, an agreement may not be necessary unless the local agency owes a local match. Then, agreements are drafted directly between TxDOT and the implementing agency. Generally, since TxDOT is the implementing agency, RTR funds are disbursed directly to TxDOT for approved RTR project costs without an agreement. Pre-award authority is generally not needed in this scenario.

RTR funded sustainable development projects (2009/2010 Sustainable Development Call for Projects): Due to interactions with developers, these projects require a three-party agreement between TxDOT, NCTCOG, and the implementing agency. These types of agreements allow for a more limited type of pre-award authority but are treated on a case-by-case basis. If an implementing agency wishes to seek pre-award authority for a sustainable

development project, it should contact NCTCOG Sustainable Development staff. This type of projects is reimbursement-base, and NCTCOG is responsible for reviewing/approving the plans and coordinating with TxDOT. NCTCOG is also responsible for TIP modification of these projects if required.

GREEN RIBBON PROGRAM

TxDOT began statewide Green Ribbon Program in 2002, to allocate funds for landscaping planting and irrigation improvements along the state highway right-of-way, with collaboration of local governments (LG). TxDOT pays for the installation and LG agrees to maintain the landscape improvements for at least five years after installation. A Landscape Maintenance Agreement (LMA) between TxDOT and LG is required for the Green Ribbon Program project.

The Green Ribbon Program has evolved over the years, from then being implemented by TxDOT to now being implemented by LG. The program now requires LG to provide design at LG's cost and then funds 100 percent of construction cost and 100 percent of the City's construction management cost. Funds provided for the Green Ribbon Program are combination of federal and state fund; therefore, the requirements and implementation process for these projects are the same as other federal-aid projects ([Section 1.2.1 Federal Funding Program](#) of this manual). The City is responsible for any project cost overruns, in excess of the federal and state funding participation.

1.2.3 NCTCOG (RTC) Funding Program

RTC/Local funds are created by and available to RTC. These funds are primarily used for

SUSTAINABLE DEVELOPMENT PROGRAM

RTC initiated Sustainable Development (SD) Program in 2001, to encourage multimodal transportation planning and economic growth in/around historic downtowns, infill areas, passenger rail lines/stations by allocating transportation funds to land use projects that promote alternative transportation or reduce automobile use. This program utilized various set-aside federal/regional funds available at the time of the Call for Projects. Since 2001, NCTCOG has issued four Call for Projects, awarding \$163 million including a local match of \$32.6 million for infrastructure projects to support sustainable developments throughout the region.

2001 Sustainable Development Call for Projects – federal funds (two City of Dallas projects)

2006 Sustainable Development Call for Projects – regional funds (five City of Dallas projects)

2010 Sustainable Development Call for Projects – regional/RTR funds (seven City of Dallas projects)

2018 Sustainable Development Call for Projects – regional funds (no City of Dallas project)

Sustainable Development (SD) Program requires a minimum of twenty percent (20%) local match for the eligible project cost. The local match can be city funds, county funds, private funds, or combinations of the above. In the case of involving county or private funds, an additional agreement between the City and the County or private entities must be drafted in accordance with the SD interlocal agreement between TxDOT, NCTCOG, and the City.

SD funds are reimbursement-base and can be used for the eligible design, construction, material testing, traffic signal installation by the city forces or combinations of the above. Right-of-way and utility relocation costs are ineligible for the SD Program.

SIDEWALK IMPROVEMENTS

NCTCOG periodically allocate funds for Safe Route to School (SRTS) infrastructure projects, such as sidewalks and crosswalks, through Transportation Alternatives (TA) calls for projects. SRTS funds typically apply to construction only.

2014 Call for Projects – TA/CMAQ funds for 13 SRTS projects (one City of Dallas project)

2017 Call for Projects – TA/CMAQ funds for 22 SRTS projects (one City of Dallas project)

2020 Call for Projects – RTC funds for 7 SRTS projects (three City of Dallas projects)

1.2.4 County Funding Programs

DALLAS COUNTY MAJOR CAPITAL IMPROVEMENT PROGRAM (MCIP)

In 1999, Dallas County replaced its traditional bond program with the Major Capital Improvement Program (MCIP) for transportation infrastructure projects, providing up to fifty percent (50%) of eligible project cost share with cities within Dallas County. Dallas County Public Works implements the MCIP, typically every two to three years, through the selection Call for Projects. Dallas County Public Works staff will evaluate the MCIP Call for Project submissions; however, the Dallas County Commissioners Court decides final MCIP project selections.

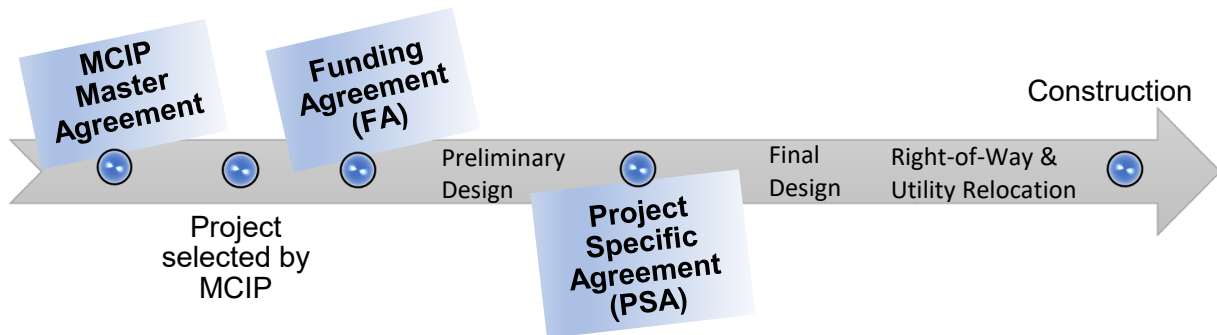
MCIP requires a minimum of fifty percent (50%) city match for the eligible project cost. The city's matching share can be the existing city bond funds, potential future city bond funds, public funds, private funds, or combinations of the above.

MCIP funds are reimbursement-base and can be used for the eligible design, right-of-way, utility relocation/adjustment, construction, material testing, traffic signal installation by the city forces or combinations of the above. Water, wastewater, and dam improvements are one hundred percent (100%) city cost. MCIP may fund street amenities (e.g., landscaping) on a case-by-case basis and County's participation for such improvements is specified in the Project Supplemental Agreement (PSA).

In accordance with the MCIP Master Agreement, the costs for the City's management (staff time), in-house design, inspection, and construction material testing are eligible for reimbursement. However, the City did not claim these costs in the past as they were not included in the project cost estimates with the MCIP Call for Projects applications. Beginning from the 2019 MCIP Call for Projects, the City's management cost (staff time) is included in the projects submitted by PBW.

Since 1999, Dallas County has issued and selected seven MCIP Call for Projects in 1999 (1st), 2001 (2nd), 2003 (3rd), 2005 (4th), 2008 (5th), 2012 (6th), and 2019 (7th). With the first six Call for Projects, MCIP has provided over \$600 million for these projects from 2000 to 2020. The latest MCIP 7th Call for Projects is anticipated to increase Dallas County's total funding amount by \$270 million to be programmed for fiscal years 2022 through 2025. The City has partnered with Dallas County for nearly 100 projects, including many major roadways, hike and bike trail, and multimodal projects.

There are three types of agreements associated with MCIP. To participate in MCIP program, the cities in Dallas County must have an active MCIP Master Agreement with Dallas County and subsequent Funding Agreements (FA) or Project Supplemental Agreements (PSA) for the MCIP selected projects. The timing to enter these agreements is illustrated as below:



- **MCIP Master Agreement** is a 10-year term agreement to define the general requirements and eligibilities of the program. The City entered the first MCIP Master Agreement with Dallas County in 2001 and has renewed it in 2011 and 2021.
- **Funding Agreement (FA)** is being used for preliminary design to confirm the City’s match, typically when County is the lead agency for the preliminary design.
- **Project Specific Agreement (PSA)** is being used once the project scope is confirmed. PSA can be used in lieu of FA if project scope has been established before the preliminary design.

COLLIN COUNTY BOND PROGRAM

Collin County periodically funds thoroughfare improvements projects with their bond program, through the selection of Call for Projects. The proposed thoroughfare project must be on the Collin County Thoroughfare Plan that is ultimate 4-lane or 6-lane divided roadway with turn lanes and traffic signals and could be roadway improvements or traffic signal improvements.

Collin County requires matchings fund from the participating cities, depending on their population. The City of Dallas’ minimum matching fund percentage is fifty percent (50%) of the eligible project cost. The developer’s participation is allowed; however, at least half of the City’s share must come from the City funds.

Collin County funds are reimbursement-base and can be used for the eligible design, right-of-way, utility relocation, construction, material testing, traffic signal installation by the city forces or combinations of the above. Landscaping, irrigation, and street lighting are ineligible for Collin County funds.

1.2.5 City Funding Programs

Most partnership projects require funding match from the City. The city funds could be from Bond Programs, operating funds, Tax Increment Financing (TIF) funds, funds from various departments (e.g., Dallas Water Utilities or Park and Recreation Department), or combinations of the above.

- When bond funds are being used as city match, the funding amounts must be allocated in proper fiscal year based on the award schedule for engineering services contract, right-of-way acquisition, and construction contract. The PBW Capital Budget Section is responsible for allocating capital funding. To avoid insufficient funds causing delay of project, it is important for the Project Manager to update the project cost/schedule during annual budget routine and coordinate with the PBW Capital Budget Section earlier during the Council Agenda preparation process for the award.
- When TIF funds are being used as city match, the funding will be allocated by the Office of Economic Development (ECO). If the appropriation of TIF funds for the project was not established in ECO's annual budget, the Council action for the award must include receipt and deposit and appropriation of TIF funds.
- When Dallas Water Utilities (DWU) improvements are included in the projects, the funding for such improvements is allocated 100 percent by DWU. The Project Manager should request the funding information through the DWU's Project Manager. To avoid insufficient funds causing delay of project, project Manager should ensure DWU has the most current project schedule.

1.2.6 Others (TDCs, Privates, Other Cities, and Governmental Entities)

Other types of funds could be Transportation Development Credits (TDCs), private funds, funds from other cities, Dallas Area Rapid Transit (DART), or North Texas Tollway Authority (NTTA).

- **Transportation Development Credits (TDCs)** – are FHWA toll credits. They can serve as a substitute for the required local cash match to federal funds that are programmed on a project. They are earned by states and metropolitan planning organizations (MPO) when toll revenues are used to fund capital projects on public highways within their boundaries. The Dallas-Fort Worth Region has been allocated more than \$ 994 million TDCs.

Any **NEW** project (i.e., not already in TIP) that has federal funds programmed to it under Title 23 United States Code (highway legislation) or Chapter 53 of Title 49 USC (transit legislation) can use TDCs as the match for any eligible phase of the project. To gain access to these TDCs, the agency must apply and meet at least 50% of the Metropolitan Transportation Plan (MTP) Policy Bundle policies for their respective agency type to be qualified/certified **annually**.

The agency will have one year from the time it is deemed eligible to program the TDCs to projects. Also, per state law, the agency must sign an agreement with NCTCOG within two years of TDCs being awarded/assigned to a project, in addition to the AFA with TxDOT for the project.

On a typical project that has federal funds and a local cash match, the match is 20% of the total project cost. The calculation is different when TDCs are utilized. It is 20% of the federal funding amount that must be used. Therefore, it must be made clear at the beginning of the project programming process that an agency wishes to use TDCs, so the amount of federal funds being awarded can be adjusted accordingly.

An example of this would be:

<i>Project Without TDCs</i>
Project Cost: \$1,000,000
Federal Funding: \$800,000
Local Cash: \$200,000

<i>Project With TDCs</i>
Project Cost: \$1,000,000
Federal Funding: \$1,000,000
TDCs: 200,000

- **Private Funds and Funds from Other Cities** – these funds can be used as part of city match to the federal/state or county funding program. An agreement with these entities must be authorized by the Dallas City Council at the same time as the interlocal agreement with the partnered agency.
- **Dallas Area Rapid Transit (DART)** – the City has a master agreement and several supplemental agreements with DART for the transit developments throughout the City. DART also has a Street Repair Program, providing 100% DART funds, to reconstruct city streets that were deteriorated by DART buses.
- **North Texas Tollway Authority (NTTA)** – the City does not have a master agreement with NTTA. Most partnership projects with NTTA are implemented by NTTA that involves only reviewing NTTA’s design plans or coordination of construction.

SECTION 1.3 – DETERMINE AGENCY ROLE AND RESPONSIBILITIES

1.3.0 Overview

At the beginning of an interagency project, partnered agencies must decide which agency will be the lead to implement the project and the project/funding responsibilities of each agency. These decisions will be documented in the interlocal agreement as a guideline as the project moves forward.

1.3.1 Lead Agency

The City may serve as the lead agency for a partnership project. When serving as the lead agency, the City is responsible for carrying out all project activities for planning, design, environmental documentation, right-of-way acquisition, utility clearance, construction, coordinating with the partnered agency, and requesting Transportation Improvement Program (TIP) activation/modification through NCTCOG’s [Revenue and Project Tracking System \(RAPTS\)](#) if the project includes federal/state funds. TIP process is detailed in [Chapter 6](#) of this manual.

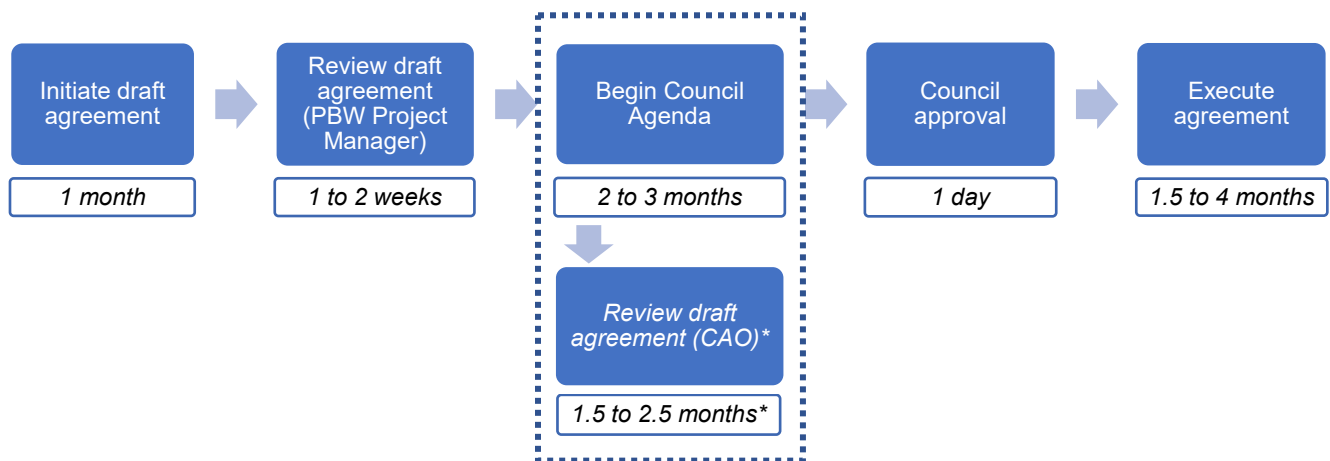
1.3.2 Non-Lead Agency

The City may serve as the non-lead agency for a partnership project. When serving as the non-lead agency, the City should provide support to the lead agency as needed. Support may include attending meetings, reviewing plans, reviewing/processing invoices, explaining City’s standards/policies, and facilitating communications with the City official/management or communities.

SECTION 1.4 – AGREEMENT EXECUTION

1.4.0 Overview

All partnership projects must be formalized by a written agreement that is authorized by the Dallas City Council. The agreement execution process and time to complete the steps can be generalized as below:



*Include task and time to coordinate and obtain revisions from partnered agencies ([Section 1.4.3.4](#) of this manual)

1.4.1 Initiate Draft Agreement

- **For federal/state/RTR funded projects**, TxDOT will draft the Advance Funding Agreement (AFA) after the Minute Order (MO) is approved by the Texas Transportation Commission (TTC) and upon written request by the City. The City must meet additional requirements including the following, before TxDOT can release the draft AFA to the City:
 - Completed Oversight Level Special Approval, Part A form ([Part A- LG Qualifications Statement \(txdot.gov\)](#)). See an example in [EXHIBIT B6: SAMPLE OF OVERSIGHT SPA](#)
 - Provided a Project Location Map
 - Scheduled Local government authority approval (i.e., City Council Resolution) for the AFA
 - No outstanding balance with TxDOT on other projects (i.e., approval by TxDOT Finance Division)
 - Obtained Special approvals for LG work related to local letting, local force account work (e.g., traffic signal work, controller cabinets, street name signs) if applicable
- **For Dallas County funded projects**, Dallas County will draft the Project Specific Agreement (PSA) or Funding Agreement (FA) after the County Commissioner Court approves the projects and upon written request by the City. The City must complete the Project Scoping Sheet before Dallas County can release the draft agreement to the City.
- **For projects with DART, NTTA, and Collin County**, these agencies will draft the agreement upon written request by the City.
- **For projects with private entities**, the City Attorney will draft the agreement upon request by the department. A draft Council agenda package to authorize such agreement and a deal-point listing the general terms considered for the projects must be attached to the request.

1.4.2 Review Draft Agreement

After receiving draft agreement from the partnered agency, Project Manager must first review the draft agreement for accuracy on the terms include the following:

- CSJ Number (for federal/state/RTC projects) or MCIP Number (for Dallas County projects)
- Project Name and Limits
- Project Scope/Description
- City's responsibilities
- City's funding obligation for each project phase
- Implementation deadline
- Any special provisions

For federal/state/RTC funded projects, the project name, limits, and scope/description on the agreement must match those shown on the TIP/STIP. The funding amount for each phase (i.e., preliminary engineering, right-of-way/utility, construction) also must match the funds programed in the TIP/STIP.

1.4.3 Prepare Council Agenda to Authorize Agreement

Project Manager should schedule a Council date to authorize the agreement and begin to prepare the Council Agenda, while reviewing the draft agreement.

1.4.3.1. Schedule a Council date to authorize the agreement

In general, it will take approximately two to three months from beginning a Council Agenda to the Council date based on the Council agenda calendar if all reviews go smoothly. The Council authorization date must be carefully selected to meet the deadline set by the funding program or partner. When determining the timeframe to deliver partially executed agreement to the partnered agency, add two more weeks in addition to the typical agenda package preparation timeframe to allow for the signature process.

1.4.3.2. Request PBW Capital Budget Section to provide funding information

Project Manager should submit a Capital Funding Request form for each funding source. For example, for a project consisting of 10% city bond fund, 10% Dallas County MCIP fund, and 80% federal fund, you will need to submit three Capital Funding Request forms. A new Fund name should be assigned to the federal, state, and RTR fund for each project.

1.4.3.3. Draft Council Agenda

Council Agenda Information Sheet (AIS) and Resolution should be prepared in accordance with the guidelines developed by the City's Council Agenda Office. A typical Council Agenda involving interagency projects should consist of the following elements:

SUBJECT may contain a combination of the following actions to authorize:

- 1) an agreement/contract with an entity (including the Agreement No. if applicable)
- 2) the receipt and deposit of funds from an entity in a Fund name
- 3) an increase in the appropriations in a Fund name (or establish an appropriation if it is a new Fund name)
- 4) payment to an entity

Note: Action 2) and 3) need to be taken collectively. Appropriations can be increased or established only by Council Action.

BACKGROUND should include:

- 1) name of the project and partnered agency
- 2) purpose of this Council action
- 3) project description/scope with estimated project cost and its cost breakdown for each agency

FISCAL INFORMATION should provide estimated project cost and its breakdown for each funding source

RESOLUTION should include the following recitals in WHEREAS:

- 1) project name with estimated total project cost and its funding source breakdowns
- 2) which agency is leading the project
- 3) any relevant past Council actions

RESOLUTION typically include the following authorities in SECTION in according to the actions taken in SUBJECT:

- 1) That the City Manager is authorized to execute an agreement/contract, approved as to form by the City Attorney for the project name, scope, and total project cost
- 2) That the Chief Financial Officer is authorized to receive and deposit funds
- 3) That the City Manager is authorized to increase (or establish) the appropriations
- 4) That the Chief Financial Officer is authorized to disburse funds
- 5) Deposit unused funds advanced to partnered agency, if applicable

RESOLUTION must also include additional languages identifying project, funding sources, and authorized signatory in SECTION to satisfy the requirements by partnered agencies:

- 1) That the City Manager, or the City Manager's authorized designee, is authorized to execute an agreement/contract, approved as to form by the City Attorney, or the City Attorney's authorized designee for the project name, scope, total project cost, and funding sources
- 2) That the City of Dallas is responsible for any project cost overruns in excess of the Federal and State funding participation as described in the agreement"

The following Council Agenda template examples represent two possible scenarios for authorizing an agreement:

❖ **Agreement with TxDOT for Federal or State Funding Program**

SUBJECT

Authorize a Local Transportation Project Advance Funding Agreement with the Texas Department of Transportation (Contract No. CSJ 0918-**XX-XXX**) for the **[insert project name and scope]** and payment to TxDOT for **[purpose of payment, e.g., the engineering review of the project or the City's share of project cost]** in the amount of **\$XXXX.XX** – Financing: **[insert Fund names received from PBW Capital Budget Section]**

BACKGROUND section should include 1) name of the project and partnered agency; 2) purpose of this Council action; and 3) project description/scope with estimated project cost and its cost breakdown for each agency.

FISCAL INFORMATION section should provide estimated project cost and its breakdown for each funding source.

RESOLUTION should include WHEREAS stating 1) project name with estimated project cost and its breakdown for each funding source; and 2) which agency is leading the project. It MUST also include languages in SECTION stating 1) That the City Manager, or the City Manager's authorized designee, is hereby authorized to execute the Advance Funding Agreement with TxDOT, approved as to form by the City Attorney, or the City Attorney's authorized designee, for **[insert project name and scope]** in the amount of **[insert total project cost and its funding sources]**; 2) That the Chief Financial Officer is hereby to disburse funds in an amount of **[insert the payment amount]** to TxDOT for **[insert purpose of payment, e.g., the engineering review of the project or the City's share of project cost]**, in accordance with the terms and conditions of the agreement, as follows **[insert funding information provided by PBW Capital Budget Section]**; 3) That the City of Dallas is responsible for any project cost overruns in excess of the Federal and State funding participation as described in the agreement; 4) deposit unused funds advanced to TxDOT in **[insert funding account information provided by PBW Capital Budget Section]**; and 5) That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

See an example in Exhibit of this manual: [EXHIBIT B7: SAMPLE OF COUNCIL AGENDA INFORMATION SHEET \(AIS\) AND RESOLUTION \(CR\)](#)

❖ Agreement with Dallas County and Other Entities

SUBJECT

Authorize a Project Specific Agreement **[or Funding Agreement]** with Dallas County for the **[insert project name and scope]** and payment to Dallas County for the City's share of project cost in the amount of \$**XXXX.XX** – Financing: **[insert Fund names received from PBW Capital Budget Section and Dallas Water Utilities]**

BACKGROUND section should include 1) name of the project and partnered agency; 2) purpose of this Council action; and 3) project description/scope with estimated project cost and its cost breakdown for each agency.

FISCAL INFORMATION section should provide estimated project cost and its breakdown for each funding source.

