



## Road Board 2023 Project Application Guidelines

The St. Charles County Road Board will accept applications for the 2023 to 2025 Transportation Improvement Plan (TIP) by 5:00 p.m. on **March 31, 2023**. The purpose of these guidelines is to assist applicants during the preparation of applications to ensure the required information is provided.

The county's ½ cent transportation sales tax was established as a capital improvement tax with three (3) priorities (1) arterial road improvements, (2) congestion/safety improvements on non-arterial roads, and (3) economic development.

### **Applications**

#### *Project Description*

The application should provide a written description of the project that defines the projects goals and objectives, anticipated outcomes, and tangible improvements. For example, should the application be seeking funds for safety improvements, the application should state the goal is to reduce accidents, define current conditions, outline proposed improvements, and provide performance measures, targets and its plan to monitor and report on those measures once the project is completed.

#### *Location Map*

The application should provide a location map that defines the project limits and location of the project within the county.

#### *Conceptual Plans*

The application should include conceptual plans that provide title sheet, typical sections, and plan and profiles sheets that provide the existing infrastructure, proposed improvements, right-of-way and grading limit, and utilities. These plans should be of adequate detail to provide a good engineer's estimate of probable costs.

#### *Cost Estimate*

The application should include an itemized engineer's estimate of probable costs based of the conceptual design as outlined above.

### *Support Documentation*

The application should include the documentation needed to support the need for the improvements. For example, should the application be seeking funds for safety improvements, the application should provide a summary of the accident history for the last five years and map of the incidents.

### *Performance Measures, Targets, and Monitoring Plan*

The application should include a plan that defines ongoing monitoring needed to determine if the desired outcomes are achieved. This plan should provide performance measures, targets, and post construction reporting to the Road Board.

### *Financial Plan*

The application will provide a financial plan that provides the funds being requested from the county's ½ cent transportation sales tax fund, local match and other funding. The plan should include the amount and year in which funds are sought. The typical local match is 20% for all municipalities. The local match is 50% on any project consisting of work or study done on a state-maintained roadway. The local match is the applicant's pro rata share of reimbursable costs. Non-reimbursable costs paid by the applicant or others do not count towards the local match or the applicant's pro rata share.

The Road Board historically has given priority to projects with funding from others, such as, federal funds, and those with a local match more than the minimums outlined above. Further, roadway reconstruction projects (based on condition) will be required to obtain federal funds in order to be considered for Road Board funding. Although the inclusion of federal funds is not a requirement for other project types, the applicant must demonstrate that it has applied for federal funds.

Aesthetic enhancements, such as, landscaping, streetscape, decorative lighting, signals, fencing, and retaining walls, patterned and/or pigmented concrete, pavers, street furniture, irrigation, etc., are not reimbursable. The project may include these items; however, the cost estimate provided with the application should include these items as alternates. The base cost estimate should provide the cost of the standard construction item. Should the application be approved, and the applicant decides to construct an enhancement, the County will reimburse the applicant for the enhancement on a pro rata basis based on the bid price of the standard construction item.

## **Reconstruction**

Reconstruction is the removal and replacement of a road; whereas, maintenance is activities needed to preserve or extend the useful life of a capital improvement. A separate fund has been established to be used for maintenance cost; therefore, the municipalities shall make every effort to utilize this funding to avoid reconstruction. However, should a road deteriorate to a point that ordinary maintenance is no longer adequate, the Road Board will consider an application to reconstruct the roadway, if federal funds are also obtained. A fundamental goal of the county's transportation fund is to improve roads and a goal of reconstruction projects should also be to provide an improvement. Therefore, reconstruction projects cannot simply replace pavement but need to provide an improved condition (congestion mitigation, safety, or economic impact).

A reconstruction application should include a project description, location map, application summary spreadsheet, conceptual plan, cost estimate, support documentation, performance measures, targets, and monitoring plan, and financial plan as outlined above.

Reconstruction projects are generally envisioned to be within urbanized, commercial corridors and, therefore, these projects should provide lane widths of eleven feet (11') or greater and roadway geometrics that support commercial vehicles (trucks). The Road Board encourages applicants to consider safety improvements, such as, improved sight distances or removal of objects that impede sight distances, access management, striping, signage and other items to make the roadway safer. It is important that the applicant engage the public, businesses and stakeholders into the planning process and for the application to include the outcome of these efforts.

## **Utilities**

The Road Board recognizes that within urbanized, commercial corridors that should utilities need to be relocated that this relocation has an impact on the surrounding properties. Therefore, the applicant should provide in its application a utility relocation plan. This plan should outline the utilities impacted, proposed location of the relocated facilities, and cost. Further, this plan should include alternatives considered, public engagement summary, and other support documentation. The Road Board does not desire to participate in the cost to underground overhead utilities for aesthetic purposes; however, acknowledges that in some situations burying overhead utilities may make sense due to cost and/or impact to abutting properties. In these cases, it will be important for the applicant to clearly demonstrate that burying these overhead facilities is in the public's best interest.

## **ITS**

The Road Board supports the inclusion of intelligent transportation infrastructure needed to support the operation and coordination of traffic signals. This may include the installation of fiber optical cables, cameras, traffic counters, and other devices. The cost for intelligent transportation infrastructure is eligible for reimbursement subject to review and approval by the Gateway Green Light Board to ensure the infrastructure included is compatible and consistent with the region's long-range plan.

## **Bike/Ped Improvements**

The Road Board supports the removal and replacement of deteriorating sidewalks, construction of missing segments of sidewalk need to fill gaps in the sidewalk infrastructure, and other improvements needed to meet ADA standards. To better accommodate non-motorized multi-modal travel in the County, new bicycle and pedestrian improvements, consistent with municipal and County plans, may be included as part of roadway and bridge projects. This includes on-street bicycle and multi-use path facilities designed for non-motorized transportation.

The County does not support the development of off-road facilities designed to handle other types of motorized traffic. These facilities may be included with a project; however, the project description must clearly indicate this type of addition is being included with the project. The cost estimate provided with the application shall separate this work from the overall cost of the project for which Road Board funding is being requested.

## **Safety**

The Road Board supports the inclusion of safety improvements on all projects. A project specifically seeking funding in the category of safety must be identified within the priority index as established in the St. Charles County Strategic Highway Safety Plan. Proposed improvements must align with countermeasures identified to improve safety given the actual crash conditions. In addition to the priority index, if the project has high-risk roadway characteristics that is specific to certain crash types, then systemic safety improvement(s) can be designed and constructed to prevent those crash types. This response can be proactive or reactive in order to reduce crashes. Such as high speed curves accompanying by off-road crashes could be improved by dynamic curve signs, additional chevrons, reflective sign posts, and/or guardrail. Locations not identified in the priority index may apply for funds in other categories and include safety improvements based on existing conditions and/or crash history.