RESOLUTION should include WHEREAS stating 1) estimated project cost and its breakdown for each funding source; and 2) which agency is leading the project. It should also include SECTION stating 1) That the City Manager is hereby authorized to execute the agreement, approved as to form by the City Attorney, for **[insert project name and scope]**

in the amount of **[insert project cost]**; 2) That the Chief Financial Officer is hereby authorized to disburse funds in an amount **[insert payment amount]**, in accordance with the terms and conditions of the agreement, as follows **[insert funding information provided by PBW Capital Budget Section]**; and 3) That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

1.4.3.4. Assemble CAO package for review of draft or request for drafting a new agreement

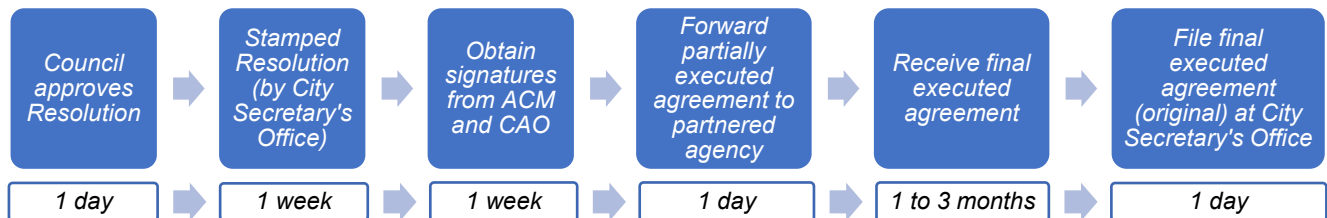
A copy of draft Council Agenda (i.e., AIS, map, and Resolution), draft agreement and its attachments, and project deal-points must be attached with the CAO package, as CAO will not review or draft an agreement without a draft Council Agenda.

CAO will review the draft agreement prior to the Council authorization date and may ask for an electronic version of draft agreement in Microsoft Word for their review comments/revision. Project Manager should forward the comments to and obtain revisions from the partnered agency and facilitate the meeting between the counsel of agencies if needed. CAO will initial the draft agreement once they are satisfied with the terms.

1.4.3.5. Assemble Council Agenda Package

The Council Agenda package should be assembled and submitted for review/approval the same manner as other PBW Council Agenda items.

1.4.4 Execute Agreement



Once the City Council approves the resolution to authorize the agreement and the stamped resolution is available, Project Manager should begin circulating the agreement package to obtain the signatures from the Assistant City Manager, and then the Assistant City Attorney who reviewed/approved/initialed the draft agreement. The partially executed agreement and the Council Resolution should be forwarded immediately to the partnered agency for final execution. A formal transmittal letter is required, and it is recommended to keep a copy of the documents being transmitted. The final executed agreement (original) must be filed at the City Secretary's office, along with the Council Resolution.

1.4.5 Amendment to Agreement

The agreement must be amended when project scope, project limits, agency's responsibilities, project cost, or funding obligation changed. The amendment to the original agreement must be authorized by the City Council and the process is the same as the agreement.

1.4.6 Termination of Agreement

The agreement may be terminated if one of the agencies requests to cancel the project. However, the agency who desires to cancel the project will have to pay back all funds previously received for the project and all direct and indirect project costs previously incurred by the other agency.

Agreement Samples

1. AFA Samples:

Many AFA samples can be found in the Interagency folder (IAC) of PBW internal network drive.

2. RTR Agreements Samples:

- [Template TxDOT, local entity agreement \(on-system projects\)](#) [PDF]

For RTR projects with SOME OR ALL WORK ON the state highway system

- [Template TxDOT, local entity agreement \(off-system projects\)](#) [PDF]

For RTR projects ENTIRELY OFF the state highway system

- **TxDOT, NCTCOG, local entity agreement (sustainable development projects)**

3. PSA Samples:

Many PSA samples can be found in the Interagency folder (IAC) of PBW internal network drive.

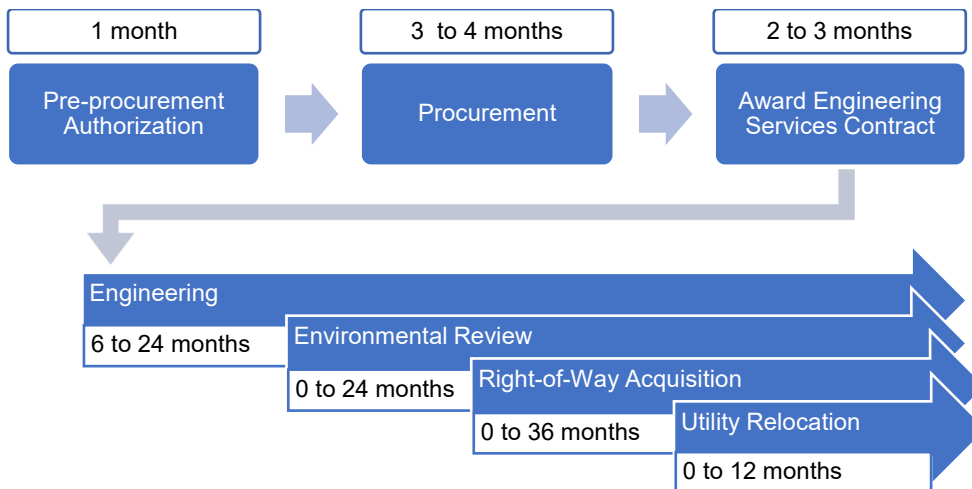
4. Amendment to Agreement:

Many amendment samples can be found in the Interagency (IAC) folder of PBW internal network drive.

CHAPTER 2 – DESIGN

SECTION 2.0 – OVERVIEW

The activities during design phase include the following conceptual steps:



Environmental Process typically begins during the preliminary engineering/design phase (30% design stage). Right-of-Way Acquisition and Utility Relocation typically begin at 60% of Engineering design stage. All four activities can proceed concurrently and must be completed before bidding/ letting for the Construction phase.

SECTION 2.1 – LEAD AGENCY

2.1.0 Overview

The design process and requirements of a partnership project depend on the type of funding sources:

Federal and state funded projects, excluding RTR:

- **MUST** use federal/TxDOT design standards including PS&E preparation and environmental documentation and design procedure as outlined in LGPP Manual and LGPM Guide
- Can follow City’s design procedure (e.g., procurement, management) if federal/state fund only apply to construction (i.e., the City does not seek for reimbursement of design cost).

Local funded projects (Dallas County and non-federal/state/RTR):

- Use City design and plan/specification preparation standards. Refer to City’s [design manuals and specifications](#).
- Follow City’s design procedure (e.g., procurement, management). Refer to Section 13, 14, 15, and 16 of the City’s Project Management Procedure Manual (PMP).

RTR funded Off-System projects:

- Use City design and plan/specification preparation standards. Refer to City’s [design manuals and specifications](#).
- Follow City’s design procedure (e.g., procurement, management). Refer to Section 13, 14, 15, and 16 of the Project Management Procedure Manual (PMP).

- **MUST** follow the environmental review process, and invoice/status reporting process established and required by NCTCOG. The [implementation guidance](#) for these requirements can be found at NCTCOG website.

RTR funded Sustainable Development projects:

- Use City design and plan/specification preparation standards. Refer to City’s [design manuals and specifications](#).
- Follow City’s design procedure (e.g., procurement, management). Refer to Section 13, 14, 15, and 16 of the Project Management Procedure Manual (PMP).
- **MUST** follow the environmental review process, and invoice/status reporting process established and required by NCTCOG. The [implementation guidance](#) for these requirements can be found at NCTCOG website.
- **MUST** follow the review and approval process established and required by NCTCOG. These requirements are typically outlined in the Funding Agreement.

2.1.1 Pre-Procurement Coordination and Authorization from Partnered Agency

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

- If federal/state funds apply to the engineering phase of the project, the City MUST request notice to proceed and receive the following from TxDOT before beginning procurement process:
 - Federal Project Authorization Agreement (FPAA) and State Letter of Authority (SLOA)
 - o FPAA will not be required if only state fund applies
 - Approval of City’s Procurement Procedure
- If federal /state funds do not apply to the engineering phase of the project, FPAA and SLOA is not be required. Approval of City’s procurement procedure by TxDOT is also not required.

RTR PROGRAMS

- **For RTR funded Off-system Projects**, the City MUST request and receive a notice proceed (NTP) from TxDOT
- **For RTR funded Sustainable Development Projects**, the City MUST request and receive a NTP from NCTCOG
- Approval of the City’s Procurement Procedure by TxDOT or NCTCOG is not required. The City can begin procurement process once receiving the NTP.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

Approval of the City’s Procurement Procedure by Dallas County or other non-federal/state/RTR funding partners is not required.

2.1.2 Procurement of Engineering Services

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

- The Request for Proposal (RFP) should include the services for environmental document preparation. It is recommended to use a TxDOT pre-certified firm to perform environmental document preparation.

- RFP MUST specify to follow TxDOT's standards and specifications for design, environmental, and PS&E.
- DBE goal MUST be used in lieu of M/WBE if federal/state funds apply to the engineering phase.

RTR PROGRAMS

After receiving NTP from TxDOT or NCTCOG, the City shall follow its procurement process, referring to Section 13 Engineering and Consultant Selection of the City's Project Management Procedure Manual (PMP).

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall follow its procurement process, referring to Section 13 Engineering and Consultant Selection of the City's Project Management Procedure Manual (PMP).

Other useful PMP references include:

- *Project Management Responsibilities Authority and Accountability Checklist* (PBW-FRM-332) of PMP provides detailed information of project manager responsibilities
- [EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION \(PBW-PRO-301\)](#)
- [EXHIBIT B2 – PLAN PRODUCTION WORKFLOW](#)

2.1.3 Pre-Award Coordination and Consent from Partnered Agency

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

- If federal/state funds apply to engineering phase, the City MUST formally request a written concurrence by TxDOT in the award of contracts. The City also MUST obtain the DBE goal from TxDOT and use it for awarding the contract.
- If federal/state funds do not apply to engineering phase, concurrence by TxDOT is not required.

RTR PROGRAMS

- **For RTR funded Off-system projects:**
 - If RTR funds apply to engineering phase, the City MUST formally request a written concurrence by TxDOT in the award of contracts.
 - If RTR funds does not apply to engineering phase, concurrence by TxDOT is not required.
- **For RTR funded Sustainable Development projects:**
 - If RTR funds apply to engineering phase, the City MUST formally request a written concurrence by NCTCOG in the award of contracts.
 - If RTR funds does not apply to engineering phase, concurrence by NCTCOG is not required.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

- If Dallas County or other non-federal/state/RTR funds apply to engineering phase, the City MUST formally request a written concurrence by Dallas County or other governmental agencies in the award of contracts.
- If Dallas County funds does not apply to engineering phase, concurrence by Dallas County is not required.

2.1.4 Prepare Council Agenda to Award Design Contract

After receiving the concurrence by the partnered agency for the Consultant proposal, Project Manager should schedule a Council date to award the engineering service contract and begin to prepare the Council Agenda. The process will be the same as awarding other city engineering services contract. The City shall follow its procurement process, referring to Section 13 Engineering and Consultant Selection and [Appendix 13-B Agenda Packet Information](#) of the City's Project Management Procedure Manual (PMP). Appendix 13-B of City's PMP is included as [APPENDIX B18](#) of this manual.

2.1.4.1. Schedule a Council date to authorize the agreement

In general, it will take approximately two to three months from beginning a Council Agenda to the Council date based on the Council agenda schedule calendar if all reviews go smoothly. The Council authorization date must be carefully selected to meet the deadline set by the funding program or partner.

2.1.4.2. Request PBW Capital Budget Section to provide funding information

Project Manager should submit a Capital Funding Request form for each funding source. For example, for a project consists of 10% city bond fund, 10% Dallas County MCIP fund, and 80% federal fund, you will need to submit three Capital Funding Request forms. "Capital Projects Reimbursement Fund" and "Fund 0556" are typically used for Dallas County funds and other agency's funds (i.e., public, and private) received for all projects. However, a new Fund name should be assigned to the federal, state, and RTR funds received for each project.

2.1.4.3. Draft Council Agenda

Council Agenda Information Sheet (AIS) and Resolution should be prepared in accordance with the guidelines developed by the City's Council Agenda Office. Refer to [Section 1.4.3.3](#) of this manual for typical elements of a Council Agenda involving interagency projects.

For awarding design contract, the Council Agenda should consist additional action to receipt and deposit and appropriation of non-City funds as below:

SUBJECT

Authorize (1) a professional services contract with **XXXX [insert Consultant's name]** for design of **XXXX [insert project name, limits, and scope]** in the amount of **\$XXXX [insert total contract amount]**; (2) the receipt and deposit of funds from **[insert agency's name]** in the amount of **\$XXXX [insert funding amount to be received from the agency]**; and (3) an increase in appropriations in the amount of **\$XXXX [insert funding amount to be received from the agency]** in the **[insert agency's Fund name provided by PBW Capital Budget Section]** – Total not to exceed **\$XXXX [insert total contract amount]** - Financing: **XXXX [insert Fund names provided by PBW Capital Budget Section and Dallas Water Utilities]**

BACKGROUND section should include 1) name of the project partner agency; 2) purpose of this Council action; and 3) project description/scope with estimated project cost and its breakdown for each agency.

FISCAL INFORMATION section should provide estimated project cost and its breakdown and for each funding source.

RESOLUTION should include 1) estimated project cost and its breakdown for each funding source; and 2) which agency is leading the project in WHEREAS. It should also include a SECTION stating “That the City of Dallas is responsible for any project cost overruns in excess of the Federal and State funding participation as described in the agreement,” if the project is funded by federal or state.

See an example in [EXHIBIT B9: Sample of Sample of Council Agenda Information Sheet \(AIS\) and Resolution \(CR\) for Design Award](#)

2.1.4.4. Assemble CAO package for preparing a contract with the Consultant

A copy of draft Council Agenda (i.e., AIS, map, and Resolution), draft agreement and its attachments, and project deal-points must be attached with the CAO package.

2.1.4.5. Assemble Council Agenda Package

The Council Agenda package should be assembled and submitted for review/approval the same manner as other PBW Council Agenda items. Refer to Section 13 Engineering and Consultant Selection and [Appendix 13-B Agenda Packet Information](#) of the City’s Project Management Procedure Manual (PMP)

Note: DBE goal MUST be used in lieu of M/WBE if federal/state funds apply to engineering phase.

2.1.5 Contract Administration

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

If federal/state funds apply to engineering, the City MUST use TxDOT’s design process. Refer to [Section 4 Contract Administration under Chapter 3 Non-Construction Projects of TxDOT LGPP Manual](#), [Section 3.4 Contract Administration of LGMP Guide](#).

RTR PROGRAMS

The City shall use its process to administer the engineering services contract. Refer to the City’s Project Management Procedure Manual (PMP) and flowcharts in [Exhibit B1](#) and [Exhibit B2](#) of this manual.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall use its process to administer the engineering services contract. Refer to City’s Project Management Procedure Manual (PMP) and flowcharts in [EXHIBIT B1](#) and [EXHIBIT B2](#) of this manual.

2.1.6 Engineering and Environmental Document

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

If federal/state funds apply to engineering, the City MUST use TxDOT’s standards and process for design, environmental documentation, and PS&E.

Unlike other agencies and typical project phases defined by the City, TxDOT’s Preliminary Engineering and Design Phase, as defined by [Section 1 Introduction under Chapter 4 Preliminary Engineering and Design](#)

[of TxDOT Local Government Projects Policy Manual \(LGPP Manual\)](#), actually includes SLOA, procurement of engineering services contract, schematic, and early phase of design at approximately 30% completion, including environmental scoping document/identification in compliance with the National Environmental Policy Act (NEPA). SLOA is under [Section 2.1.1](#) and procurement of engineering services contract is under [Section 2.1.2](#) of this manual.

2.1.6.1 General Design Guidelines

Refer to [Section 4.4 General design Guideline of TxDOT LG Project Management Guide \(LGPM Guide\)](#)

2.1.6.2 Preliminary Design Concept Conference

Follow the principles of design concept conference outlined in [Section 1 under Chapter 2 of TxDOT Project Development Process Manual](#)

2.1.6.3 Schematic Preparation and Approval

The City must prepare and obtain TxDOT's written approval of Schematic (at approximately 30% design completion) for new location or added capacity projects, before moving forward to the next phase of design. Allow 4 weeks for TxDOT review time.

Schematic is a drawing of proposed horizontal and vertical alignment of roadway or other linear facility (e.g., bridge), including existing and proposed right-of-way (ROW) limits, property lines and driveways. The schematic also conveys project information to the public during public meetings and hearings. Refer to [Section 3 Schematic Development in Chapter 1 Design General of TxDOT Roadway Design Manual \(RDM\)](#) for elements to be included in the Schematic.

Substantial changes to the approved schematic (e.g., alignment, ROW limits) after a public meeting or hearing will trigger submission of the revised schematic and repeat of review and approval process for the environmental document.

For less complex projects that do not change roadway alignment, curb lines, right-of-way limits, property lines (e.g., signage and marking for bike lane, sidewalk improvements), TxDOT may waive the schematic requirements and reduce number of review milestones. The City should discuss and coordinate with TxDOT.

2.1.6.4 Initiate Railroad Coordination

All work within railroad right-of-way (ROW) must be coordinated with the railroad owner. The City may not perform work within railroad ROW without the proper agreement, liability insurance, and special provisions. Depending on the impact to the railroad, the negotiations, plans, and final agreement can take 24 months or longer. Federal-aid projects are subject to compliance audit for railroad agreements completed prior to the project construction authorization date. Early coordination beginning in preliminary engineering and design phase is essential to reduce project delays which increase project cost, and the City should seek assistance from NCTCOG on negotiations if needed.

2.1.6.5 Environmental Document

The City or its Consultant should begin Environmental process during the preliminary engineering/design phase (30% design stage) to identify the environmental issues and the type of commitments for the project once the project schematic is approved by TxDOT. Most of the City's projects fall under categorical exclusion (CE). The Environmental document should be submitted to TxDOT for review after 60% design approval and all right-of-way parcels have been determined.

For federal and state funded projects (apply to any project phase), the projects must comply with federal/state environmental review, permitting, and other approval and public notice requirements [i.e., 43 TAC, Part 1, Chapter 2, Subchapter A and/or the National Environmental Policy Act (NEPA)].

The City must complete the process and obtain environmental clearance from TxDOT prior to construction letting. The detailed process with more information can be found in [Chapter 5 – Environmental Compliance of TxDOT's Local Project Management Guide \(LGPM Guide\)](#) and the companion [Chapter 5 of Local Government Project Policy Manual \(LGPP Manual\)](#).

Other useful information includes [TxDOT Environmental Tool Kit](#) and a TxDOT [LG Project Process Development Flowchart](#) for environmental Compliance phase.

2.1.6.6 PS&E Preparation, Review, and Approval ([PS&E Preparation Manual](#))

- Design Concept Conference
- Detailed Design
 - Follow TxDOT's online PS&E Preparation Manual
 - Submit plans to TxDOT for review at 60%, 95%, and 100% milestone (allow 4 weeks for TxDOT review time at each milestone)
 - Must obtain TxDOT's approval to move forward to the next milestone
 - Conduct review meeting if needed
- Design Exceptions or Waivers
- Develop Environmental Permits, Issues, and Commitments (EPIC) sheet
- Develop Specifications
- Develop Estimate
- [Final PS&E Submission checklist](#)
 - Pre-Submission checklist
 - PS&E checklist for letting

Refer to [Chapter 7 PS&E Development of TxDOT LGPM Guide](#) and the companion [Chapter 7 of Local Government Project Policy Manual \(LGPP Manual\)](#).

RTR PROGRAMS

• Engineering

The City shall follow its design standards and process for engineering. Refer to City's Project Management Procedure Manual (PMP).

Other useful PMP references include:

- *Project Management Responsibilities Authority and Accountability Checklist* ([PBW-FRM-332](#)) of PMP provides detailed information of project manager responsibilities
- [EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION \(PBW-PRO-301\)](#)
- [EXHIBIT B2 – PLAN PRODUCTION WORKFLOW](#)

For the RTR funded Sustainable Development projects, the City must host a 60% design review meeting with NCTCOG and obtain final plan/bid proposal approval from NCTCOG before advertising for construction.

- **Environmental Compliance**

The City MUST follow NCTCOG's process for Environmental Documentation, Project reporting, and closeout. NCTCOG's process can be found at their website: [North Central Texas Council of Governments – RTR Project Implementation Guidance \(nctcog.org\)](#)

RTR funded On-System Projects – For projects funded with RTR monies that are on the federal/state roadway system (e.g., on-system) must also comply with federal/state environmental review, permitting, and other approval and public notice requirements [i.e., 43 TAC, Part 1, Chapter 2, Subchapter A and/or the National Environmental Policy Act (NEPA)]. The same requirements as Section 6.1.0.

RTR funded Off-System Projects – For projects funded with RTR monies that are not part of the federal/state roadway system (e.g., off-system) and have no other federal/state transportation monies allocated to the project will not be required to comply with 43 TAC, Part 1, Chapter 2, Subchapter A, Rule 2.1(b)(3) as amended February 19, 2009. However, the agency responsible for implementing the project must comply with all environmental review and public involvement requirements applicable under federal and state law and a local environmental review focused on permitting and other approvals. To assist implementing agencies that may not have an established process in fulfilling the local environmental review requirements, NCTCOG has developed a local environmental review. To streamline the process, two types of environmental checklists in lieu of federal/state environment documents have been developed based on the project types.

The implementing (lead) agency must complete the environmental process and submit a copy of the approval and final checklist with support documents to NCTCOG prior to construction letting.

Environmental Review (updated by NCTCOG on 11/06/2012)

- [Instructions/Guidelines for Environmental Review Process for Local Projects \(Nov 2012\)](#) [PDF]
- [Full Checklist – Interactive PDF document form for environmental review \(Nov 2012\)](#) [PDF]
- [Simplified Checklist \(Nov 2012\)](#) [PDF]

RTR funded Sustainable Development Projects – Sustainable development projects funded by RTR monies have the same environmental review requirements and process as Off-System RTR projects. See previous paragraph in this section.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

- **Engineering**

The City shall follow its design standards and process for engineering. Refer to Section 14, 15, 16 of the City's Project Management Procedure Manual (PMP).

Other useful PMP references include:

- *Project Management Responsibilities Authority and Accountability Checklist* ([PBW-FRM-332](#)) of PMP provides detailed information of project manager responsibilities
- [EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION \(PBW-PRO-301\)](#)
- [EXHIBIT B2 – PLAN PRODUCTION WORKFLOW](#)

- **Environmental Compliance**

There is no environmental review requirement.

2.1.7 Right-of-Way Acquisition

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING REGIONAL TOLL REVENUE (RTR)

- If federal/state funds apply to right-of-way (ROW) acquisition,
 - TxDOT will assign a separate CSJ number to the project specifically for right-of-way acquisition
 - A separate SLOA and FPAA for ROW acquisition is also required before proceeding
 - The City Must submit and obtain approval of appraisals from TxDOT before proceeding
 - The City shall follow TxDOT's ROW acquisition process
 - ROW MUST be purchased prior to final environmental approval
 - The City is required to provide a ROW clearance statement before letting
- If federal/state funds do not apply to right-of-way (ROW) acquisition, the City can follow its ROW acquisition process and field notes preparation standards

Refer to [Section 2 Right-of-Way and Other Land Acquisition under Chapter 6 Right-of-Way and Utilities of TxDOT LGPP Manual](#) and [Chapter 6 Right-of-Way and Utilities of TxDOT LGPM Guide](#)

RTR PROGRAMS

The City shall follow its ROW acquisition process and field notes preparation standards. Refer to Section 12 Land/Easement Acquisition of City Project Management Procedure Manual (PMP).

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall follow its ROW acquisition process and field notes preparation standards. Refer to Section 12 Land/Easement Acquisition of City Project Management Procedure Manual (PMP).

2.1.8 Utility Relocation

Utility Relocation should begin at 60 to 65 % design level by releasing plans to utility companies.

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING REGIONAL TOLL REVENUE (RTR)

- If federal/state funds apply to utility relocation,
 - Approval for the utility relocation items by TxDOT is required before proceeding
 - The City shall follow TxDOT's utility clearance process
 - The City is required to provide a utility clearance statement before letting
- If federal/state funds do not apply to utility relocation, the City can follow its utility relocation process.

Refer to [Section 3 Utility Accommodation for Transportation Projects under Chapter 6 Right-of-Way and Utilities of TxDOT LGPP Manual](#) and [Chapter 6 Right-of-Way and Utilities of TxDOT LGPM Guide](#)

RTR PROGRAMS

The City shall follow its utility relocation process. Refer to Section 17 Utilities of the City Project Management Procedure Manual (PMP).

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall follow its utility relocation process. Refer to Section 17 Utilities of the City Project Management Procedure Manual (PMP).

2.1.9 Bid Documents Preparation

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

The City MUST

- **Submit Final PS&E (20 weeks prior to letting)**
- **Incorporate Required Provisions in Specification:**
 - The City should incorporate all applicable federal/state requirements in the bid documents.
 - Applicable items can be found in [Bid Document Preparation section under Chapter 7 PS&E Development of TxDOT Workbook](#) (page 41).
 - For off-system projects without state funds, the City may choose not to require potential bidders be prequalified by TxDOT.
 - The City should complete and submit [Bid Document Checklist](#) to TxDOT along with the PS&E submittal, and include it in project records.
- **Obtain DBE Goal from TxDOT**

Refer to [Section 6 Bid Document Preparation under Chapter 7 PS&E Development of TxDOT LGPP Manual](#) and [Section 7.6 Bid Document Preparation of TxDOT LGPM Guide](#).

RTR AND NON-FEDERAL/STATE FUNDING PROGRAMS

The City shall follow its requirements and process to prepare bid document. Refer to Section 32 Bid Phase of the City Project Management Procedure Manual (PMP).

SECTION 2.2 – NON-LEAD AGENCY

2.2.0 Overview

Other agencies could be the lead to implement the partnership project. In this case, the City's role would be focused on plan review, invoice review/processing, progress monitoring, and expenditure monitoring,

2.2.1 Partnership Project Plans Review and Coordination

Project manager shall review the plans prepare by the partnered agency and attend any meetings (e.g., design, community) hosted by the agency. Project Manager also shall facilitate communications with the City official/management or communities.

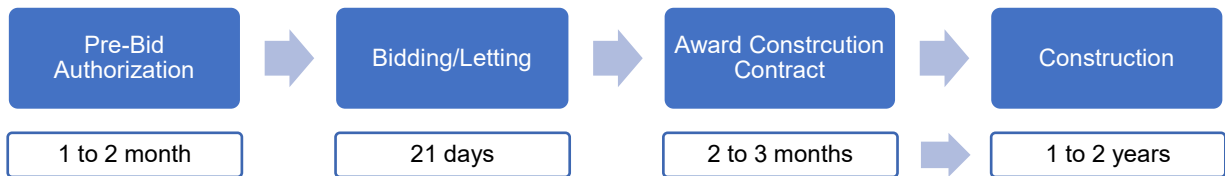
2.2.2 Authorize City's Share of Additional Funding if Required

Project Manager should monitor the total project expenditures and the agency's cost share and obtain authorization (i.e., Administrative Action or Council Action) for the additional city's share of cost or agreement amendment as needed. The process for the amendment agreement is the same as the original agreement that requires Council Action. Administrative Action only applies to additional payment amount less than \$100,000, pursuant to City Code Sec. 2-30(d)(8), and when the amendment to the original agreement is not required (e.g., AFA with TxDOT).

CHAPTER 3 – CONSTRUCTION

SECTION 3.0 – OVERVIEW

The activities during construction phase include the following conceptual steps:



SECTION 3.1 – LEAD AGENCY

3.1.0 Overview

The construction process and requirements of a partnership project depend on the type of funding sources:

Federal and state funded projects, excluding RTR:

- Can follow City’s daily construction management and inspection practice; however, **MUST** use the approved plans/specifications in bid documents by TxDOT and reporting as outlined in LGPP Manual and LGPM Guide
- **MUST** comply with Davis-Bacon Act and Buy America Act
- Must comply with Federal DBE Program. MWBE is not applicable to federal-aid projects

Local funded projects (Dallas County and non-federal/state/RTR):

- Shall follow City construction specification, management, and inspection practice. Refer to Section 32 thru 51 of the City’s Project Management Procedure Manual (PMP).

RTR funded Off-System projects:

- Shall follow City construction specification, management, and inspection practice. Refer to Section 32 thru 51 of the City’s Project Management Procedure Manual (PMP).
- **MUST** provide a monthly report to NCTCOG, through their [Revenue and Project Tracking System \(RAPTS\)](#) internal website.

RTR funded Sustainable Development projects:

- Shall follow City construction specification, management, and inspection practice. Refer to Section 32 thru 51 of the City’s Project Management Procedure Manual (PMP).
- **MUST** provide a monthly report to NCTCOG, through their [Revenue and Project Tracking System \(RAPTS\)](#) internal website.

3.1.1 Pre-Bid Coordination and Consent from Partnered Agency

FEDERAL/STATE FUNDING PROGRAMS, EXCLUDING RTR PROGRAMS

For federal/state funded projects, the City **MUST** obtain approval of final PS&E, Environmental Document, SLOA and FPAA prior to bidding/letting. The City also **MUST** include TxDOT staff in the pre-bid meeting.

RTR PROGRAMS

For RTR funded Off-system projects, the City must obtain an approval of Environment Review checklist from NCTCOG. The City shall invite TxDOT staff to the pre-bid meeting.

For RTR funded Sustainable Development projects, the City must obtain an approval of Environmental Review checklist and a written construction notice to proceed (NTP) from NCTCOG before bidding/letting. The City MUST include NCTCOG staff in the pre-bid meeting.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall forward the final plans and specifications book to Dallas County for their record and obtain coversheet signature from Dallas County before bidding/letting. The City shall invite Dallas County staff to the pre-bid meeting.

3.1.2 Bidding/Letting and Concurrence in Award

FEDERAL/STATE FUNDING PROGRAM, EXCLUDING RTR PROGRAMS

The City can only begin to advertise a project after receiving TxDOT's approval of PS&E, Environmental Document, SLOA, and FPAA if applicable. [Chapter 8 Letting and Award of TxDOT's Local Government Project Management Guide \(LGPM Guide\)](#) provide additional guidelines on the required practice to be followed during advertising a LG project.

Bidding/Letting

On federal funded projects, the minimum advertisement date is three weeks (21 days). On state funded projects, the minimum advertisement date is two weeks (14 day). Federal regulations take precedence on projects receiving federal funds. This requirement is outlined in [Section 2: Letting in Chapter 8: Letting and Award of TxDOT's Local Government Projects Policy Manual](#).

Addenda

- On federal/state funded projects, TxDOT must approve any proposed addenda
 - for "major" addenda, prior to release to prospective bidders
 - for "minor" addenda, prior to construction award
- The City must assure all addenda are available to all bidders and must document all bidders receive all addenda.

Concurrence in Award

The City must formally request concurrence by TxDOT in the award of contracts. The request must be in writing and include bid tabulation, bid analysis, and recommendation of award, rejecting all bids, rebidding, or canceling the project. Federal/state funded projects shall be awarded to the lowest responsive bid. In the event that the lowest bid or all bids are rejected, a written justification must be enclosed with the request. This requirement is detailed in [Section 3: Contract Award in Chapter 8: Letting and Award of TxDOT's Local Government Projects Policy Manual](#) and the basic policy is explained in [23 CFR 635.114\(a\)](#).

RTR PROGRAMS

The City shall follow its bidding process to advertise, open bids, evaluate bids, and award contract. Refer to Section 32 Bid Phase of the City's Project Management Procedure Manual (PMP).

- For RTR funded Off-system projects, the City shall forward bid tabulation to TxDOT for their consent.
- For RTR funded Sustainable Development projects, the City MUST provide the bid tabulation and obtain a written approval by NCTCOG for the award of the contract.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall follow its bidding process to advertise, open bids, evaluate bids, and award contract. Refer to Section 32 Bid Phase of the City's Project Management Procedure Manual (PMP).

- The City MUST forward the bid tabulation and obtain a written concurrence by Dallas County in the award of contract.

3.1.3 Prepare Council Agenda to Award Construction Contract

After receiving the concurrence by the partnered agency for the construction bid, Project Manager should schedule a Council date to award the construction contract and begin to prepare the Council Agenda. The process will be the same as awarding other city construction contract. The City shall follow its procurement process, referring to Section 32 Bid Phase of the City's Project Management Procedure Manual (PMP).

3.1.3.1. Schedule a Council date to authorize the agreement

In general, it will take approximately two to three months from beginning a Council Agenda to the Council date based on the Council agenda schedule calendar if all reviews go smoothly. The Council authorization date must be carefully selected to meet the deadline set by the funding program or partner.

3.1.3.2. Request PBW Capital Budget Section to provide funding information

Project Manager should submit a Capital Funding Request form for each funding source. For example, for a project consists of 10% city bond fund, 10% Dallas County MCIP fund, and 80% federal fund, you will need to submit three Capital Funding Request forms. "Capital Projects Reimbursement Fund" and "Fund 0556" are typically used for Dallas County funds and other agency's funds (i.e., public, and private) received for all projects. However, a new Fund name should be assigned to the federal, state, and RTR funds received for each project.

3.1.3.3. Draft Council Agenda

Council Agenda Information Sheet (AIS) and Resolution should be prepared in accordance with the guidelines developed by the City's Council Agenda Office. Refer to [Section 1.4.3.3](#) of this manual for typical elements of a Council Agenda involving interagency projects.

For awarding construction contract, the Council Agenda should include additional action to receipt and deposit and appropriation of non-City funds as below:

SUBJECT

Authorize (1) a professional services contract with **XXXX [insert Contractor's name]** for design of **XXXX [insert project name, limits, and scope]** in the amount of **\$XXXX [insert**

total contract amount]; (2) the receipt and deposit of funds from [insert agency's name] in the amount of \$XXXX [insert funding amount to be received from the agency]; and (3) an increase in appropriations in the amount of \$XXXX [insert funding amount to be received from the agency] in the [insert agency's Fund name provided by PBW Capital Budget Section] – Total not to exceed \$XXXX [insert total contract amount] - Financing: XXXX [insert Fund names provided by PBW Capital Budget Section and Dallas Water Utilities]

BACKGROUND section should include 1) name of the project partner agency; 2) purpose of this Council action; and 3) project description/scope with estimated project cost and its cost breakdown for each agency.

FISCAL INFORMATION section should provide estimated project cost and its breakdown for each funding source.

RESOLUTION should include 1) estimated project cost and its breakdown for each funding source; and 2) which agency is leading the project in WHERERAS. It should also include a SECTION stating “That the City of Dallas is responsible for any project cost overruns in excess of the Federal and State funding participation as described in the agreement,” if the project is funded by federal or state.

See an example in [EXHIBIT B10: SAMPLE OF COUNCIL AGENDA INFORMATION SHEET \(AIS\) AND RESOLUTION \(CR\) FOR CONSTRUCTION AWARD](#)

3.1.3.4. Assemble CAO package for preparing a contract with the Contractor

A copy of draft Council Agenda (i.e., AIS, map, and Resolution), draft agreement and its attachments, and project deal-points must be attached with the CAO package.

3.1.3.5. Assemble Council Agenda Package

The Council Agenda package should be assembled and submitted for reviewed/approval the same manner as other PBW Council Agenda items. Refer to Section 32.15 Agenda Packet/Bid Phase of the City's Project Management Procedure Manual (PMP)

Note: DBE goal MUST be used in lieu of M/WBE if federal/state funds apply to engineering phase.

3.1.4 Contract Administration

The City shall follow its management and inspection practice to manage the day-to-day construction activities. Refer to Section 32 thru 51 of the City's Project Management Procedure Manual (PMP) and process flowcharts in [EXHIBIT B1](#) and [EXHIBIT B2](#) of this manual.

All projects must be completed in accordance with the approved plans, specifications, authorized changes.

FEDERAL/STATE FUNDING PROGRAM, EXCLUDING RTR PROGRAMS

- In general, the City must ensure the project is constructed in compliance with the approved PS&E and any changes to the bid documents (e.g., plan revisions, change orders) must be approved by TxDOT.
- It is the City's responsibility to ensure compliance with plans, specifications and authorized changes through its inspection services and other contract administration actions.
- For all City let projects, independently of the contractor, the City shall also provide construction materials testing as part of the LG's quality assurance.
- The costs for the City's management, inspection, and materials testing are not eligible for reimbursement.
- The critical contract elements applicable to construction process are described in Section 9.3 Application of Contract Elements During construction of TxDOT [LGPP Manual](#) and [LGPM Guide](#), including change order, DBE, Prevailing Minimum Wage (Davis-Bacon Act), certified payroll, Form FHWA-1273, etc.
- Project Manager should work with PBW Construction Division to submit contractor/subcontractor progress payment information monthly to TxDOT.
- The City should include TxDOT staff in the pre-construction meeting and final walk thru.

The required practices and responsibilities of the City are described in Section 9.2 Construction Administration of TxDOT [LGPP Manual](#) and [LGPM Guide](#).

RTR PROGRAMS

- The City shall follow the City's procedure to administer the construction. Refer to Section 32 thru 51 of the City's Project Management Procedure Manual (PMP) and process flowcharts in [EXHIBIT B1](#) and [EXHIBIT B2](#) of this manual.
- For RTR funded Off-system projects, the City should obtain TxDOT's concurrence on change orders and provide monthly project status through NCTCOG's online reporting system (<http://rtrinternal.nctcog.org>). Refer to [Chapter 5 Project Accounting](#) of this manual for reporting details. The City should invite TxDOT staff to final walk thru.
- For RTR funded Sustainable Development projects, the City should obtain NCTCOG's concurrence on change order and submit reimbursement request to NCTCOG. The City should invite NCTCOG staff to final walk thru.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

The City shall follow the City's procedure to administer the construction. Refer to Section 32 thru 51 of the City's Project Management Procedure Manual (PMP) and process flowcharts in [EXHIBIT B1](#) and [EXHIBIT B2](#) of this manual.

SECTION 3.2 – NON-LEAD AGENCY

3.2.0 Overview

Other agencies could be the lead to administer the construction of a partnership project. In this case, the City's role would be focused on change order review, invoice review/processing, progress monitoring, and expenditure monitoring.

3.2.1 Partnership Project Site Visit and Coordination

Project Manager should routinely visit the construction site and interpret City's construction standards/specification as needed. Project Manager should also facilitate communication with the City official/management or communities.

Once the construction is completed by the lead agency, the City should attend lead agency's final walk thru and provide a punch list for correction. The City should issue a substantial acceptance letter to the lead agency (e.g., Dallas County, TxDOT, etc.) once all corrections are satisfied.

[See an example in EXHIBIT B11: SAMPLE OF ACCEPTANCE LETTER](#)

3.2.2 Review Change Orders

Project Manager should review and provide written approval of the change orders by lead agency.

3.2.3 Authorize City's Share of Additional Funding if Required

Project Manager should monitor the total project expenditures and the agency's cost share and obtain authorization (i.e., Administrative Action or Council Action) for the additional city's share of cost or amendment agreement as needed. The process for the amendment agreement is the same as the original agreement that requires Council Action. Administrative Action only applies to additional payment amount less than \$100,000, pursuant to City Code Sec. 2-30(d)(8), and when the amendment to the original agreement is not required (e.g., AFA with TxDOT).

CHAPTER 4 – PROJECT CLOSEOUT

SECTION 4.0 – OVERVIEW

Project Closeout typically includes review of project completion/acceptance, final project records/documentations (including final record drawing, right-of-way acquisition, utility relocation), final project cost and each agency's final cost share, and project final audit. Once the project is close out, the project files should be securely stored and protected until the legal document retention requirements specified in the agreement have been met.

SECTION 4.1 – LEAD AGENCY

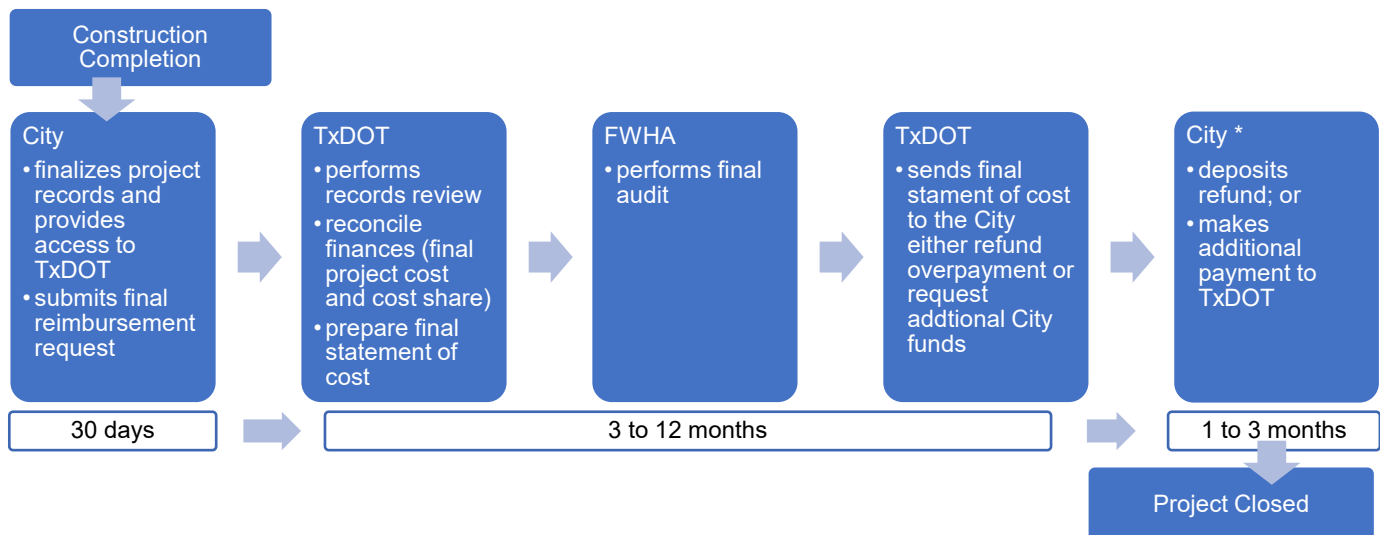
4.1.1 Project Closeout Document Preparation and Submittal

Within 30 days of project completion, the City is typically required to submit the final reimbursement request and project records (either through physical or electronic access) to the partnered agency for final review.

FEDERAL AND STATE FUNDING PROGRAM, EXCLUDING RTR PROGRAMS

The final phase of a federal/state funded project is the project closeout and establishment of maintenance agreement if needed. For the federal/state funded Off-system projects, the City is required to maintain the improvements for a minimum of 10 years. The Chapter 10 of TxDOT's [Local Government Project Management Guide \(LGPM Guide\)](#) describes the procedure required to close out the project and established a maintenance agreement.

The general project closeout tasks include the following:



*No AFA amendment is needed as the Council Resolution should have already include authorization to deposit unused fund advanced to TxDOT, and the terms of AFA provide that the City is responsible for project cost overruns in excess of federal/state funding participation for the project. An Administrative Action (if payment amount less than \$100,000 per City Code Sec.2-30(d)(8)) or a Council Action will be needed to make additional payment to TxDOT.

RTR PROGRAMS

For RTR funded On-System Projects: TxDOT is typical implementing(lead) agency and RTR funds were paid to TxDOT directly. The City usually has no participation for this type of project, rather than reviewing plans as needed.

For RTR funded Off-System Projects: Within 30 days of project completion, the implementing agency is required to submit the following items in the order they are listed below:

1. The Project Closeout Checklist for RTR Advance Projects to NCTCOG for staff concurrence. After review, NCTCOG will provide a letter of concurrence to TxDOT and the submitting agency. Click [here](#) for the [Project Closeout Checklist](#).
2. Then, submit the Closeout Submittal package to TxDOT with the following information:
 - a) NCTCOG's Letter of Concurrence for project completion
 - b) Signed Notification of Completion document acknowledging each individual project(s) completion to TxDOT
 - c) Certification of the date project was opened to traffic
 - d) Certification of date of project completion
 - e) Confirmation that final inspections have been conducted, if applicable.
 - f) An accounting statement outlining the total RTR funds received, project expenditures and interest earnings on advanced funding.
 - g) A check made payable to the Texas Department of Transportation for any excess RTR funds and interest earned. Distinction must be made between interest earnings and excess RTR funding by the RTR account (121 RTR Subaccount 1, 121 RTR Subaccount 2, etc.)

For NCTCOG funded Sustainable Development Projects: There are different steps to closing a Sustainable Development RTR project. Close-outs for Sustainable Development projects are overseen through NCTCOG. Within 60 days of completion of a sustainable development project (i.e., inspections complete and project open to traffic), the close-out actions should occur in the order listed below:

1. Implementing Agency submits a Closeout Report (Section 11) to NCTCOG that documents: - Actual project costs - Final program activities - Documentation of significant progress towards overall project completion (Building Permit Requirement) - Local sponsors must submit the close-out report no later than three (3) years after execution of the funding agreement
2. NCTCOG staff begins closeout process and review of documents provided by agency.
3. NCTCOG staff will submit documentation for sustainable development project closeouts to TxDOT.
4. TxDOT reviews and provides final close-out

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

Within 30 days of project construction completion, the City shall finalize the project record and submit final reimbursement request to Dallas County or non-federal/TxDOT/NCTCOG partnered agencies. The process is similar to the federal/state funded projects, except Dallas County may provide a project expenditure summary in lieu of final statement of cost. Project Manager should validate Dallas County's expenditure summary against the City's project expenditure tracking sheet and PSA, and reconcile the amounts as needed.

SECTION 4.2 – NON-LEAD AGENCY

If the City is not the lead agency to implement the project, Project Manager should review project record provided by the lead agency and validate the requested final reimbursement amount against City's project expenditure tracking sheet and cost share amounts specified in the interlocal agreement. Reconcile the amounts with the lead agency as needed.

Project Manager should obtain authorization (i.e., Administrative Action or Council Action) for the additional city's share of cost or amendment agreement if required. The process for the amendment agreement is the same as the original agreement that requires Council Action. Administrative Action only applies to additional payment amount less than \$100,000, pursuant to City Code Sec. 2-30(d)(8), and when the amendment to the original agreement is not required (e.g., AFA with TxDOT).

CHAPTER 5 – PROJECT ACCOUNTING

SECTION 5.0 – OVERVIEW

Project accounting tasks should be performed throughout the project duration to avoid accounting problems when the project is completed. The tasks focus on submitting, tracking, and reporting of financial progress of projects, including costs (expenditures), billings (invoicing/reimbursement requests) and revenues (reimbursements received). It is recommended that Project Manager routinely updates the project expenditures/reimbursements tracking sheet, checks it against the funding amount authorized by the agreement, and communicates with partnered agencies on the account receivables. Project Manager should also follow the City or TxDOT procedures, depending on the funding program, to properly document project records.

SECTION 5.1 – LEAD AGENCY

5.1.0 Reimbursement Request and Status Reporting

Project Manager should prepare and submit reimbursement requests to partnered agencies. A typical reimbursement request package should include the following:

- **A cover letter** – states project name/limits, project number (CSJ or MCIP No.), service period, reimbursement amount
- **An invoice** – summarizes a total expenditure within service period, cost share breakdown per project phase, and amount due. TxDOT requires the invoice to be certified by Project Manager.
- **Supporting documents** – include Consultant's invoices and proof of payments or Contractor's monthly pay estimates and proof of payments with required status reports (Bi-weekly barricade, SW3P, DBE monthly progress, Prompt Payment) and schedule.

FEDERAL AND STATE FUNDING PROGRAM, EXCLUDING RTR PROGRAMS

Advance Payments:

For most of federal and state-aid projects, the City must make advance payments to TxDOT to cover the costs of the following work by TxDOT:

- TxDOT oversight costs (including project review costs)
- Acquiring right-of-way
- Developing engineering plans (if TxDOT is to administer the design)
- Constructing the project (if TxDOT is to administer the construction)

Advance payments to TxDOT are typically authorized along with AFA at the beginning of the project. The City must advance the City's share of project cost in the amount and timeframe specified in AFA, prior to TxDOT starting the work. In addition to the executed AFA, an invoice from TxDOT is required by the Controller's Office to process payment.

Reimbursement Requests:

When the City is the lead agency to implement the project, the City is allowed to submit reimbursement requests, with attached status report and schedule, no more frequently than once per month. The City is not required to submit invoices on a monthly basis but is strongly encouraged to submit reimbursement requests

each month when work is performed or as directed by AFA. For months where no reimbursement is requested, the City should submit a status update stating the reason. The City must submit reimbursement request in a consistent manner during the term of the project after the fund is obligated. A federal-aid project may be defined as an inactive project obligation if no expenditure for a year, and as the result federal fund may be de-obligated. The City should make every effort to submit a reimbursement request and provide justification for inactivity. If no financial progress is being made and federal is unsatisfied with the City's justification, the federal funds could be forfeited.

If a reimbursement request falls within two separate TxDOT fiscal years (*please note that TxDOT fiscal year ends on August 31*), it must be split proportionally into two invoices.

The costs for the City's management (staff time) (*excluding Green Ribbon Program projects, detailed in Section 1.2.2 of this manual*), in-house design, inspection, and construction material testing are not eligible for reimbursement. The traffic items (e.g., traffic signal controllers, street name signs, signal work) may be reimbursable, if the City obtains TxDOT's approval for performing the work and set up a force account at the beginning of the project or obtains a sole source approval before letting.

RTR PROGRAMS

NCTCOG is responsible for overseeing the progress of the all RTR funded projects, including On-system, Off-system, and Sustainable Development projects.

For RTR funded Off-system projects:

Invoicing/Status Reporting

RTR Program for Off-system projects is not reimbursement-base, and it provides full fund upfront at the beginning of the project. However, entities implementing RTR funded projects are required to submit monthly reports to NCTCOG through the online reporting system (<http://rtrinternal.nctcog.org>) for each phase of each project awarded RTR funding. The monthly reports should:

- Reference the TxDOT CSJ and NCTCOG TIP code
- Provide start and completion date estimates for each phase
- Identify the Phase for which funds are being expended
- Provide current period expenditures using RTR funds
- Provide current period expenditures using local matching funds
- Describe work completed during the current period
- Note the percent of phase completed to date
- Provide the interest rate earned during the current period on cash advance
- Provide the dollar amount of interest earned on cash advance during the current period

Establishing a User Account for the Online Reporting System

NCTCOG has developed an online system for implementing agencies to submit monthly reports which can be found at <https://rtr.nctcog.org>. Prior to submitting information using this system, a user account will need to be set up in the system. To gain access to the system, please submit a letter signed by your City Manager or other appropriate official identifying the names and email addresses of any individuals who are authorized to report financial and project status data. Please note that any authorized individuals for an entity will be able to report information for all projects implemented by that entity.

- [Online Reporting Instructions](#) [PDF]

Letters authorizing use of the system may be submitted to:

Ken Bunkley (*or most current NCTCOG personnel who oversees the RTR reporting*)

Principal Transportation Planner

Transportation Project Programming

North Central Texas Council of Governments

P.O. Box 5888

Arlington, Texas 76005-5888

Alternatively, letters may be scanned and emailed to [Ken Bunkley](#). Following receipt of a signed letter, an account will be established, and users will receive an e-mail with information on how to log into the system.

Any reports submitted to NCTCOG prior to creation of the online reporting system will be entered into the online system by NCTCOG staff. All future reports should be submitted using the online system.

For RTR funded Sustainable Development projects:

RTR funded Sustainable Development projects are reimbursement-base. The City submits the reimbursement request to NCTCOG for their review and approval. Once NCTCOG approves the reimbursement request, they forward it to TxDOT for payment processing. NCTCOG will withhold 10% of the requested reimbursement amount, in accordance with the terms of the agreement. Then, the payment is made by TxDOT directly to the City. The City provides the status report by updating the Section 11 document.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

- The City should request reimbursements from Dallas County immediately after payments are made to the Consultant or the Contractor.
- The City may include City's management cost (staff time) in the reimbursement request for projects selected by Dallas County 7th Call for Projects. Refer to Dallas County MCIP Master Agreement for details.
- There are no specific requirements by Dallas County in reimbursement package.

5.1.1 Audit Preparation

One of the common misinterpretation elements during an audit is "service period." Oftentimes the construction payments were made few months later than the service period, due to the late pay estimates submittals or revision time to correct errors by the Contractor. If "invoice date" or "payment date" were mistakenly used to generate the financial reports, it may show a false account balance if these dates fall outside of the fiscal year being audited.

Another common element causing the false account balance is not all transactions were accounted for all "Fund types" previously authorized for the project.

To avoid these mistakes, Project Manager should keep a complete record of past funding authorizations for the project and develop a tracking spreadsheet with cost share breakdown in accordance with the percentage specified in the agreement and authorized “Fund type.” The payment should be tracked by “service period,” the period when the work was performed.

FEDERAL AND STATE FUNDING PROGRAM, EXCLUDING RTR PROGRAM

The City is required to perform annual Single Audit A-133 for all federal and state funded projects. The City Controller’s Office collects project records from all departments, then prepare and submit the Single Audit A-133 report to federal, TxDOT, and NCTCOG.

RTR PROGRAMS

TxDOT may perform audit of RTR projects at any time of any project phase.

DALLAS COUNTY AND NON-FEDERAL/STATE/RTR PROGRAMS

There are no specific audit requirements for Dallas County and non-federal/state/RTR funding programs.

SECTION 5.2 – NON-LEAD AGENCY

5.2.0 Reimbursement Request from Partnered Agency

The payment to the lead agency for the City’s share of project cost is typically authorized along with the interlocal agreement at the beginning of the project.

- If TxDOT is the lead agency, the City must advance the City’s share of project cost in the amount and timeframe specified in AFA, prior to TxDOT starting the work. In addition to the executed AFA, an invoice from TxDOT is required by the Controller’s Office to process payment.
- If Dallas County or other agency is the lead, the City will make payments after the work is performed and invoiced by these agencies.
- For projects with Dallas County, the PSA may also cover water and wastewater improvements funded 100% by DWU. Since PSA is managed by PBW, PBW’s Project Manager should forward Dallas County’s invoice to DWU’s Project Manager for review and approval of DWU items, and then process the payment for both PBW and DWU items.

CHAPTER 6 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

SECTION 6.0 – OVERVIEW

Transportation Improvement Program (TIP) is a funding process and listing of transportation projects within the purview of the Metropolitan Planning Organization (MPO) area with committed federal/state/local funds. NCTCOG and RTC are the MPO of the Dallas Fort-Worth Metropolitan Area. TIP is developed every two years to create a short-term programming/planning document that lists approximately 4 years of funded transportation projects, through a cooperative effort between NCTCOG, TXDOT, local governments, and transportation authorities. These projects are drawn from and consistent with the rural long-range plan (statewide plan), or Metropolitan Planning Organization (MPO) long-range plans known as a Metropolitan Transportation Plans (MTPs)

Projects in the TIP were selected through either calls for projects or strategic project selection programs that are described in [Section 1.1](#) of this manual.

Statewide Transportation Improvement Program (STIP) is TxDOT's capital improvement program that includes the TIP documents for the 25 MPOs in Texas, and all rural transportation projects that are not included in MPO's TIP documents. ***Federal dollars cannot be spent on a project in TIP unless that project is listed in STIP individually or by reference.***

The project managers of projects listed in TIP must ensure their projects conform to the metropolitan transportation plan, the air quality regulations, environmental clearance documents, intent of the funding program and project scope prior to the construction letting.

SECTION 6.1 – LEAD AGENCY

6.1.0 Activate Project in TIP

To activate (i.e., add) a new project, both TIP and STIP must be modified. The lead agency (the City) is responsible to enter the TIP modification request for activating the new project through NCTCOG's [Revenue and Project Tracking System \(RAPTS\)](#). Once the request is entered, NCTCOG staff will process the request to first obtain RTC approval of TIP revision, and then forward it to TxDOT for STIP revision. TIP modifications can be approved within 2 to 3 months, but it takes approximately 6 months to process and receive STIP revision approval. A total of 6 to 9 months will be needed to complete both TIP and STIP action.

When entering the TIP modification request, the typical project information will include project name, limits, scope, schedule, cost, and funding break down for each phase (design, construction, right-of-way/utilities) per fiscal year.

The City must obtain the CSJ number from TxDOT. If the CSJ number is not yet available when activating a new project, leave it blank. TxDOT may give a temporary CSJ number at the time of activation. If a different CSJ number is shown on the draft AFA later, ensure to validate it with TxDOT.

TxDOT will utilize the exact project information texts (project name, limits, scope) in TIP to draft AFA. Any variation from the texts shown in TIP may require a future TIP modification. Be certain the accurate project information is entered into TIP.

When entering the schedules and funding breakdown for TIP modification request, consult with TxDOT and NCTCOG programming staff.

When having discussions with the TIP team about project funding requests, inform them you would like to utilize Policy Bundle TDCs in lieu of the local match. When submitting your TIP Modification, select TDC (MPO) as one of the funding rows and put the amount to be used (20% of the federal amount, not of the total cost) under the Regional Share column. The TIP Modification team will note Policy Bundle TDCs were awarded to the project. TDCs is detailed in [Section 1.2.6](#) of this manual.

[See an example in EXHIBIT B12-1, 12-2, 12-3: SAMPLE OF TIP ACTIVATION REQUEST](#)

6.1.1 Request TIP Modification if Required

A TIP modification is needed when a TIP project changes (e.g., scope, cost, implementing agency, federal funding year) or is to be added, deleted, or altered.

Once the lead agencies enter the TIP modification requests, NCTCOG staff processes the TIP modifications in the following two main categories:

- Revisions Required RTC Action
 - Change of a project scope
 - Delete a project
 - Add a project
 - Authorize a cost increase of more than \$400,000
- Administrative Amendments
 - Cost increase less than \$400,000
 - Projects that do not add roadway capacity
 - Landscaping
 - Preventive maintenance
 - Environmental mitigation projects are added to TIP
 - Minor changes to intersection and signal projects
 - Other changes that do not impact RTC-selected funding (e.g., Phase changes, Updates to TxDOT project tracking system)

NCTCOG staff forwards the TIP modifications to TxDOT for further STIP revisions if

- A project or project phase is added or deleted
- The scope or limits of an existing project changes
- 50% or greater cost increase on a project with a total project cost of greater than \$1.5 million

TIP modifications can be approved within 2 to 3 months, but it takes approximately 6 months to process and receive STIP revision approval. A total of 6 to 9 months will be needed to complete both TIP and STIP action. The City should initiate the discussions about potential project changes with NCTCOG and TxDOT staff early to ensure the revisions can be completed by the desired date.

[See an example in EXHIBIT B13: SAMPLE OF TIP MODIFICATION REQUEST](#)

6.1.2 Project Progress Report to NCTCOG

RTC adopted the MPO Milestone Policy in June 2015 to review projects funded for at least 10 years and have not advanced to construction. Projects identified as Milestone Policy projects must undergo a reapproval process that requires the project sponsor to confirm whether the project is still a priority


(including Council action), an updated project schedule, and confirmation of the availability of local matching funds.

The City has projects within this category, and NCTCOG has required the City to provide a routine project status reporting for all City projects listed in TIP.

SECTION 6.2 – NON-LEAD AGENCY

There is no action by the City if the City is not the lead agency.

EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION (PBW-PRO-301)

 City of Dallas	Document Number:	PBW-PRO-301	Revision Number:	3
	Approved By:	Assistant Director	Effective Date:	10/30/17
	Description of Last Change:	Update Information		
Document Title:	Capital Projects – Design Through Construction 4.2, 5.2, 5.4, 5.5, 6.2.1, 7.1, 7.2, 7.3, 7.4 n ISO 9001:2008			

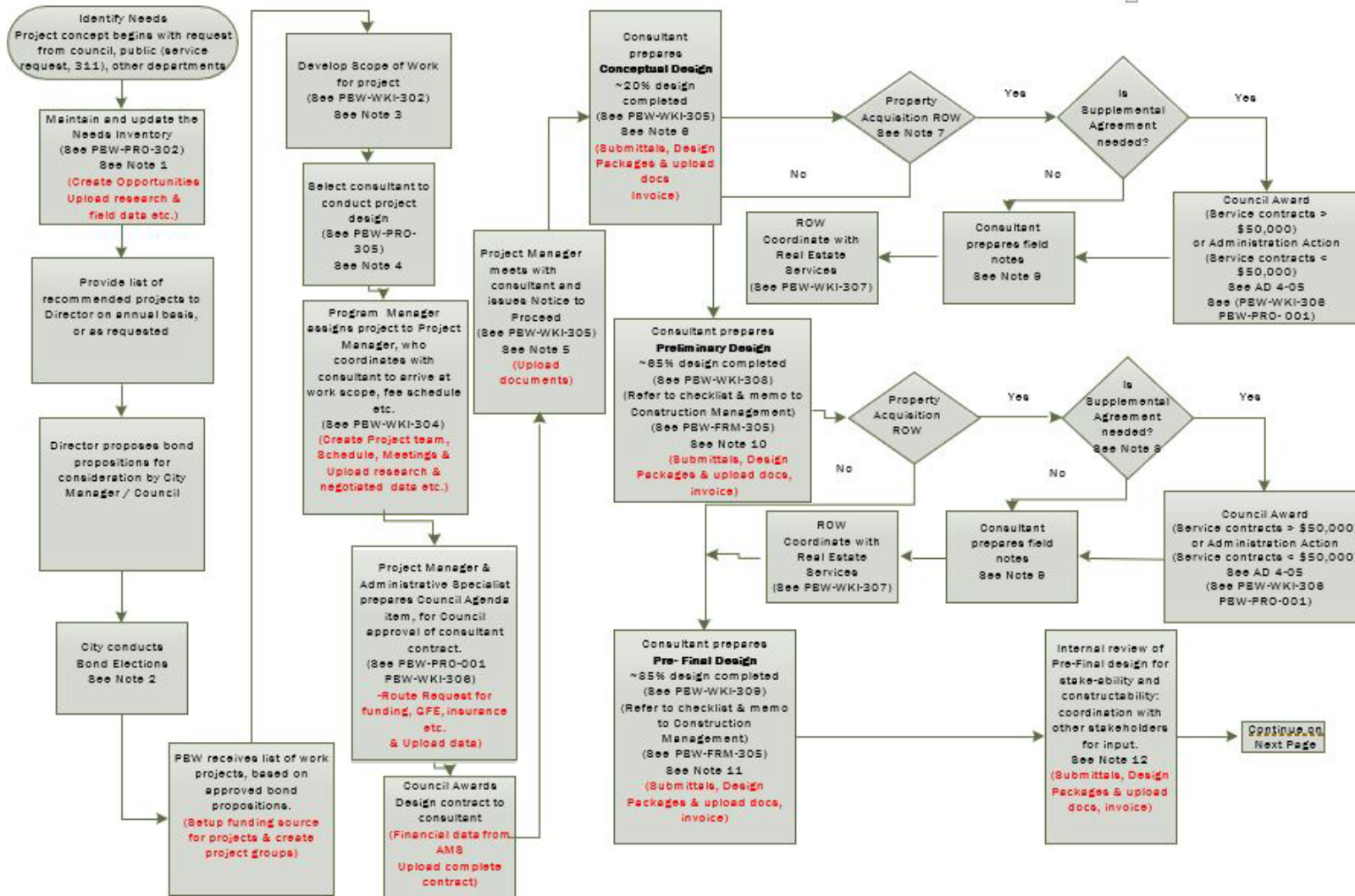



EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION (PBW-PRO-301) (CONTINUED))

 City of Dallas	Document Number:	PBW-PRO-301	Revision Number:	3
	Approved By:	Assistant Director	Effective Date:	10/30/17
	Description of Last Change:	Update Information		
Document Title:	Capital Projects – Design Through Construction <small>4.2, 5.2, 5.4, 5.5, 6.2.1, 7.1, 7.2, 7.3, 7.4 in ISO 9001:2008</small>			

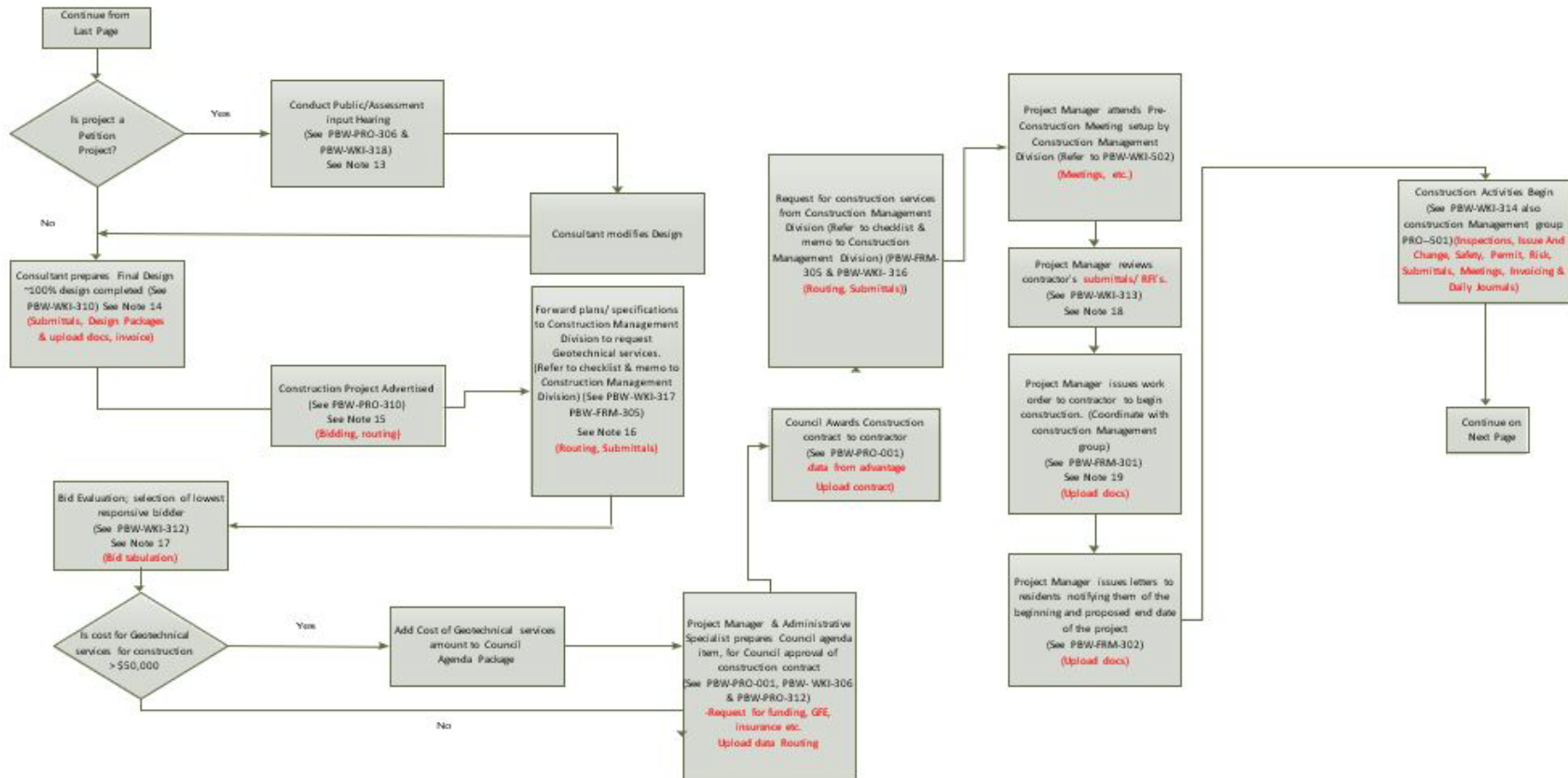


EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION (PBW-PRO-301)
(CONTINUED)

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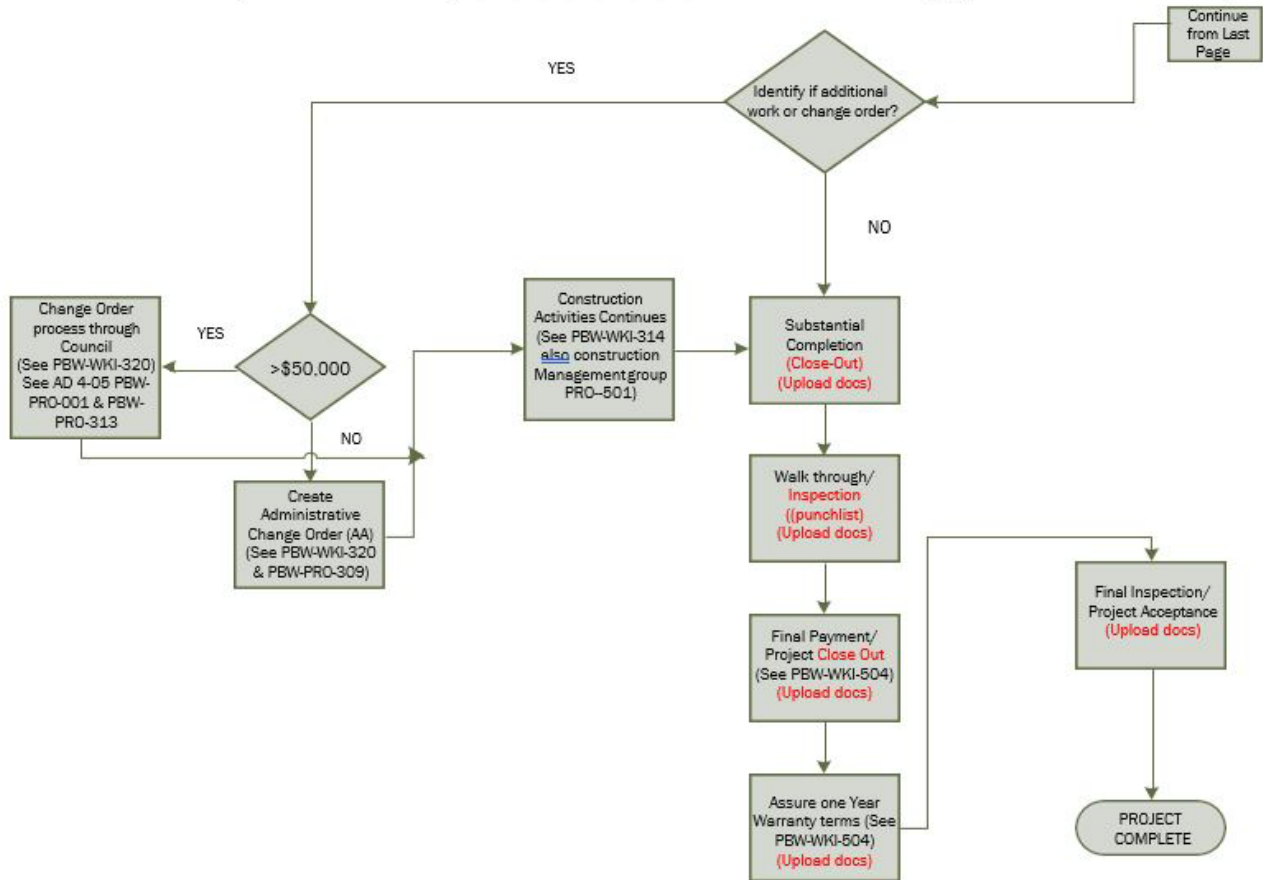


EXHIBIT B1 – CAPITAL PROJECTS – DESIGN THROUGH CONSTRUCTION (PBW-PRO-301)
(CONTINUED)

NOTES:

1. Department of Public Works compiles and maintains an inventory of needed public infrastructure within the City. This inventory of infrastructure needs is necessary in order for the City and to develop goals, strategies and programs to:
 - Improve the quality of life of its citizens
 - Support livable communities and
 - Enhance and encourage the overall economic development of the City.
2. A City bond election is a bond issue used by a City, typically to finance a building project or other capital project. These measures are placed on the ballot by City council members to be approved or defeated by the voting public.
3. The main purpose of the scope definition is to clearly describe the boundaries of your project. The elements within the scope and out of the scope are well defined in order to clearly understand what will be the area under the project control.
4. Selection of consultant to design the project is to obtain most qualified consultants and minimizes /eliminates legal issues later
5. A notification letter from the owner addressed to the contractor stating the date on which the contractor can begin project work
6. Conceptual design is the very first phase of design. The conceptual design phase provides a description of the proposed system in terms of a set of integrated ideas and concepts about what it should do, behave, and look like, that will be understandable by the users in the manner intended.
7. See PBW-WKI-307 ROW Property Acquisition Process
8. A supplemental agreement is needed if the work scope changes causing an increase in the project cost
9. Field Notes are the official written record of the survey, certified by the field surveyor and approved by proper authority. The field notes of a survey normally have the following information:
 - The county in which the land is located;
 - The authority under which the survey is made and a true description of the survey ;
 - The land by proper field notes with the necessary calls and connections for identification;
 - A diagram of the survey;
 - The date the survey was made; and
 - The signature of the surveyor.
10. Preliminary design is the second phase of design. The 65% milestone includes 15% Phase I-Pre-design (conceptual design) plus 50% Phase II-Preliminary Design for a total of 65% at completion.
11. Pre-Final design is the third phase of design. Pre-Final Design is a total of 85% design completed.
12. Constructability Review - The process of reviewing project design documents to identify factors that may affect the construction schedule or budget and the general ability to construct the project as designed. Primary emphasis is on materials selection, systems relationships, construction sequence, skilled labor requirements, climate, and physical characteristics of the site.
13. Pavement Assessment Process assesses property owners who abut a paving project to recover a portion of the project costs. All property owners are informed of the project by the City through project meetings and other notices before any assessments are made. Paving Projects are created in the SAP System (City's Billing System) once council levy assessments. Special Collection Division (SCD) collects paving fees for Department of Public Works when the project is completed.
14. Final design is the fourth and final phase of design . Final Design is a total of 100% design completed.
15. Advertisement for Bid - Notice of the time and place to submit competitive bids. Notice shall be published in the official newspaper (a newspaper of general circulation in the City of Dallas) once a week for two consecutive weeks prior to the time set for letting such contract. Date of the first publication is to be at least 14 days before the date set for letting such contract.
16. Geotechnical Services: It includes, without being limited to, the analysis, design and construction of foundations, slopes, retaining structures, embankments, roadways, tunnels, levees, wharves, landfills and other systems that are made of or are supported by soil or rock.
17. Bid Evaluation: After the submission deadline, the process of opening, examining, and evaluating bids to determine the bidders' responsibility, responsiveness, and other factors associated with selection of a bid for contract award.
18. RFI: A request to clarify construction documents or methods of construction. It is also the procedure for receiving, processing, and responding to a contractor's request for information (RFI). The process is designed to eliminate change orders caused by poor communication between the City and the contractor.
19. Work Order: Written order from the customer providing specific or blanket authorization to the contractor to proceed with the performance of the contract without further instructions. Work orders differ from job orders in the breadth of the scope.

EXHIBIT B2 – PLAN PRODUCTION WORKFLOW

PLAN PRODUCTION WORKFLOW

Conceptual Design Process Workflow
 City of Dallas, Department of Public Works

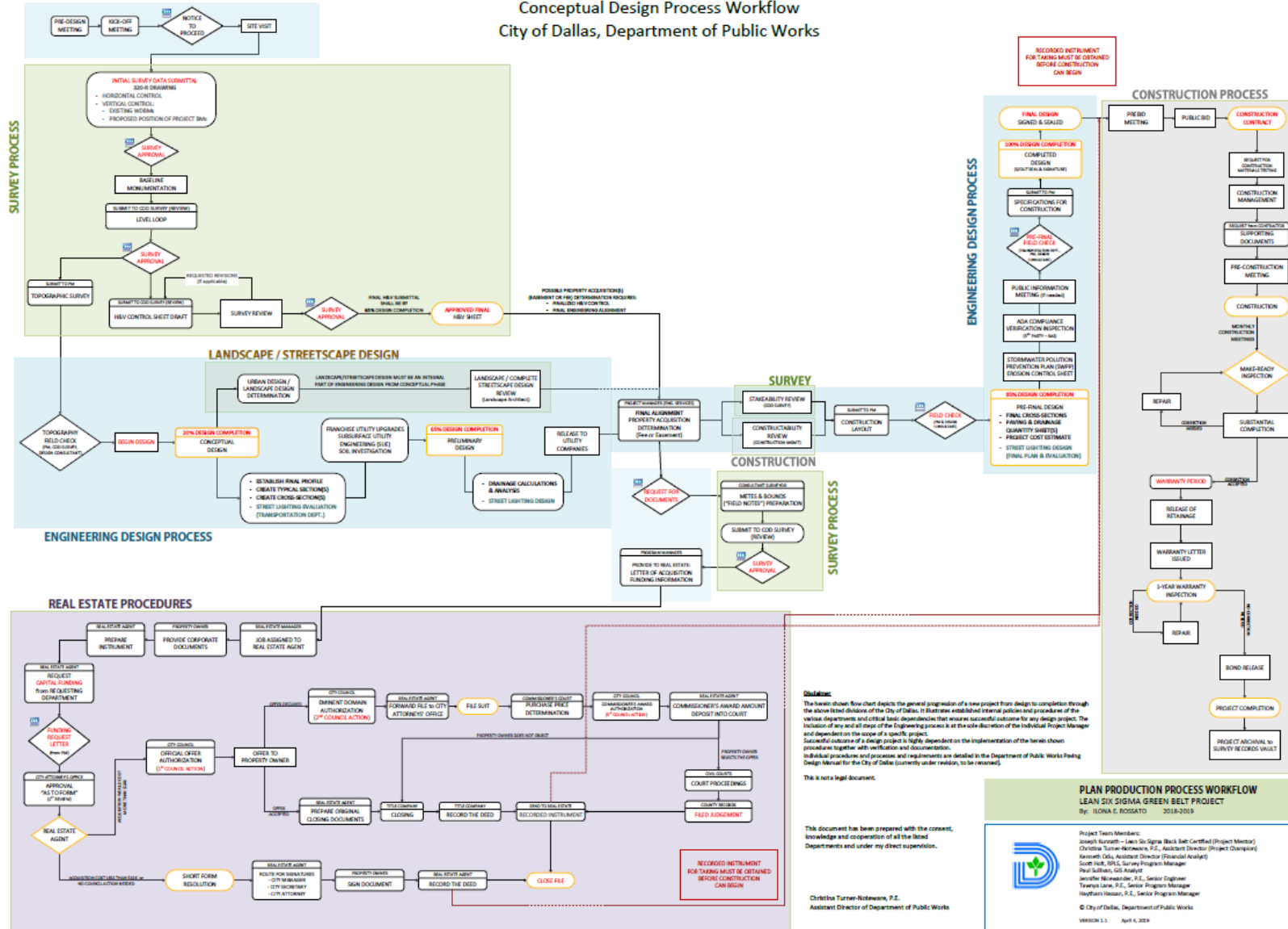


EXHIBIT B3: SAMPLE OF COUNCIL RESOLUTION FOR SUBMISSION AND FUNDING COMMITMENT

COUNCIL CHAMBER
140830
May 28, 2014

WHEREAS, the Regional Transportation Council, comprised primarily of local elected officials, is the regional transportation policy board associated with the North Central Texas Council of Governments and the regional forum for cooperative decisions on transportation; and,

WHEREAS, the Regional Transportation Council approved approximately \$28 million for the current Transportation Alternatives Program call for projects on February 13, 2014; and,

WHEREAS, the City of Dallas intends to submit transportation alternative project applications for the Trinity Skyline Trail Project and Rosemont Safe Routes to School Project to the North Central Texas Council of Governments prior to the May 30, 2014 deadline; and,

WHEREAS, the Regional Transportation Council requires the submittal of a resolution as part of the Transportation Alternatives Call for Project application submission

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. The City of Dallas supports the Trinity Skyline Trail Project and the Rosemont Safe Routes to School Project as applied for in the 2014 Transportation Alternative Program Call for Projects application.

Section 2. The City of Dallas will serve as the public sponsor and lead project contact on this project. The City of Dallas agrees to designate a single point of contact for the project.

Section 3. The City of Dallas commits to fund or pass through funds from other sources for a minimum local cash or in-kind match of 20 percent of the total project cost.

Section 4. The City of Dallas confirms that City of Dallas, not the Regional Transportation Council, will be responsible for any cost overruns.

Section 5. The City of Dallas understands and acknowledges that all awarded funding is provided on a reimbursement basis.

Section 6. That is resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY
CITY COUNCIL

MAY 28 2014

Lucas D. Lewis
City Secretary

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

Additional program information can be found in TxDOT's 2019 SRTS/TA Call for Projects Program Guide
<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>
 NOTE: All attachments must be submitted in letter-sized (8.5" x 11") format.

APPLICANT INFORMATION

1. Project Sponsor Name (Only one entity can act as project sponsor)
 City of Dallas

2. Jurisdiction Population
 1,197,816 (Based on 2010 US Census)
 Metropolitan

3. Type of Organization/Agency/Authority (Select from dropdown below)
 Local Government

4. Project Sponsor Contact Information (Authorized representative)

Contact Person:	T.C. Broadnax	Title:	City Manager
Mailing Address:	1500 Marilla St	Physical Address:	1500 Marilla St
Mailing City:	Dallas	Physical City:	Dallas
Zip Code:	75201-6318	Zip Code:	75201-6318
Contact's Phone:	214-670-3297	Entity's Main Phone:	214-670-3297
Email:	tc.broadnax@dallascityhall.com	Website:	www.dallascityhall.com

PROJECT DESCRIPTION

5. Project Name
 Rosemont SRTS

6. Project Location Information

TxDOT District: Dallas Texas County: Dallas

Is the project located within Metropolitan Planning Organization (MPO) boundaries? Yes

Is the project located within the boundaries of a Transportation Management Area (TMA)? Yes

Project location: Describe using street name, adjacent waterway, or other identifying landmark.

On or adj. to: Jefferson Blvd From: Stewart Dr (ex. 1st Avenue)
 (ex. Main Street) To: Jefferson Blvd (ex. 3rd Avenue)

Provide a Google map link: see Detailed Application Instructions for guidance.
<https://drive.google.com/open?id=1Cr1UGxLawAU-5KH-7cc8x8a8yR1X2VC&usp=sharing>

If project involves multiple locations, please provide project limits for the major segment in above blanks. Additionally, please create a complete list of all improvement locations using the descriptive limits and beginning and ending latitude/longitude and label this attachment as **A-Project Location Information** - No more than 2 pages.

Project location in relation to roadways: On/along a non-TxDOT roadway

7. Project Description (See Detailed Application Instructions. Description must fit in the space provided.)
 The proposed project will improve pedestrian and bicyclists routes for students traveling to Rosemont Schools. Proposed improvements will take place on the established right-of-way and will include sidewalk improvements, buffered/shared bike lanes, and safer pedestrian crossings at street intersections. These improvements will be along: Mary Cliff Road, Ranier Street, Winnetka Avenue, Windomere Avenue, Carty Street, Montclair Avenue, Davis Street, and Polk Street. Other pedestrian improvements: installing barrier free ramps, high visibility crosswalks, signage, and updating school zones to TMUTCD Standards along identified corridors.

FUNDING OPPORTUNITIES BY PROGRAM

8. Select all funding opportunity(ies) sought based on the determined eligibility from Step 1 of the application process.

Safe Routes to School Nonurban Transportation Alternatives Conditional Project List (Transportation Alternatives)

NOTE: Budget pages will remain blank unless the associated funding opportunity is checked.

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

PROJECT DETAILS

9. Project Details

Provide a project layout (required) at scale with clearly labeled streets, end points, and all construction locations as an attachment. Additional recommended attachments include typical sections and photographs that describe and provide details about the project. Attachments for this section should be labeled as **B-Project Details. (No more than 15 pages)**

If the project plans are 30% or more complete, include only example sheets as attachments and provide a weblink for plan review here:

The construction plans for this project are currently: Under Development 20 % complete

Primary facility type: Sidewalks Total length: 2.50 miles Facility width: 5 feet Material depth: 4 inches Surface type/material: Concrete	Secondary facility type: Bike Lane Total length: 3.00 miles Facility width: 11 feet Material depth: 6 inches Surface type/material: N/A
--	--

Does the project include lighting adjacent to a roadway within state-maintained right-of-way? No

Does this project include bridge improvements? No Total # of proposed bridges:

Note: if more than one bridge is proposed, identify the bridge with the longest span length in the detailed application and identify additional bridges in an attachment.

Structural Materials (Deck/ Beams): N/A

Bridge construction: N/A Bridge length: ft Bridge width: ft Rail type: N/A

SAFETY

10. Identified bicycle and/or pedestrian safety hazards and countermeasures

Check all of the safety hazards located within the project limits. Next to each checked safety hazard, state the proposed countermeasure(s) addressing the hazard identified. Provide additional countermeasures, information about countermeasures, and photos of safety hazards as an attachment: **C-Safety Hazards and Countermeasures**. Clearly identify these features on **Map 1-Safety** and include in attachment C.

<input type="checkbox"/> High roadway speed (45 mph or greater)	<input style="width: 100%;" type="text" value="Countermeasure..."/>
<input checked="" type="checkbox"/> Hazardous intersection/conflict point	<input style="width: 100%;" type="text" value="Install ADA Ramps"/>
<input checked="" type="checkbox"/> Uncontrolled intersection/crossing	<input style="width: 100%;" type="text" value="High visibility crosswalks"/>
<input checked="" type="checkbox"/> Lack of bike/ped infrastructure	<input style="width: 100%;" type="text" value="Install bike lane markings and signage"/>
<input type="checkbox"/> High motor vehicle traffic volume	<input style="width: 100%;" type="text" value="Countermeasure..."/>
<input type="checkbox"/> On-street parking	<input style="width: 100%;" type="text" value="Countermeasure..."/>
<input checked="" type="checkbox"/> Wide roadway crossing (3 or more lanes)	<input style="width: 100%;" type="text" value="Install neckdowns & curb extensions"/>
<input type="checkbox"/> Lack of lighting	<input style="width: 100%;" type="text" value="Countermeasure..."/>
<input type="checkbox"/> Other <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Countermeasure..."/>

11. Bicycle and/or pedestrian infrastructure elements

Which of the following features are part of the proposed project? Check all that apply. Clearly identify these features on **Map 1-Safety**. New bicycle/pedestrian infrastructure...

<input type="checkbox"/> closes a gap in bicycle or pedestrian network	<input checked="" type="checkbox"/> features traffic markings/signage
<input type="checkbox"/> features new traffic signalization*	<input type="checkbox"/> addresses railroad/highway/water crossing
<input checked="" type="checkbox"/> features traffic calming elements	<input checked="" type="checkbox"/> new bicycle &/or pedestrian infrastructure
<input type="checkbox"/> separates bicycles &/or pedestrians from motor vehicle traffic	<input type="checkbox"/> includes a vertical separation element (e.g. curb, flexible delineator, bollard)
<input type="checkbox"/> facility is offset from road (>5')	

* must meet warrants

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

CONNECTIVITY AND ACCESSIBILITY

12. Connectivity to destinations

Does the project provide bicycle and pedestrian access to major destinations immediately surrounding the project area that are likely to attract bicycling or walking trips? Please check destinations below and clearly label on **Map 2- Connectivity** and include in attachment **D- Connectivity**.

<input checked="" type="checkbox"/> School	<input type="checkbox"/> Community center	<input type="checkbox"/> Fresh foods (grocery stores, farmers mkts)
<input checked="" type="checkbox"/> Park	<input type="checkbox"/> Central Buisiness District	<input type="checkbox"/> Health facility (medical center, sports field)
<input checked="" type="checkbox"/> Neighborhood	<input type="checkbox"/> Commercial Center	<input type="checkbox"/> Other special trip generator (label on map)
<input type="checkbox"/> Library	<input checked="" type="checkbox"/> High density residential	<input type="checkbox"/> Other school facility (label on map)
<input type="checkbox"/> Major employer		

13. Connectivity to multimodal transportation

a. Transit: Does the project support multi-modal transportation by providing access to a rail station, streetcar, and/or a bus stop? Please clearly label on **Map 2- Connectivity**. Yes

b. Bike/ped: Does the project connect to existing or planned bicycle and pedestrian facilities? Please check the facilities to which this project would connect and clearly label on **Map 2- Connectivity**. Project connects to:

Bicycle facilities Pedestrian facilities

14. Barrier Elimination

Does the project eliminate an existing barrier to travel and provide safe crossing of that barrier by individuals with disabilities, pedestrians, bicyclists, and other non-drivers of all ages and abilities? Please clearly label on **Map 2- Connectivity**.

ADA barriers Four lane or larger roadways Waterbody(ies) Railroad

Other

15. SRTS Connectivity to K-8 Schools **SRTS ONLY**

All eligible SRTS projects should be located within a contiguous route to school from locations of interest to school children (parks, neighborhoods, community centers, libraries, other school facilities, etc.). Please provide a clearly labeled map showing a contiguous route to a K-8 school from destinations of interest for school children. Label attachment as **Map 2- Connectivity** and include in attachment **D- Connectivity**.

QUALITY OF LIFE AND ECONOMIC NEED

TxDOT is interested in how the project improves access to everyday destinations for underserved communities. TxDOT will analyze census data to determine if the project will improve access for seniors, individuals with disabilities, racial or ethnic minorities, people without private vehicles, or low-income communities.

TA Quality of Life **TA ONLY**

TxDOT is interested in projects that enhance livability by creating infrastructure that can help residents integrate physical activity into everyday routines. TxDOT will evaluate this criterion by reviewing answers to item 12 and **Map 2- Connectivity**.

16. SRTS and Economic Need **SRTS ONLY**

In the blank provided, please list the K-8 schools that the proposed project will directly serve. The project must create a contiguous route to the schools listed. TxDOT will evaluate school free or reduced lunch program data to determine the level to which the proposed SRTS project is building safe routes to schools with the greatest economic need. Separate schools with semi-colons.

Rosemont Elementary School; Rosemont International Preparatory Middle School; St. Cecilia's School

Page 3 of 12

Revision 1: Effective 10/03/2022

Appendix - Exhibits

Page 73

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

ECONOMIC DEVELOPMENT		TA TA ONLY
<p>17. Long-distance bicycle tourism</p> <p>Does the project implement a segment or locally favored alternative on the Bicycle Tourism Trail Example Network, improve non-motorized connections between population centers, and/or extend or develop other regional nonmotorized route for tourism?</p> <p>Label attachments to support your answer as E- Long Distance Bicycle Routes.</p> <p>[Select] ▼</p>		
<p> TxDOT is interested in projects that improve access to major employers, central business districts, and/or commercial centers. TxDOT will evaluate this criterion by reviewing answers to item 12 and Map 2- Connectivity.</p>		
LOCAL SUPPORT		
<p>18. Project Sponsor Resolution</p> <p>An adopted resolution from the project sponsor's governing board is a required attachment to the detailed application. This attachment should be labeled F-Project Sponsor Resolution.</p>		
<p>19. Public Involvement and Support</p> <p>a. Public outreach events which engaged the public on this project can be summarized as a bulleted list or table, then attached as G- Public Outreach and Support. Has evidence of public meetings which discussed this project in the last five years been attached? Yes ▼</p> <p>b. List all collaborating partners and their role in developing/implementing the proposed project.</p> <p>None [Text Box]</p>		
<p>c. Letters of Support</p> <p>Attach letters of support from stakeholders including elected officials, community leaders, bike/ped stakeholders, school officials, PTA, affected/adjacent property owners, etc. (if available). Label attachment(s) as G- Public Outreach and Support.</p>		
<p>20. Maintenance and Operation</p> <p>Name the entity responsible for project maintenance and operation after construction. Attach a letter of commitment if maintenance and operation will be conducted by a third party and label it H- Maintenance Documentation.</p> <p>City of Dallas Public Works Department - Street Maintenance [Text Box]</p>		
<p>21. Planning</p> <p>a. Local Bicycle, Pedestrian, Safe Route to School, Corridor, Traffic Safety, Hazardous Route List, or other Transportation Plan (if applicable)</p> <p>Is the proposed project included in a local transportation plan? Yes ▼</p> <p>If yes, include as an attachment <u>only the cover and pages of the plan referring to this project</u>. Label attachment(s) as I- Local Planning - No more than 10 pages.</p> <p>Insert transportation plan weblink: [Text Box: https://dallascityhall.com/departments/transportation/bikeway/DCH%20Dc]</p>		
<p>b. Transition Plan for ADA Compliance</p> <p>Is the proposed project included in the project sponsor's Transition Plan for ADA compliance? No ▼</p> <p>If yes, include as an attachment only the cover and pages from the plan relevant to this project. Label attachment(s) as I- Local Planning - No more than 10 pages.</p>		
<p>22. MPO Transportation Improvement Program (TIP) Inclusion Letter (if applicable)</p> <p>If this project is located within the boundaries of an MPO, include a letter from the MPO to the project sponsor indicating their willingness to include the project in the local TIP, if funded. Label attachment as J- MPO TIP Letter.</p>		

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

SRTS ENCOURAGEMENT, EDUCATION, & ENFORCEMENT

23. List any existing or planned education, encouragement, and enforcement strategies to increase walking/biking to school in the blank provided and attach/label supporting documentation as **K- SRTS Encouragement Programs**. Supporting documentation can include promotional materials (flier, letter to parents), school board resolutions, reports (stats on participation in programs, and/or performance reports), etc.

The City of Dallas will sponsor a public meeting after the 60% plan review to educate citizens (parents, students, teachers) on the proposed plans. Traffic Management Training for DallasISD Police (attached).

Is a pre-project parent transportation survey and/or student travel tally included in attachment **K- SRTS Encouragement Programs**? Yes

If existing transportation surveys/tallies are unavailable, does the project sponsor commit to conduct a pre-construction parent survey or student tally? N/A

Does the project sponsor commit to conducting a post-construction parent survey or student tally? Yes

Include documentation in **K- SRTS Encouragement Programs**.

PROJECT COMPLEXITY

24. Did TxDOT District staff review this project during a District Review meeting? Yes

25. Environmental Documentation

a. An environmental document is required for all federally funded transportation projects. Some site characteristics may require additional environmental evaluation. Are there known environmental issues requiring coordination, permitting, or mitigation?
See Detailed Application Instructions for more details. No

b. Known historic sites are identified in the Texas Historic Sites Atlas (<https://atlas.thc.state.tx.us/>). After reviewing this resource, are there known historic properties near the proposed project requiring coordination? No

c. If there are known environmental or historic preservation issues, is there an approach to avoid delays in project development? No

If "Yes" is marked for either 25a, 25b, or 25c, then provide written description of potential coordination, mitigation, and/or permitting actions foreseen for the proposed project.
Label attachment(s) as **L- Environmental Documentation - No more than 10 pages**.

26. Property Ownership and Acquisition Information

All proposals must provide documentary evidence of the project sponsor's property rights by title of ownership, lease, or easement for all property within the project limits. Respond to a, b, & c below.

a. Has the property needed for the project already been acquired? N/A
If No - How many parcels will be acquired? Describe in the attachment how the property will be acquired. Include a commitment letter from current owner(s) demonstrating a willingness to transfer the property to project sponsor in accordance with state and federal laws.

b. Are there any known encroachments? (utilities, fences, adjacent property improvements) No
If Yes, identify known encroachments in an attachment.

c. Was property acquired after 1971 in accordance with the Uniform Act? N/A
Project property acquired after 1971 must have been acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (Uniform Act). If No, describe briefly when and how the property was acquired in an attachment.

Include details as attachment(s) **M- Property Ownership/Acquisition**.

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

27. Requirements - Signals, Beacons, and School Zones
 Projects proposing new traffic control devices including flashing beacons (RRFBs and PHBs) and school zones must attach supporting documentation demonstrating these improvements meet warrant/conditions in accordance with the TMUTCD and TxDOT policy.
 Label attachment(s) **N- Signals, Beacons, and School Zones**.

28. Railroad Support/Right of Entry Letter (if applicable)

a. Does the project encroach or cross railroad (RR) right-of-way (ROW)? No ▼
 If yes, the project sponsor must include documentary evidence from the railroad in support of the project and, where appropriate, a willingness by the railroad to enter into an agreement/contract with the local government for project implementation and provisions for right-of-entry for project construction. Where applicable, a cost for railroad work must be included in the budget.

b. If the project encroaches or crosses RR ROW, has coordination with the RR begun? n/a ▼

c. Does this project include rail banked right-of-way? No ▼
 Label attachment(s) as **O- RR Support/Right-of-Entry Letter** - No more than 10 pages.

29. Project Timeline
 Estimate the number of months it will take to complete this project (from planning through construction). Estimate the time required for each activity listed below. Several activities should be accomplished concurrently (such as environmental documentation, PS&E development, and property acquisition); as a result, the **Total Projected Time Estimate** will be less than the total of the time estimated for each activity. Refer to the 2019 TA/SRTS Program Guide for additional guidance.
 Label attachment(s) as **P- Project Timeline** - No more than 2 pages.

Months	Activities
6	Planning Activities (minimum 6 months) (Include the project in the STIP, execute local agreement with the department, complete required local government training, assign local government and department roles and responsibilities, etc.)
8	Project Design and Plan Preparation (minimum 6 months) (Solicit, select, negotiate, and execute contract(s) for engineering and environmental services. Develop construction Plans, Specifications, and Estimates (PS&E) to state and federal standards. Include time for review by TxDOT District and Division staff, a registered accessibility specialist, and other agencies as needed.)
6	Environmental Clearance (minimum 6 months) (Complete the NEPA Scope Development Tool, environmental documentation, and appropriate resource studies; consider environmental mitigation, permits, and review by resource agencies). All documentation and exhibits must meet state and federal standards.
0	ROW Acquisition (acquisitions should occur after environmental clearance) (Include time for surveying, appraisals, title transfer, etc. Only incidental utility adjustments may be eligible.)
0	Other- Describe briefly additional milestones not addressed elsewhere.
12	Project Construction/Implementation (minimum 12 months) (Include time for advertising, procurement of construction contractor, contract negotiations, site preparation, construction, inspection, project close-out, etc.)
20	Total Project Development Time Estimate

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

31. Additional Construction-Related Costs:

Work Activities	Quantity	Unit	Unit Price	Amount
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:				\$0

32. SRTS Project Design (PS&E) and Environmental Costs



Eligible costs to develop PS&E and environmental documentation may be included in the request for SRTS funds. Identify proposed engineering cost to be incurred by the project sponsor after project selection and after authorization to proceed. Only include costs if seeking reimbursement for these activities. Provide documentation of estimated engineering costs.

Label attachment(s) as **Q - SRTS Project Design** - no more than 2 pages .

Work Activities	Cost/Value	
Prepare PS&E	\$80,000	
Prepare environmental documentation	\$30,000	
Total:		\$110,000

33. TA Project Design (PS&E) and Environmental Costs (In-Kind Contributions)



Eligible costs to develop PS&E and environmental documents may be considered as In-Kind contributions for TA projects. In-kind contributions are eligible cost(s) proposed to reduce the project sponsor's cash match for construction. Identify proposed in-kind contribution costs to be incurred by the project sponsor after project selection and after authorization to proceed. Provide documentation of estimated in-kind costs.

Label attachment(s) as **R - In-Kind Contributions** - No more than 2 pages.

Work Activities	Cost/Value	
Total:		\$0

EXHIBIT B4: SAMPLE OF TXDOT TA CALL FOR PROJECTS APPLICATION (CONTINUED)

DETAILED APPLICATION: 2019 SRTS/TA CALL FOR PROJECTS

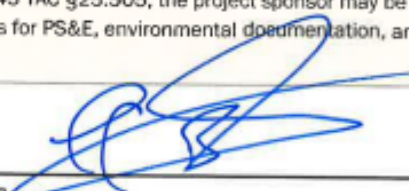
SRTS BUDGET SUMMARY		
34. SRTS Project Budget Summary (most lines automatically populate)		
Total Itemized Construction Cost Estimate (topic 30 total, from pages 7 & 8)	1.	\$688,036
Total Additional Construction-Related Costs (topic 31 total, from page 9)	2.	\$0
Total Construction Cost Estimate (line 1 + line 2)	3.	\$688,036
TxDOT Administrative Cost (15% of line 3)	4.	\$103,205
Total PS&E and Environmental Costs (topic 32 total, from page 9)	5.	\$110,000
Total Project Cost Estimate (line 3 + line 4 + line 5)	6.	\$901,242
Optional Local Match (No match required)	7.	
Federal Funds Requested	8.	\$901,242

Project sponsors may provide an Optional Local Match by typing a dollar amount in the light green box above. Providing a Local Match will reduce the federal funding requested.

SRTS PROJECT COMMITMENT

The applicant confirms understanding of the following requirements by checking boxes and signing below.

- This is a reimbursement program. If the project sponsor implements any stage of the project, then the project sponsor must finance that phase until reimbursement funds are available. Invoices must be submitted with proper documentation on a regular basis (typically monthly, but no less than quarterly).
- The project sponsor must not enter into a contract or incur costs for any aspect of the project for which the project sponsor is seeking reimbursement until authorized by TxDOT with a notice to proceed. Otherwise, the project sponsor risks incurring costs that will not be reimbursed.
- If TxDOT implements the project on behalf of the project sponsor, then any local match would be due in full to TxDOT prior to commencement of each phase of project development or construction. Project selection does not guarantee that TxDOT will implement a project on behalf of any recipient.
- Project sponsors may manage elements of the project development process with written TxDOT approval. To receive this approval, the project sponsor acknowledges that they must complete a form for Special Project Approval in accordance with 43 TAC §15.52 and undergo a Risk Assessment.
- Per 43 TAC §25.505, the project sponsor may be responsible for cost overruns in excess of the estimated costs for PS&E, environmental documentation, and construction to be determined on a case by case basis.

Signature: 

Print Name and Title: T.C. Broadnax, City Manager

Date: 8/9/2019

Telephone Number: (214) 670-3297

Refer to TxDOT's 2019 TA/SRTS Detailed Application Instructions for submittal instructions.

EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION

Form Name: 2019 MCIP 7th Call for Projects Application - FINAL
Submission Time: October 18, 2019 2:45 pm
Browser: IE 11.0 / Windows 7
IP Address: 66.97.145.63
Unique ID: 547132259
Location:

MCIP Project Eligibility Requirements

Is a signed Master Agreement in place? Yes

Is the City compliant with Orphan Road Policy Standards? Yes

Is the City able to provide the minimum 50% funding match? Yes

Is the project eligible per the Dallas County Road and Bridge (R&B) policy? Yes

Is the facility classified as at least a collector road on the Dallas County Thoroughfare Plan? Yes

Does the project provide enhanced capacity for motorized traffic? Yes

Does the project provide enhanced capacity and connectivity for bicyclists or pedestrians? Yes

Does the project provide enhanced connectivity to existing transit service? No

Does the project provide new transit service options? No

Does the project focus on increasing safety for transportation system users? Yes

Does the project propose using innovative or alternative transportation solutions? No

Is the facility or proposed mobility improvement identified on an adopted transportation plan? Yes

Project Identification

City or Town Name DALLAS

Does this project involve another city or transportation agency? No

EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION (CONTINUED)

County Commissioner District	4
Project Name/Location	Luna Road, Northwest Highway to Royal Lane, Complete Street
Project Start (From Limit)	Northwest Highway
Project End (To Limit)	Royal Lane
Project Length (mi)	1.7
Facility Type/Roadway Classification	Primary Arterial
Brief Description of Proposed Improvements	Construct complete street, including drainage features as 4-Lane undivided or 3 lane undivided with 12ft share-used path in the parkway along westside of roadway.
Select the project type that best applies to the proposed project:	Roadway Capacity & Connectivity
If the proposed project applies to an additional project type, select a secondary type:	Bicycle & Pedestrian
Applicant Contact Information	
Name	Chiamin Korngiebel
Address	320 E. Jefferson Blvd, Room 307 Dallas, TX 75203
Email	chiamin.korngiebel@dallascityhall.com
Phone	(214) 948-5362
Regional Mobility	
This project crosses geographical boundaries or is co-funded by neighboring cities	No
This project will enhance mobility on a regional transportation route	Yes
This project will provide improved access to a regional activity center	Yes
Description:	Luna Vista Golf Course, L.B. Houston Park, Moneygram Soccer Park at Elm Fork
Congestion & Traffic Impacts	

EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION (CONTINUED)

This project will create a new roadway connection	No
This project will increase roadway capacity (e.g. additional travel lanes)	Yes
This project will increase intersection capacity	No
Congestion & Traffic Impacts is not applicable to this project	No
Traffic Volume:	6591
Traffic Volume Source Year:	2014
Presence of bus and/or heavy truck traffic?	Yes

Multimodal Connectivity

This project adds or improves connectivity for pedestrians (e.g. sidewalks, shared-use paths, etc.)	Yes
This project adds or improves connectivity for bicycles (e.g. bike lanes, trails, etc.)	Yes
This project adds or improves connectivity to a transit facility (e.g. passenger rail station, bus stop, etc.)	No
Bicycle & Pedestrian Connectivity	Project improves a regional bicycle and/or pedestrian route (e.g. Veloweb trail, inter-jurisdictional route)
This project includes transportation modes/design elements appropriate for surrounding land uses	Yes
Describe the adjacent land use context or major destinations:	Industrial, recreational
Project provides alternative transportation choices for underserved populations?	Yes

Economic Vitality

This project is within a Dallas County Priority Area	Yes
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EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION (CONTINUED)

This project will support planned economic development Yes

Environmental Stewardship & Sustainable Growth

This project includes environmentally sensitive solutions or supports sustainable patterns of growth Yes

Description: This project will strengthen mobility in existing developed areas and foster walkable communities.

Safety

This project involves a facility with crash history or other known safety issues No

This project will improve safety or comfort for pedestrians and/or bicyclists Yes

Multimodal Safety

This project enhances safety and access for: Pedestrians
Bicyclists
Motorists

Safety Best Practices - Project includes FHWA Proven Safety Countermeasures: Yes

Description: Walkways, Road Diet,

Feasibility & Ease of Implementation

This project is identified in an approved planning document (e.g. thoroughfare plan, other mobility plan) Yes

Name of planning document: City of Dallas Thoroughfare Plan

Describe the City departments or other agencies that will be involved with facilitating project funding and/or design: Public Works

Right of way acquisition No

EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION (CONTINUED)

Environmental (e.g. floodplain, cemetery, historical designation)	Yes
Railroad crossing	No
Trail or other route crossings	Yes
Utility conflicts or relocation	Yes
Drainage issues	Yes

Project Construction Cost

Paving and Drainage:	17650000
Bridge:	0
Lighting:	1000000
Signal:	1450000
Railroad:	0
Subtotal 1 =	20100000
+ Inflation:	1900000
+ Materials Testing:	0
Construction Total =	22000000

Additional Costs

Design:	2800000
SUE:	200000
Utility/Amenities***:	0
Subtotal 2 =	25000000
Project Delivery:	1500000
Right of Way Cost:	0

Total Project Cost Estimate

Total from Other Funding Sources:	0
Total Project Cost:	26500000
- Utility/Amenities***:	0

EXHIBIT B5: SAMPLE OF DALLAS COUNTY MCIP CALL FOR PROJECTS APPLICATION (CONTINUED)

- Total Other Funding:	0
Shared City/County Cost =	26500000
City Contribution (%)	50
City's Share =	13250000

City Funding Status

City Funding Status	Not Available
If not, when will City funds be available:	2024
Supporting comments regarding cost funding sources and funding:	Future Bond Program

Project Priority

If submitting multiple project applications, please provide the project priority:	#5
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Additional Project Application Details and Documents

File #1	https://s3.amazonaws.com/files.formstack.com/uploads/3435213/83465587/547132259/83465587_mcip_7thcall_prescreeningworksheet_june2019_luna.xlsx
File #2	https://s3.amazonaws.com/files.formstack.com/uploads/3435213/83465595/547132259/83465595_mcip_projects.zip

EXHIBIT B6: SAMPLE OF OVERSIGHT LEVEL SPECIAL APPROVAL – PART A

DocuSign Envelope ID: 3168DB3A-7D55-4B67-ABF9-D4189C9F697B



Project CSJ: 0918-47-237
 LG Name: City of Dallas
 LG Texas ID No. (TIN): 17560005088
 District: 18 - Dallas
 Project Name: E. Wheatland Road Extension

Oversight Level Special Approval
Part A - LG Qualifications Statement
(Local Government Agency management of project development process elements)

Local government (LG) agencies may manage elements of the project development process (environmental, right-of-way acquisition, utility relocation, design/bid document preparation, letting and award, and construction/project close-out) with written TxDOT approval. This approval is typically provided by language in the Advance Funding Agreement executed by TxDOT and the local government agency. Part A (pages 1-4) of this form is required to be completed by LG personnel. Upon receipt of completed Part A, the TxDOT district will evaluate the LG’s capabilities to manage one or more elements of a project using Part B (pages 5-8) for recommendation to the TxDOT’s Deputy Executive Director.

Describe the following items for the proposed project or program	
Project limits, type of work and any significant elements	The scope of work for the Project consists of the construction of a new location 4-lane divided roadway with bicycle and pedestrian facilities extending from E. Wheatland Road (at the Dallas/Lancaster city limits) to University Hills Boulevard, along the Dallas/Lancaster city limits.
Preliminary estimated project costs	The total estimated project costs = \$4,440,179 (STBG funds for CONST only = \$4,250,000 Federal/Local)
Anticipated Funding Sources	FHWA <u>80</u> % TxDOT <u>0</u> % Local <u>20</u> %

LG proposes to manage the following activities for this project	To be performed by LG with its own staff?	To be performed by consultant under contract with LG?
Environmental	No	Yes
Right-of-way acquisition	Yes	No
Utility relocation	Yes	No
Design and bid document preparation	No	Yes
Letting and award	Yes	No
Construction oversight, inspection, documentation and project close-out	Yes	No
Other _____	Select one...	Select one...
Other _____	Select one...	Select one...

Describe LG’s approach to performing the proposed management services for this project

Chiamin Korngiebel, P.E., the City Senior Program Manager, will serve as the Qualified Person and Responsible Person in Charge until end of November 2020. Tawnya Lane, P.E., will take over as the Responsible Person in Charge for this project. Lonnie Geiger will serve as Project Manager. Ms. Lane and Mr. Geiger will oversee the engineering and construction activities for the City. Project design and construction will be outsourced. The City will comply with all the applicable design build criteria, policies and procedures of the Texas Department of Transportation. The City will host the stakeholder meetings and lead the coordination with the adjacent businesses and property owners. The City will also use its internal forces for the administration and inspection with the Dallas District oversight. The project is expected to be completed in 2023.

Ms. Lane is scheduled to attend the course entitled Local Government Project Procedures and Qualification for the Texas Department of Transportation in July 2020.

Mr. Geiger is scheduled to attend the course entitled Local Government Project Procedures and Qualification for the Texas Department of Transportation in August 2020.

EXHIBIT B6: SAMPLE OF OVERSIGHT LEVEL SPECIAL APPROVAL – PART A (CONTINUED)

DocuSign Envelope ID: 3168DB3A-7D55-4B67-ABF9-D4189C9F697B

Project CSJ: 0918-47-237
 LG Name: City of Dallas
 LG Texas ID No. (TIN): 17560005088
 District: 18 - Dallas
 Project Name: E. Wheatland Road Extension

In evaluating a LG request to manage elements of the project development process for projects on the State Highway System or which include TxDOT and/or FHWA funding, 43 TAC §15.52 requires TxDOT to consider five criteria. The LG is to provide information requested in Items 1 and 2 below. TxDOT district personnel will complete information on the remainder of the evaluation criteria in Part B (pages 5-8).

1. Previous experience of the LG in performing the type of work proposed

<p>Attach an audited financial statement of Local Government Agency for most recent fiscal year.</p> <p>If TxDOT already has a copy of a Single Audit report or other audited financial statement for a recent year insert the fiscal year in the box to the right (submittal of an additional audit is not required).</p>	<p>Single Audit Report is on file for FY2018.</p>
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Please provide information on up to two similar, completed projects managed or performed by the LG in the past 5 years.

PROJECT A

Name of previously completed project	McKinney Trolley Olive Street Extension from McKinney Ave to Bryan St - CSJ 0918-45-861			
Describe type of work	Extend the existing McKinney Avenue Trolley tracks and Overhead Contact System from McKinney Avenue to Bryan Street			
Describe any complex items of work	Coordination with DART and adjacent businesses and property owner during construction as the project was located in busy Uptown and Downtown Dallas Central Business District. Integrate signals and lane configuration/layouts to accommodate both trolley and vehicle operation. Procurement and installation of trolley tracks and power substation to comply with Buy America.			
Construction cost	Estimated:	\$8,903,680	Actual:	\$8,864,916
Letting date	Scheduled:	4/29/2010	Actual:	4/29/2010
Contract time	Scheduled:	745 working days	Actual:	5/1/2015
LG management activities performed by LG personnel	City staff coordinated with stakeholders and business/property owners, managed design and construction contract, inspected project (paving portion), approved/processed Contractor's monthly pay estimates, processed reimbursement			
LG management activities performed by consultants	Design, review of RFI and shop drawing			
Name of current LG employee contact who worked on project	Chiamin Korngiebel, P.E.	Phone #	214-948-5362	
		Email	chiamin.korngiebel@dallascityhal	

EXHIBIT B6: SAMPLE OF OVERSIGHT LEVEL SPECIAL APPROVAL – PART A (CONTINUED)

DocuSign Envelope ID: 3168DB3A-7D55-4B67-ABF9-D4189C9F697B

Project CSJ: 0918-47-237
 LG Name: City of Dallas
 LG Texas ID No. (TIN): 17560005088
 District: 18 - Dallas
 Project Name: E. Wheatland Road Extension

PROJECT B

Name of previously completed project	Katy Trail Extension Phase VI - CSJ 0918-45-808			
Describe type of work	This project was to construct 0.65 miles of 12-foot trail and two pedestrian bridges over Mockingbird Lane and over DART track at Twin Sixties Drive.			
Describe any complex items of work	This project involved intensive coordination with ONCOR for the transmission towers and lines, with DART for the LRT tunnel underneath, with all franchise utilities for relocation, and with the adjacent businesses for traffic control during design and construction. It also had complex micro-pile foundations and construction sequences to set the bridge towers and deck that required close attention and monitoring.			
Construction cost	Estimated:	\$11,611,577.46	Actual:	\$12,214,284.45
Letting date	Scheduled:	June 2015	Actual:	June 2015
Contract time	Scheduled:	592 days	Actual:	592 days
LG management activities performed by LG personnel	City staff managed design and construction contract, inspected project (paving portion), approved/processed Contractor's monthly pay estimates, processed reimbursement			
LG management activities performed by consultants	Design, review of RFI and shop drawing, bridge final inspection (cable system), bridge inspection manual			
Name of current LG employee contact who worked on project	Chiamin Korngiebel, P.E.	Phone #	214-948-5362	
		Email	chiamin.korngiebel@dallascityha	

2. The capability of the LG to perform the type of work proposed or to award and manage a contract for that work in a timely manner, consistent with federal, state, and Department regulations, standards, and specifications

Please describe the LG's proposed personnel.

Name of person to serve in the position of Responsible Person in Charge	Tawnya Lane, P.E.	Position/Title	Senior Program Manager
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- a. Must be full-time employee of LG;
- b. Must be able to administer project activities (cost, time, scope, adherence to contract requirements, construction quality, etc.);
- c. Must maintain familiarity with day-to-day project operations (including project safety);
- d. Must make or participate in decisions about change orders or supplemental agreements;
- e. Must visit and review the project regularly;
- f. Must review financial processes, transactions and documentation; and
- g. Must direct his/her project staff (agency or consultant) at all stages of the project.

EXHIBIT B6: SAMPLE OF OVERSIGHT LEVEL SPECIAL APPROVAL – PART A (CONTINUED)

DocuSign Envelope ID: 3168DB3A-7D55-4B67-ABF9-D4189C9F697B

Project CSJ: 0918-47-237
 LG Name: City of Dallas
 LG Texas ID No. (TIN): 17560005088
 District: 18 - Dallas
 Project Name: E. Wheatland Road Extension

Name of person to serve as Project Manager	Lonnie Geiger	Position/Title	Project Manager/Senior Engineer
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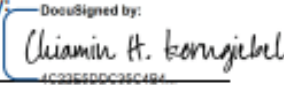
- a. Responsible for daily oversight of the project;
- b. Primary point of communication with TxDOT for day-to-day matters;
- c. May be same person as RPIC; and
- d. May be local government employee or consultant.

Project Manager's previous experience on projects of similar type, complexity and cost	Over 16 years of professional experience in the design of transportation and drainage related projects. Experience includes managing the design and construction of roadways, alley reconstruction, pump stations, water and wastewater layouts, hydrology and hydraulics for culverts, channels and storm drain systems, retaining wall layouts and preparation of final plans, specifications, and estimates.
Project Manager's previous experience on TxDOT and/or FHWA-funded projects	Senior Engineer/Project Manager for the Able Pump Station in the City of Dallas which received USACE funding and required coordination with the TxDOT Horseshoe Project.

Name of person to serve in the position of Qualified Person	Chiamin Korngiebel, P.E.	Position/Title	Senior Program Manager
--	--------------------------	-----------------------	------------------------

- a. Must have completed TxDOT-required LGPP training prior to execution of AFA;
- b. May be same person as RPIC or PM; and
- c. May be LG employee or consultant.

Qualified Person's previous experience on projects of similar type, complexity and cost	27 years of transportation engineering experience, of which 16 years was specifically on managing intergovernmental projects that received federal, state, regional, and county funds. Project types include roadway, trail, pedestrian, bridges, trolley, and interchange improvements.
Qualified Person's previous experience on TxDOT and/or FHWA-funded projects	Multiple projects, such as: CSJ 0918-45-669, Sylvan Bridge over Trinity River; CSJ 0918-45-861, McKinney Trolley Olive Street Extension; CSJ 0918-45-639, Katy Trail Phase IV; CSJ 0918-45-808, Katy Trail Extension Phase IV; CSJ 0918-45-639, Safety Improvements along UPRR; CSJ 0918-47-244, Prairie Creek Rd from N. Military Pkwy to N. Forney

Information submitted by: DocuSigned by:

4C235DDC25C484

 LG representative signature
 Chiamin Korngiebel, P.E.

 LG representative printed name

12/16/2020

 Date
 Senior Program Manager

 LG representative title

EXHIBIT B7: SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR AGREEMENT



City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 19-783

Item #: 10.

STRATEGIC PRIORITY: Mobility Solutions, Infrastructure, and Sustainability

AGENDA DATE: June 26, 2019

COUNCIL DISTRICT(S): 7

DEPARTMENT: Department of Public Works

EXECUTIVE: Majed Al-Ghafry

SUBJECT

Authorize a Local Transportation Project Advance Funding Agreement with the Texas Department of Transportation (Contract No. CSJ 0918-47-244) for the design of a new bridge over the existing Union Pacific Railroad tracks on Prairie Creek Road from North of Military Parkway to North of Forney Road in the amount of \$20,030.00 - Financing: Street and Transportation (A) Fund (2017 Bond Funds)

BACKGROUND

The Prairie Creek Bridge over Union Pacific Railroad (UPRR) is a partnership project between the City of Dallas and the Texas Department of Transportation (TxDOT) to provide a grade separation on Prairie Creek Road at UPRR from North of Military Parkway to North of Forney Road. The existing railroad at-grade crossing on Prairie Creek Road will be permanently closed once the new bridge is in place.

This action will authorize a Local Transportation Project Advance Funding Agreement for the design of the project and payment to TxDOT for the City's share of the engineering design review costs associated with this project.

The proposed project will construct a new four-lane divided bridge with sidewalks and bicycle facilities on Prairie Creek Road over the existing UPRR tracks approximately 500 feet south of Forney Road. The estimated design cost is \$2,129,737.00 of which \$1,602,360.00 is to be funded by the Federal Earmark Program, \$106,757.00 is to be funded by TxDOT, and the remaining \$420,620.00 is to be funded by the City of Dallas 2017 Bond Program. The Federal Earmark Program funds must be obligated by August 31, 2019 or the City of Dallas will forfeit these funds. Future council action will be required to amend this agreement for adding the right-of-way, utility relocations and construction phases with associated costs to TxDOT.

EXHIBIT B7: SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR AGREEMENT (CONTINUED)

File #: 19-783

Item #: 10.

ESTIMATED SCHEDULE OF PROJECT

Begin Design	November 2019
Complete Design	May 2021
Begin Construction	September 2021
Complete Construction	January 2023

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On March 28, 2018, City Council authorized a Memorandum of Understanding with the North Central Texas Council of Governments Regional Transportation Council regarding the use of the Congestion Mitigation and Air Quality Improvement Program and Surface Transportation Block Grant funding for the North Prairie Creek Road/Mesquite Yard Separation Project by Resolution No. 18-0440.

Information about this item will be provided by memorandum to the Mobility Solutions, Infrastructure and Sustainability Committee on June 21, 2019.

FISCAL INFORMATION

Street and Transportation (A) Fund (2017 Bond Funds) - \$20,030.00

Engineering Design (Federal)	\$1,602,360.00 (est.)
Engineering Design (Local)	\$ 400,590.00 (est.)
TxDOT Direct Costs (Local) (this action)	\$ 20,030.00
TxDOT Indirect Costs (TxDOT)	<u>\$ 106,757.00</u>

Total Project Costs \$2,129,737.00

MAP

Attached

EXHIBIT B7: SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR AGREEMENT (CONTINUED)

June 26, 2019

WHEREAS, on October 12, 2017 the Regional Transportation Council approved over \$43.5 million in federal funding for the City of Dallas' proposed 2017 Bond Program Projects; and

WHEREAS, on March 28, 2018, City Council authorized a Memorandum of Understanding with the North Central Texas Council of Governments Regional Transportation Council regarding the use of the Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) funding for North Prairie Creek Road/Mesquite Yard Separation project (also known as Prairie Creek Bridge over UPRR Tracks from North Military Parkway to North of Fomey Road), by Resolution No. 18-0440; and

WHEREAS, the estimated design cost of the project is \$2,129,737.00 of which \$1,602,360.00 is to be funded by the Federal Earmark Program, \$106,757.00 is to be funded by the Texas Department of Transportation (TxDOT), and the remaining \$420,620.00 is to be funded by the City of Dallas 2017 Bond Program; and

WHEREAS, the City of Dallas is the lead agency to administer the design, right-of-way, utility relocations, and the construction of the project; and

WHEREAS, it is now necessary to authorize a Local Transportation Project Advance Funding Agreement for the design and payment to TxDOT for the engineering review of Prairie Creek Road over Union Pacific Railroad Tracks from North of Military Parkway to North of Fomey Road, in the amount of \$20,030.00.

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the City Manager is hereby authorized to execute a Local Transportation Project Advance Funding Agreement with the Texas Department of Transportation, approved as to form by the City Attorney, for the design of a new bridge over the existing Union Pacific Railroad Tracks on Prairie Creek Road from North of Military Parkway to North of Fomey Road, in the amount of \$20,030.00.

SECTION 2. That the Chief Financial Officer is hereby authorized to disburse funds in the amount of \$20,030.00 to TxDOT in accordance with the terms and conditions of the agreement, from the Street and Transportation (A) Fund, Fund 1V22, Department PBW, Unit V143, Object 4111, Activity INGV, Program PB17V143, Encumbrance/Contract No. CX-PBW-2019-00010431, Vendor 020318.

SECTION 3. That the City of Dallas is responsible for any project cost overruns in excess of the Federal and State funding participation as described in the agreement.

APPENDIX 13-B – AGENDA PACKET INFORMATION

Project Managers should be familiar with the City Agenda’s Office intranet site.

This appendix outlines the information included in an agenda packet and the schedule to process an agenda packet. The agenda packet is the vehicle for requesting City Council authorization to contract with a design consultant.

CITY COUNCIL AGENDA PROCESS

The City Council acts on requested items from various City departments on the second and fourth Wednesday of every month. In order to receive council action, the Project Manager must first process paperwork (agenda packet) through City departments and staff. A schedule to complete the process is provided in Figures 13-B.1 and 13-B.2.

The process to place the item on the City Council Agenda for action is as follows:

PREPARE AGENDA PACKET - The Project Manager prepares two original agenda packets. The information required in the packets includes:

- 1. Agenda Information Sheet - This is a cover sheet containing concise information concerning the project, scope of work, and selected consultant. The information sheet contains the following:**

SUBJECT - A brief synopsis of the council action requested.

RECOMMENDATION - Self explanatory

BACKGROUND - A brief description on the history of the project, the justification for the project, and what the project entails.

FIRM INFORMATION - Provide firms:

- **Name**
- **Address**
- **Number of years in Dallas**
- **Statement concerning firm’s activities in South Africa**
- **Statement that all work will be done in Dallas.**

M/WBE INFORMATION - Identify the selected M/WBE firms, the level of effort to be provided by each firm, and the firm's certification number.

ESTIMATED SCHEDULE OF PROJECT - Breakdown anticipated schedule into start design, complete design, start construction, and end construction.

FISCAL INFORMATION - Identify funding source and budget assigned to the source.

2. **Resolution** - The document which authorizes the City Manager to execute a contract with the selected consultant for a fee not to exceed some amount and authorizes the Director of Finance to encumber and allocate funds from the funding source Identified.
3. **Map** - A map identifying the project location and the extent of construction.
4. **Copy of Proposal** - Include a copy of the proposal of the selected firm.
5. **Memo to City Attorney** - A memo to the attorney requesting the preparation of the contract for A/E services. Included with the memo are the following attachments:
 - Copy of proposal
 - A/E contract worksheet
 - Draft contract (highlight changes to standard contract)

The Project Manager obtains a copy of the City approved and signed resolution and forwards it to the City attorney.

6. **M/WBE Information** - Include copy of letter of assurance A or B.
7. **Funding Sheet** - A presentation of funding source or sources and the amount allocated by each source to the project. Sheet must be completed and signed by the Budget Analyst. The Project Manager reviews and signs the sheet.

DEPARTMENT REVIEW - The Project Manager submits the agenda packets to the department's designated agenda coordinator. The coordinator examines the packets to insure their completeness. Material must be perfect before being sent to the Assistant City Manager. After the material is complete the department's Agenda Coordinator forwards the packets to the Department Director for approval. The Director either approves the packet or requests changes. After the Director approves the packet, the Agenda Coordinator submits the packets to the Assistant City Manager and Budget and Research Agenda Coordinator or the Park and Recreation Board.

PARK AND RECREATION BOARD - For projects initiated by the Park and Recreation Department, the Park and Recreation Board approves all consultant selections before the City Council action. After the Director has approved the agenda packet, an item is placed on the Park and Recreation Board agenda seeking approval to authorize staff to contract with a consultant for providing services. **The request must be made three weeks prior to the Park and Recreation Board meeting, which is every Thursday. During the three weeks the bid packet and request is reviewed by a sub-committee of the Park and Recreation Board, the Recreation and Planning Design Sub-Committee. The sub-committee meeting is held one week prior to the Park and Recreation Board's scheduled meeting to hear the request. The sub-committee makes a recommendation concerning the consultant selection. After Board approval the agenda packet is submitted to the Budget and Research Agenda**

Coordinator. If the Project Manager has a project impacted by a Park Department Facility, the Parks and Recreation Board will need to be consulted before the agenda packet is submitted to the Agenda Coordinator.

BUDGET AND RESEARCH AGENDA COORDINATION REVIEW

The agenda packets are submitted to the Budget and Research Agenda Coordinator by Monday, 12:00 noon, 2 1/2 weeks prior to the City Council meeting. The Agenda Coordinator reviews the packets and if acceptable, includes it in a draft agenda. The agenda packets are then distributed to the Budget and Research Assistant Directors and City Manager's offices for review.

If additional information is requested, the Project Manager compiles the information and submits it prior to 12:00 noon, on the Thursday preceding the City Council meeting date. On the Friday before the Council meets, the Project Manager reviews the agenda notebook to verify that all information is correct.

CITY COUNCIL REVIEW - The City Council receives a notebook containing all the agenda information on the Friday before the City Council meeting. On the Monday before the meeting, the City Council members present questions concerning information provided to the City Manager's office. Those questions are distributed to the appropriate departments for action. The departments must answer all questions by Tuesday, the day before the Council meeting. The City Manager's office includes the additional information in the City Council notebooks.

CITY COUNCIL BRIEFING - If requested by Council, a briefing of specific items on the agenda is held the morning of the council meeting. The Project Manager may be required to present the project to the Council members and answer questions.

CITY COUNCIL MEETING - The City Council meeting is held on Wednesday afternoon. The Council considers all items contained within the agenda. The Project Manager may be asked to attend the Council meeting to present the project and/or answer any council or citizen questions.

EXHIBIT B9: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR DESIGN AWARD



City of Dallas

1500 Marilla Street
Dallas, Texas 75201

Agenda Information Sheet

File #: 20-931

Item #: 13.

STRATEGIC PRIORITY: Mobility Solutions, Infrastructure, and Sustainability

AGENDA DATE: June 24, 2020

COUNCIL DISTRICT(S): 7

DEPARTMENT: Department of Public Works

EXECUTIVE: Majed Al-Ghafry

SUBJECT

Authorize (1) a professional services contract with Bridgefarmer and Associates, Inc. to provide engineering design services for Prairie Creek Road from north of Military Parkway to north of Forney Road (also known as Prairie Creek Bridge over Union Pacific Railroad Tracks); (2) an increase in the appropriations in an amount not to exceed \$1,602,360.00 in the Capital Projects Reimbursement Fund; and (3) the receipt and deposit of funds from the Texas Department of Transportation in an amount not to exceed \$1,602,360.00 in the Capital Projects Reimbursement Fund - Total amount not to exceed \$2,342,155.00 - Financing: Street and Transportation (A) Fund (2017 General Obligation Bond Funds) (\$739,795.00) and Capital Project Reimbursement Funds (\$1,602,360.00)

BACKGROUND

Bridgefarmer & Associates, Inc. is a Dallas-based corporation, operating within the corporate city limits of Dallas, Texas.

The Prairie Creek Bridge over Union Pacific Railroad (UPRR) Tracks Project is an intergovernmental partnership project between the City of Dallas and the Texas Department of Transportation (TxDOT) to provide a grade separation on Prairie Creek Road from north of Military Parkway to north of Forney Road. Once the new grade separation is in place, the existing at-grade railroad crossing on Prairie Creek Road will be permanently closed. The City of Dallas is the lead agency to administer the design, right-of-way acquisition, utility relocation, and construction of the project.

The Request for Qualifications (CIZ1744) was issued on June 21, 2018 for the Special Bond Projects. Bridgefarmer & Associates, Inc. was selected following a qualifications-based selection process in accordance with the City of Dallas procurement guidelines. This action will authorize a professional services contract with Bridgefarmer & Associates, Inc. to provide engineering design services for a new bridge over the existing UPRR tracks with sidewalks and bicycle facilities on Prairie Creek Road from north of Military Parkway to north of Forney Road. The total estimated design cost of the project is \$2,342,155.00 of which \$1,602,360.00 is to be funded by the Federal Earmark Program and the remaining \$739,795.00 is to be funded by the City of Dallas 2017 Bond Program.

EXHIBIT B9: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR DESIGN AWARD (CONTINUED)

File #: 20-931

Item #: 13.

This project is needed to reduce traffic congestion and improve safety at the intersection of Prairie Creek Road and the UPRR tracks. Currently, if a train is switching cars, traffic can be blocked at this location for over an hour. If this professional services contract is not approved, it will delay the implementation of the project and jeopardize the federal funds that have been allocated. It will be unfeasible for the City to proceed with this project without federal funding.

ESTIMATED SCHEDULE OF PROJECT

Begin Design	July 2020
Complete Design	March 2023
Begin Construction	September 2023
Complete Construction	October 2025

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On March 28, 2018, City Council authorized a Memorandum of Understanding with the North Central Texas Council of Governments Regional Transportation Council regarding the use of the Congestion Mitigation Air Quality and Surface Transportation Block Grant funding for North Prairie Creek Road/Mesquite Yard Separation by Resolution No. 18-0440.

On June 26, 2019, City Council authorized a Local Project Advance Funding Agreement with TxDOT and funding to TxDOT for the City's portion of engineering design review and construction administration services for Prairie Creek Road from north of Military Parkway to north of Forney Road by Resolution 19-0982.

FISCAL INFORMATION

Fund	FY 2020	FY 2021	Future Years
Street and Transportation (A) Fund (2017 General Obligation Bond Funds)	\$ 739,795.00	\$0.00	\$0.00
Capital Projects Reimbursement Funds	\$1,602,360.00	\$0.00	\$0.00
Total	\$2,342,155.00	\$0.00	\$0.00

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

EXHIBIT B9: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR DESIGN AWARD (CONTINUED)

File #: 20-931

Item #: 13.

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$2,342,155.00	Architectural & Engineering	25.66%	37.16%	\$870,368.00
• This contract meets the M/WBE goal.				
• Bridgefarmer & Associates, Inc. - Local; Workforce - 10.26% Local				

OWNER

Bridgefarmer & Associates, Inc.

Mansoor Ahsan, P.E., Chief Executive Officer

MAP

Attached

EXHIBIT B9: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR DESIGN AWARD (CONTINUED)

June 24, 2020

WHEREAS, on October 12, 2017, the Regional Transportation Council approved over \$43.5 million in federal funding for the City of Dallas' proposed 2017 Bond Program Projects; and

WHEREAS, on March 28, 2018, City Council authorized a Memorandum of Understanding with the North Central Texas Council of Governments Regional Transportation Council regarding the use of the Congestion Mitigation Air Quality and Surface Transportation Block Grant funding for Prairie Creek Road from north of Military Parkway to north of Forney Road (also known as Prairie Creek Bridge Over UPRR Tracks), by Resolution No. 18-0440; and

WHEREAS, on June 26, 2019, City Council authorized a Local Project Advanced Funding Agreement (CSJ No. 0918-47-244) with the Texas Department of Transportation (TxDOT) and payment to TxDOT for the design of a new bridge over the existing UPRR Tracks on Prairie Creek Road from North of Military Parkway to North of Forney Road, in the amount of \$20,030.00, by Resolution No. 19-0982; and

WHEREAS, the City of Dallas is the lead agency to administer the design, right-of-way acquisition, utility relocations, and the construction of the project; and

WHEREAS, Bridgefarmer and Associates, Inc. was selected to provide engineering design services for Prairie Creek Road from north of Military Parkway to north of Forney Road (also known as Prairie Creek Bridge Over UPRR Tracks); and

WHEREAS, the estimated design cost of the project is \$2,342,155.00 of which \$1,602,360.00 is to be funded by the Federal Earmark Program and the remaining \$739,795.00 is to be funded by the City of Dallas 2017 Bond funds; and

WHEREAS, it is now necessary to authorize a professional services contract with Bridgefarmer and Associates, Inc. to provide engineering design services for Prairie Creek Road from north of Military Parkway to north of Forney Road (also known as Prairie Creek Bridge over Union Pacific Railroad Tracks) for a new bridge with sidewalks and bicycle facilities, in an amount not to exceed \$2,342,155.00.

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the City Manager is hereby authorized to execute a professional services contract with Bridgefarmer and Associates, Inc., approved as to form by the City Attorney, to provide engineering design services for Prairie Creek Road from north of Military Parkway to north of Forney Road (also known as Prairie Creek Bridge over Union Pacific Railroad Tracks) for a new bridge with sidewalks and bicycle facilities, in an amount not to exceed \$2,342,155.00.

EXHIBIT B9: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR DESIGN AWARD (CONTINUED)

June 24, 2020

SECTION 2. That the City Manager is hereby authorized to increase appropriations in an amount not to exceed \$1,602,360.00 in the Capital Projects Reimbursement Fund, Fund 0556 Department PBW, Unit V143, Object 4111.

SECTION 3. That the Chief Financial Officer is hereby authorized to receive and deposit funds from TxDOT in the amount of \$1,602,360.00, in the Capital Projects Reimbursement Fund, Fund 0556, Department PBW, Unit V143, Revenue Code 6506.

SECTION 4. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,342,155.00 to Bridgefarmer and Associates, Inc., in accordance with the terms and conditions of the contract, as follows:

Street and Transportation (A) Fund Fund 1V22, Department PBW, Unit V143 Activity INGV, Object 4111, Program No. PB17V143 Encumbrance/Contract No. CX-PBW-2020-00013542 Vendor 148766	\$ 739,795.00
Capital Project Reimbursement Fund Fund 0556, Department PBW, Unit V143 Activity INGV, Object 4111, Program No. PB17V143 Encumbrance/Contract No. CX-PBW-2020-00013542 Vendor 148766	<u>\$ 1,602,360.00</u>
Total amount not to exceed	\$ 2,342,155.00

SECTION 5. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD



City of Dallas

1500 Marilla Street
Council Chambers, 6th Floor
Dallas, Texas 75201

Legislation Text

File #: 20-561, Version: 1

STRATEGIC PRIORITY: Mobility Solutions, Infrastructure, and Sustainability
AGENDA DATE: October 13, 2020
COUNCIL DISTRICT(S): 2, 7
DEPARTMENT: Department of Public Works
EXECUTIVE: Majed Al-Ghafry

SUBJECT

Authorize **(1)** a construction contract for the street reconstruction of Dolphin Road from Spring Avenue to north of Haskell Avenue - Tiseo Paving Company, lowest responsible bidder of three - Not to exceed \$6,800,664.75; **(2)** the receipt and deposit of funds from Texas Department of Transportation in the amount of \$1,840,000.00 in the Capital Projects Reimbursement Fund; and **(3)** the increase of appropriations in the amount of \$1,840,000.00 in the Capital Projects Reimbursement Fund - Total amount \$6,800,664.75 - Financing: Street and Transportation Improvement (A) Fund (2017 General Obligation Bond Fund) (\$3,548,491.90), Capital Projects Reimbursement Fund (\$1,840,000.00), Wastewater Capital Improvement E Fund (\$411,079.75), Wastewater Capital Construction Fund (\$33,180.00), Water Capital Improvement D Fund (\$945,443.10), and Water Utilities Capital Construction Fund (\$22,470.00)

BACKGROUND

This action will authorize a construction contract with Tiseo Paving Company for the street reconstruction of Dolphin Road from Spring Avenue to north of Haskell Avenue.

The Dolphin Road from Spring Avenue to north of Haskell Avenue Project is a partnership project between the City of Dallas and the Texas Department of Transportation (TxDOT). The City is the lead agency responsible for administering the design and construction of the project. The project scope will include the reconstruction of the existing four lane undivided roadway to a four lane divided roadway with concrete pavement, curb, gutter, sidewalk, crosswalks, drive approaches, drainage system, water and wastewater main, traffic signal, signage, pavement markings, and lighting improvements. The total estimated construction cost of the project is \$6,800,664.75, of which \$1,840,000.00 is to be reimbursed by federal funds through TxDOT; and the remaining \$4,960,664.75 is to be funded by the City of Dallas (\$1,412,172.85 by Dallas Water Utilities and \$3,548,491.90 by the 2017 Bond Program). The City will be responsible for any cost overruns.

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD (CONTINUED)

File #: 20-561, Version: 1

This project is needed to reduce traffic congestion, eliminate cut-through traffic into the neighborhood, and improve pedestrian safety, by providing traffic signal improvements, and creating a median with refuge islands and a Hawk signal.

If this construction contract is not approved at this time, it will delay the implementation of the project and jeopardize the federal funds that have been allocated. It will be unfeasible for the City to proceed with this project without federal funding. If the project is not constructed, the City will be required to pay back the federal funds that have already been expended.

Tiseo Paving Company has done business with the City of Dallas in the past. However, they do not have an office operating within the corporate city limits of Dallas, Texas.

The following chart illustrates Tiseo Paving Company's contractual activities with the City of Dallas for the past three years:

	<u>PBW</u>	<u>DWU</u>	<u>PKR</u>
Projects Completed	6	0	0
Active Projects	4	0	0
Change Orders	15	0	0
Projects Requiring Liquidated Damages	0	0	0
Projects Completed by Bonding Company	0	0	0

ESTIMATED SCHEDULE OF PROJECT

Begin Construction December 2020
 Complete Construction February 2023

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On May 27, 2015, City Council authorized the termination of the existing Interlocal Agreement with TxDOT for the Dolphin Road (Hatcher Street) Project from Spring Avenue to north of Haskell Avenue previously approved on January 8, 1997 and authorized a Local Transportation Project Advance Funding Agreement between the City of Dallas and TxDOT for the design and construction of paving improvements to the Dolphin Road (Hatcher Street) from Spring Avenue to north of Haskell Avenue Project by Resolution No. 15-0965.

On August 8, 2018, City Council authorized an additional payment to TxDOT for the City's share of estimated direct state costs for the construction oversight of the Dolphin Road (Hatcher Street) Project from Spring Avenue to north of Haskell Avenue, in the amount of \$138,000.00, by Resolution No. 18-1029.

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD (CONTINUED)

File #: 20-561, Version: 1

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
Street and Transportation (A) Improvement Fund (2017 General Obligation Bond Fund)	\$3,548,491.90	\$0.00	\$0.00
Capital Projects Reimbursement Fund	\$1,840,000.00	\$0.00	\$0.00
Wastewater Capital Improvement E Fund	\$ 411,079.75	\$0.00	\$0.00
Wastewater Capital Construction Fund	\$ 33,180.00	\$0.00	\$0.00
Water Capital Improvement D Fund	\$ 945,443.10	\$0.00	\$0.00
Water Capital Construction Fund	\$ 22,470.00	\$0.00	\$0.00
Total	\$6,800,664.75	\$0.00	\$0.00

<u>Council District</u>	<u>Amount</u>
2	\$ 272,026.75
7	\$6,528,638.00
Total	\$6,800,664.75

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	DBE Goal	DBE %	DBE \$
\$6,800,664.75	Construction	6.00%	7.28%	\$495,921.07
<ul style="list-style-type: none"> • This contract exceeds DBE goal • This is a federally funded project and is subject to 6% DBE requirements. • Tiseo Paving Company - Local; Workforce - 42.10% Local 				

PROCUREMENT INFORMATION

The following three bids were received and opened on February 21, 2020. The Base Bid, which consists of paving and drainage, traffic signals, and water and wastewater lines, with Alternate Bid II, which consists of lighting items are to be considered for the construction contract by this action. The following are bid amounts for the Base Bid with Alternate Bid II:

*Denotes successful bidder

<u>Bidders</u>	<u>Bid Amount</u>	<u>Alternate No. II**</u>	<u>Total Amount</u>
*Tiseo Paving Company 419 East Highway 80 Mesquite, TX 75150	\$6,635,814.75	\$164,850.00	\$6,800,664.75

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD (CONTINUED)

File #: 20-561, Version: 1

Rebcon, Inc.	\$6,826,673.09	\$172,700.00	\$6,999,373.09
FNH Construction, LLC	\$9,029,547.00	\$212,500.00	\$9,242,047.00

**Alternate No. II - provides for lighting items for the construction contract.

OWNER

Tiseo Paving Company

Louis Tiseo, President

MAP

Attached

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD (CONTINUED)

October 13, 2020

WHEREAS, on May 27, 2015, City Council authorized the termination of the existing Interlocal Agreement with TxDOT from the Dolphin Road (Hatcher Street) Project from Spring Avenue to north of Haskell Avenue previously approved on January 8, 1997 by Resolution No. 97-0098 and authorized a Local Transportation Project Advance Funding Agreement between the City of Dallas and TxDOT for the design and construction of paving improvements to the Dolphin Road (Hatcher Street) from Spring Avenue to north of Haskell Avenue Project, in the amount of \$144,000.00, by Resolution No. 15-0965; and

WHEREAS, on August 8, 2018, City Council authorized an additional payment to TxDOT for the City's share of estimated direct state costs for the construction oversight of the Dolphin Road (Hatcher Street) Project from Spring Avenue to north of Haskell Avenue, in the amount of \$138,000.00, by Resolution No. 18-1029; and

WHEREAS, on February 21, 2020, three bids were received for the street reconstruction of Dolphin Road from Spring Avenue to north of Haskell Avenue Project. The Base Bid, which consists of paving and drainage, traffic signals, and water and wastewater lines, with Alternate Bid II, which consists of lighting items are to be considered for the construction contract by this action. The following are amounts for the Base Bid with Alternate Bid II:

<u>Bidders</u>	<u>Base Bid</u>	<u>Alternate Bid II**</u>	<u>Total Bid</u>
Tiseo Paving Company	\$6,635,814.75	\$164,850.00	\$6,800,664.75
Rebcon, Inc.	\$6,826,673.09	\$172,700.00	\$6,999,373.09
FNH Construction, LLC	\$9,029,547.00	\$212,500.00	\$9,242,047.00

**Alternate No. II – provides for lighting items for the construction contract.

WHEREAS, the estimated construction cost of the project is \$6,800,664.75, of which \$1,840,000.00 is to be funded by federal funds through TxDOT and the remaining \$4,960,664.75 is to be funded by the City of Dallas (\$1,412,172.85 by Dallas Water Utilities and \$3,548,491.90 by the 2017 Bond Program); the City will be responsible for any cost overruns.

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the City Manager is hereby authorized to execute a construction contract with Tiseo Paving Company, approved as to form by the City Attorney, for the street reconstruction of Dolphin Road from Spring Avenue to north of Haskell Avenue, in an amount not to exceed \$6,800,664.75.

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD (CONTINUED)

October 13, 2020

SECTION 2. That the Chief Financial Officer is hereby authorized to receive and deposit funds in an amount not to exceed \$1,840,000.00 from TxDOT in the Capital Projects Reimbursement Fund, Fund 0556, Department PBW, Unit L194, Revenue Code 6526.

SECTION 3. That the City Manager is hereby authorized to increase the appropriations in an amount not to exceed \$1,840,000.00 in the Capital Projects Reimbursement Fund, Fund 0556, Department PBW, Unit L194, Object 4599.

SECTION 4. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$6,800,664.75 to Tiseo Paving Company, in accordance with the terms and conditions of the contract, as follows:

Street and Transportation (A) Improvement Fund Fund 1V22, Department PBW, Unit V139, Activity THRG Object 4599, Program PB17V139 Encumbrance/Contract No. CX-PBW-2020-00013050 Vendor 011466	\$3,548,491.90
Capital Projects Reimbursement Fund Fund 0556, Department PBW, Unit L194, Activity THRG Object 4599, Program PB95L194 Encumbrance/Contract No. CX-PBW-2020-00013050 Vendor 011466	\$1,840,000.00
Wastewater Capital Improvement E Fund Fund 3116, Department DWU, Unit PS42 Object 4560, Program 719004 Encumbrance/Contract No. CX-PBW-2020-00013050 Vendor 011466	\$ 411,079.75
Wastewater Capital Construction Fund Fund 0103, Department DWU, Unit CS42 Object 3222, Program 719004 Encumbrance/Contract No. CX-PBW-2020-00013050 Vendor 011466	\$ 33,180.00
Water Capital Improvement D Fund Fund 2115, Department DWU, Unit PW42 Object 4550, Program 719003 Encumbrance/Contract No. CX-PBW-2020-00013050 Vendor 011466	\$ 945,443.10

EXHIBIT B10: SAMPLE OF SAMPLE OF COUNCIL AGENDA INFORMATION SHEET (AIS) AND RESOLUTION (CR) FOR CONSTRUCTION AWARD (CONTINUED)

October 13, 2020

SECTION 4. (continued)

Water Utilities Capital Construction Fund	
Fund 0102, Department DWU, Unit CW42	
Object 3221, Program 719003	
Encumbrance/Contract No. CX-PBW-2020-00013050	
Vendor 011466	<u>\$ 22,470.00</u>
Total amount not to exceed	\$6,800,664.75

SECTION 5. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

EXHIBIT B11: SAMPLE OF ACCEPTANCE LETTER



October 22, 2020

Ms. Alberta Blair, P.E.
Director of Public Works
Dallas County Public Works
411 Elm Street, 4th Floor
Dallas, TX 75202

Re: Spring Valley Road from Coit Drive to Goldmark Drive, MCIP 15801, PB06U229/PB12S404
Conditional Acceptance Letter

Dear Ms. Blair:

The City of Dallas has performed the walk through of the above referenced project on the items installed within the City of Dallas limits. All Dallas Water Utilities (DWU) punch list items for the above referenced project have been addressed satisfactorily and DWU's acceptance email is enclosed. The Public Works' punch list items are yet to be addressed. In recognizing the immediate need of the Dallas County to finalize the construction contract, please consider this letter as the City of Dallas' conditional acceptance of this project excluding the defects identified in the attached Final Inspection Report.

We agreed that the Public Works' deficient items (cracks/damages on drive approaches, sidewalks, pavement, and curbs) marked on the enclosed report will be addressed during the warranty period. The City's final acceptance to resume the maintenance responsibility of the improvements will be issued at the end of the warranty period and all deficient items addressed.

Please send us a set of as-build drawings for our record. Please also notify us when you plan to do a walk-through to re-inspect the project and other warranty issues. Thank you for your cooperation in helping us to secure this needed improvements for the citizens of Dallas.

Sincerely,



Chiamin H. Korngiebel, P.E.
Senior Program Manager
Department of Public Works

Enclosures

C: Chris Turner-Noteware, P.E., Assistant Director/City Engineer, Department of Public Works
Ali Hatefi, P.E., CFM, Assistant Director, Department of Public Works
John Cernero, P.E., Senior Engineer, Dallas Water Utilities

DEPARTMENT OF PUBLIC WORKS 320 E. JEFFERSON, ROOM 307, DALLAS, TEXAS 75203 214) 948-4250

EXHIBIT B11: SAMPLE OF ACCEPTANCE LETTER (CONTINUED)

Korngiebel, Chiamin

From: Cernero, John
Sent: Thursday, October 08, 2020 12:32 PM
To: Dennis Abraham; Korngiebel, Chiamin
Cc: Valerio, Eduardo; Reed, Michael
Subject: Re: Letter of Acceptance

Dennis,

I reviewed the final DWU quantities for the Spring Valley, Coit Road to Goldmark Project, and for the most part match what Dallas County has. There was some misunderstandings regarding the final quantities for the temporary pavement (DWU Bid Item No. 7520), which Dallas County has already paid to the contractor. Overall, the total temporary pavement for the water and wastewater work installed was 198.32 Tons and the bid allowance for the temporary pavement for both water and wastewater was 220 Tons. We are in agreement with the final cost the County has determined for the DWU Portion.

With regard to the valve stack under the bridge, it has been corrected.

Dallas Water Utilities portion is completed. The Letter of Acceptance will be issued by Dallas Public Works Inter-Agency Group.

Thanks,



John Cernero, P.E.
Senior Engineer
City of Dallas/Dallas Water Utilities
Engineering Services/Relocations
2121 Main Street, 5th Floor
Dallas, TX 75201
Tel: 214-948-4543
john.cernero@dallascityhall.com



From: Dennis Abraham <Dennis.Abraham@dallascounty.org>
Sent: Thursday, October 8, 2020 8:55 AM
To: Korngiebel, Chiamin <chiamin.korngiebel@dallascityhall.com>; Cernero, John <john.cernero@dallascityhall.com>
Cc: Linette Malloy <Linette.Malloy@dallascounty.org>; Ronald Cox <Ronald.Cox@dallascounty.org>; aelhamad@ragleinc.com <aelhamad@ragleinc.com>; Kenneth Rotich <Kenneth.Rotich@dallascounty.org>; Ronald Cox <Ronald.Cox@dallascounty.org>
Subject: Letter of Acceptance

EXHIBIT B11: SAMPLE OF ACCEPTANCE LETTER (CONTINUED)

Final Inspection Report

Project: Spring Valley Road from Coit Drive to Goldmark Drive, MCIP 15801, PB06U229/PB12S404

Final Walk thru/Inspection Date: Saturday, October 10, 2020

Final Walk thru/Inspection By: Department of Public Works, City of Dallas
Lloyd Price, Inspector

Comments:

1. Inspected only improvements made within the City of Dallas limits, including drive approaches and a portion of Spring Valley/Goldmark intersection
2. Defects are marked on the attached plan sheet
3. Referenced photos are attached

EXHIBIT B12-1: SAMPLE OF TIP ACTIVATION REQUEST

TIP Modification Submission Report

Mod Number										
2021-0218										
Revision Requested										
ADD NEW PROJECT THAT WAS SELECTED FOR THE 2020 TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS TO THE 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)										
Submitter										
Submitter Name			Date Submitted				Submitter Email			
Chiamin Korngiebel			10/23/2020				chiamin.korngiebel@dallascityhall.com			
Request Details										
District		Facility		City		County		Agency		
DALLAS		VA		DALLAS		DALLAS		DALLAS		
TIP Code:		Not Assigned								
Limit From:		MARY CLIFF ST (WEST) AND STEWART ST (NORTH)								
Limit To:		TYLER ST (EAST) AND JEFFERSON BLVD (SOUTH)								
Scope:		CONSTRUCT NEW SIDEWALKS, BIKE LANE, AND TRAFFIC CALMING DEVICES TO CONNECT THE ROSEMONT SCHOOL CAMPUSES AS WELL AS THE SURROUNDING NEIGHBORHOODS. TRAFFIC CALMING DEVICES MAY INCLUDE SPEED BUMPS, SIGN, MARKING AND OTHERS AS NEEDED.								
Phase Costs										
Fiscal Year		Phase Name			CSJ		Cost			
2022		CON					\$689,410			
2022		CONENG					\$68,941			
		Total:					\$758,351			
Administrative Costs										
CSJ		Category Name				Cost				
		Total:								
Funding										
FY	Phase	CSJ	Funding Category	Obligations	Federal	Regional	State	Local	Local Contribution	Total
2022	CON		9 TAP	\$0	\$0	\$137,882	\$0	\$0	\$0	\$137,882
2022	CON		TDC (MPO)	\$0	\$551,528	\$0	\$0	\$0	\$0	\$551,528
2022	CONENG		9 TAP	\$0	\$55,153	\$0	\$0	\$0	\$0	\$55,153
2022	CONENG		TDC (MPO)	\$0	\$0	\$13,788	\$0	\$0	\$0	\$13,788
			Totals:	\$0	\$606,681	\$151,670	\$0	\$0	\$0	\$758,351
Phase Status										
Phase	Estimated Start Date	Actual Start Date	Estimated End Date	Actual End Date						
CON	02/2022		03/2023							

EXHIBIT B12-2: SAMPLE OF TIP ACTIVATION REQUEST (CONTINUED)

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Transportation Improvement Program Project Modification

CURRENTLY APPROVED							
Modification Number:	2021-0172	Revised Mod:	No	Action Type:	Previous RTC Action	STIP Revision:	Yes
Reason for Request:	ADD PROJECT TO THE 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) AS APPROVED BY THE RTC ON SEPTEMBER 10, 2020						

PROPOSED MODIFICATION						
PROJECT DETAILS						
District	TIP Code	Highway	County	City	Implementing Agency	MTP Reference(s)
DALLAS	40073	CS	DALLAS	DALLAS	DALLAS	BP2-002
Limits From:	ELAM SRTS IMPROVEMENTS; ON ELAM ROAD FROM NORTH JIM MILLER ROAD					
Limits To:	PEMBERTON HILL ROAD					
Project Scope:	IMPLEMENT IMPROVEMENTS ALONG ELAM ROAD TO ACCOMMODATE A SHARED-USE PATH AND PEDESTRIAN SAFETY AND ACCESSIBILITY FEATURES INCLUDING CROSSWALKS					
Comments:	2020 TA SET-ASIDE CFP; 392,596 OF TRANSPORTATION DEVELOPMENT CREDITS (CAT 3 - TDC (MPO)) UTILIZED IN LIEU OF A LOCAL MATCH AND ARE NOT CALCULATED IN FUNDING TOTAL; CATEGORY 2 AND MTP POLICY BUNDLE TDCS; LOCAL CONTRIBUTION PAID BY THE CITY OF DALLAS; GROUPED UNDER 5000-00-916					
AQ Statement:	THIS PROJECT IS CONSISTENT WITH MOBILITY 2045 AND THE RESULTING AIR QUALITY CONFORMITY ANALYSIS					

FUNDING									
FY	Phase	CSJ	Category	Federal	State	Regional	Local	Local Contribution	Total
2021	ENG	0918-47-326	Local Contribution	\$0	\$0	\$0	\$0	\$239,224	\$239,224
2023	CON	0918-47-326	9 TA Set Aside	\$1,784,528	\$0	\$0	\$0	\$0	\$1,784,528
2023	CON	0918-47-326	TDC (MPO)	\$0	\$0	\$356,906	\$0	\$0	\$0
2023	CONENG	0918-47-326	9 TA Set Aside	\$178,452	\$0	\$0	\$0	\$0	\$178,452
2023	CONENG	0918-47-326	TDC (MPO)	\$0	\$0	\$35,690	\$0	\$0	\$0
Total				\$1,962,980	\$0	\$0	\$0	\$239,224	\$2,202,204

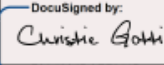

Yes - Contingent on TxDOT approval?		The following signature authorizes: No - Additional MPO Allocated Funds Moved to Year One Yes - Modification to TxDOT Selected Program	
CERTIFIED BY: DocuSigned by: 	2/11/2021	CERTIFIED BY: DocuSigned by: 	2/10/2021
Christie J. Gotti Senior Program Manager NCTCOG	Date	Mo Bur, P.E. District Engineer TxDOT Dallas District	Date

EXHIBIT B12-3: SAMPLE OF TIP ACTIVATION REQUEST (CONTINUED)

Transportation Improvement Program Project Modification

CURRENTLY APPROVED							
Modification Number:	2019-0405	Revised Mod:	No	Action Type:	Previous RTC Action	STIP Revision:	Yes
Reason for Request:	ADD PROJECT TO THE 2019-2022 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) AS APPROVED BY THE RTC ON DECEMBER 13, 2018						

PROPOSED MODIFICATION							
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PROJECT DETAILS							
District	TIP Code	Highway	County	City	Implementing Agency	MTP Reference(s)	
DALLAS	14079	CS	DALLAS	DALLAS	DALLAS	TSMO2-001, BP2-002, SD2-001, NRSA1-DAL-313	
Limits From:	PARK LANE FROM GREENVILLE AVENUE						
Limits To:	HEMLOCK AVENUE						
Project Scope:	RECONSTRUCT ROADWAY TO ACCOMMODATE BICYCLE LANE AND SIDEWALKS FROM GREENVILLE AVE TO HEMLOCK AVE INTERSECTION IMPROVEMENTS AT SHADY BROOK AND 5-POINT INTERSECTIONS; RESTRIPE PAVEMENT TO ACCOMMODATE 4 THROUGH LANES WITH LEFT TURN LANES AND BICYCLE LANES						
Comments:	2017-2018 CMAQ/STBG FUNDING PROGRAM: STRATEGIC PARTNERSHIPS ROUND 3/INTERSECTION IMPROVEMENTS/MTP POLICY BUNDLE TDCS; 1,644,385 OF TRANSPORTATION DEVELOPMENT CREDITS (CAT3 - TDC (MPO)) UTILIZED IN LIEU OF A LOCAL MATCH AND ARE NOT CALCULATED IN FUNDING TOTAL; DALLAS MTP POLICY BUNDLE TDCS						
AQ Statement:	THIS PROJECT IS CONSISTENT WITH MOBILITY 2045 AND THE RESULTING AIR QUALITY CONFORMITY ANALYSIS						

FUNDING									
FY	Phase	CSJ	Category	Federal	State	Regional	Local	Local Contribution	Total
2020	ENG	0918-47-295	5 - CMAQ	\$559,390	\$0	\$0	\$0	\$0	\$559,390
2020	ENG	0918-47-295	TDC (MPO)	\$0	\$0	\$111,878	\$0	\$0	\$0
2022	CON	0918-47-295	5 - CMAQ	\$7,662,535	\$0	\$0	\$0	\$0	\$7,662,535
2022	CON	0918-47-295	TDC (MPO)	\$0	\$0	\$1,532,507	\$0	\$0	\$0
Total				\$8,221,925	\$0	\$0	\$0	\$0	\$8,221,925

<p>No - Contingent on TxDOT approval?</p> <p>CERTIFIED BY:</p> <p>CHRISTIE GOTTI Christie J. Gotti Senior Program Manager NCTCOG</p>	<p>The following signature authorizes: No - Additional MPO Allocated Funds Moved to Year One No - Modification to TxDOT Selected Program</p> <p>CERTIFIED BY: N/A</p> <p style="text-align: center;">7/24/2019 Date</p>
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EXHIBIT B13: SAMPLE OF TIP MODIFICATION REQUEST

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Transportation Improvement Program Project Modification

CURRENTLY APPROVED									
Modification Number:	2021-0489	Revised Mod:	No	Action Type:	Staff Action	STIP Revision:	No		
Reason for Request:	DELAY ENGINEERING PHASE TO FY2022; DELAY CONSTRUCTION PHASE TO FY2023								
PROJECT DETAILS									
District	TIP Code	Highway	County	City	Implementing Agency	MTP Reference(s)			
DALLAS	25066.1	CS	DALLAS	DALLAS	DALLAS	BP2-002			
Limits From:	ON LINFIELD RD OVER UPRR RAIL YARD FROM SH 310 TO CARBONDALE ST								
Limits To:	AND ON CARBONDALE ST FROM LINFIELD RD TO SL 12								
Project Scope:	CONSTRUCT BICYCLE AND PEDESTRIAN BRIDGE ON LINFIELD ROAD OVER THE UPRR RAIL YARD; ADD LANDSCAPING TO THE PROJECT AREA INCLUDING ALONG CARBONDALE STREET								
FY	Phase	CSJ	Category	Federal	State	Regional	Local	Local Contribution	Total
2021	ENG	0918-47-310	5 - CMAQ	\$900,000	\$0	\$0	\$0	\$0	\$900,000
2021	ENG	0918-47-310	TDC (MPO)	\$0	\$0	\$180,000	\$0	\$0	\$0
2022	ROW	0918-47-310	5 - CMAQ	\$350,000	\$0	\$0	\$0	\$0	\$350,000
2022	ROW	0918-47-310	TDC (MPO)	\$0	\$0	\$70,000	\$0	\$0	\$0
2022	UTIL	0918-47-310	Local Contribution	\$0	\$0	\$0	\$0	\$50,000	\$50,000
2022	CON	0918-47-309	5 - CMAQ	\$4,000,000	\$0	\$0	\$1,000,000	\$0	\$5,000,000
2022	CON	0918-47-310	5 - CMAQ	\$2,250,000	\$0	\$0	\$0	\$0	\$2,250,000
2022	CON	0918-47-310	TDC (MPO)	\$0	\$0	\$450,000	\$0	\$0	\$0
Total				\$7,500,000	\$0	\$0	\$1,000,000	\$50,000	\$8,550,000
PROPOSED MODIFICATION									
PROJECT DETAILS									
District	TIP Code	Highway	County	City	Implementing Agency	MTP Reference(s)			
DALLAS	25066.1	CS	DALLAS	DALLAS	DALLAS	BP2-002			
Limits From:	ON LINFIELD RD OVER UPRR RAIL YARD FROM SH 310 TO CARBONDALE ST								
Limits To:	AND ON CARBONDALE ST FROM LINFIELD RD TO SL 12								
Project Scope:	CONSTRUCT BICYCLE AND PEDESTRIAN BRIDGE ON LINFIELD ROAD OVER THE UPRR RAIL YARD; ADD LANDSCAPING TO THE PROJECT AREA INCLUDING ALONG CARBONDALE STREET								
Comments:	LOCAL CONTRIBUTION PAID BY THE CITY OF DALLAS; 700,000 OF TRANSPORTATION DEVELOPMENT CREDITS (CAT 3-TDC (MPO)) UTILIZED IN LIEU OF A LOCAL MATCH AND ARE NOT CALCULATED IN FUNDING TOTAL; DALLAS POLICY BUNDLE TDCS; JOPPA NEIGHBORHOOD IMPROVEMENT; \$550K OF FEDERAL CMAQ IS PART OF A FUNDING EXCHANGE FOR ON DEMAND SERVICE IN JOPPA NEIGHBORHOOD								
AQ Statement:	THIS PROJECT IS CONSISTENT WITH MOBILITY 2045 AND THE RESULTING AIR QUALITY CONFORMITY ANALYSIS								

EXHIBIT B13: SAMPLE OF TIP MODIFICATION REQUEST (CONTINUED)

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FUNDING									
FY	Phase	CSJ	Category	Federal	State	Regional	Local	Local Contribution	Total
2022	ENG	0918-47-310	5 - CMAQ	\$900,000	\$0	\$0	\$0	\$0	\$900,000
2022	ENG	0918-47-310	TDC (MPO)	\$0	\$0	\$180,000	\$0	\$0	\$0
2022	ROW	0918-47-310	5 - CMAQ	\$350,000	\$0	\$0	\$0	\$0	\$350,000
2022	ROW	0918-47-310	TDC (MPO)	\$0	\$0	\$70,000	\$0	\$0	\$0
2022	UTIL	0918-47-310	Local Contribution	\$0	\$0	\$0	\$0	\$50,000	\$50,000
2023	CON	0918-47-309	5 - CMAQ	\$4,000,000	\$0	\$0	\$1,000,000	\$0	\$5,000,000
2023	CON	0918-47-310	5 - CMAQ	\$2,250,000	\$0	\$0	\$0	\$0	\$2,250,000
2023	CON	0918-47-310	TDC (MPO)	\$0	\$0	\$450,000	\$0	\$0	\$0
Total				\$7,500,000	\$0	\$0	\$1,000,000	\$50,000	\$8,550,000

No - Contingent on TxDOT approval?

The following signature authorizes:
No - Additional MPO Allocated Funds Moved to Year One
No - Modification to TxDOT Selected Program

CERTIFIED BY:

Christie Gotti

9/3/2021

Date

CERTIFIED BY:

N/A

Christie J. Gotti
 Senior Program Manager
 NCTCOG