

Transportation Improvement Program (TIP) Best Practices Study

Scope of Work

A. Objective

To explore potential improvement opportunities with the joint GTC/NYS DOT-Region 4 TIP development process, with a focus on the project rating and prioritization process.

B. Background

The Genesee Transportation Council (GTC) and New York State Department of Transportation – Region 4 (NYS DOT-4) staffs work cooperatively to develop and manage the TIP with the TIP Development Committee (TDC), which is comprised of representatives from the Counties of Genesee, Livingston, Monroe, Ontario, Orleans, Wayne and Wyoming, the City of Rochester, and Rochester Genesee Regional Transportation Authority (RGRTA).

The *TIP Procedures Manual* documents the process used to develop and manage the TIP. Section 3, TIP Development, describes the general process to solicit proposals, evaluate projects, and develop a fiscally-constrained multi-year program. Prior to each call for projects, evaluation criteria are reviewed and updated based upon refinements to methodologies, TDC priorities, and other feedback. The *Transportation Improvement Program Best Practices Study* will provide guidance for the development of the *FFYs 2026-2030 TIP* that is expected to begin in the fall of 2024.

The Study will seek to review the best available methods of data-driven analysis for selecting projects and overall program development to meet the objectives of the GTC *Long-Range Transportation Plan 2045* and other State and Local plans. The updated process will strengthen the use of performance information to engage decisionmakers, stakeholders, and the public.

C. Tasks

1. Engage with the TIP Development Committee and other project sponsors, transportation staff, and other interested parties.
2. Develop a technical memorandum highlighting applicable best practices from other MPOs regarding their TIP project selection and program development processes across asset types and funding categories.
3. Develop recommendations for updates to the Project Evaluation Criteria and revisions to Section 3, TIP Development, of the *TIP Procedures Manual*.
4. Produce a final study report and executive summary.

D. Products

1. TIP Development Committee materials and feedback summaries
2. Final Report and Executive Summary on findings and recommendations

E. Public Participation Plan

This project is considered to be Technical/Data Collection in nature and thus will not require public input. The development of the Transportation Improvement Program will be in accordance with the GTC *Public Engagement Plan*.

F. Schedule

Identify the anticipated start and end dates. A precise schedule of individual tasks is not necessary.

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| 1. Project initiation meeting | August 2023 |
| 2. Analyze selection criteria | September 2023 |
| 3. Engage TIP stakeholders | October 2023 |
| 4. Review best practices | October-November 2023 |
| 5. Develop recommendations | January-March 2024 |
| 6. Develop draft report | March 2024 |
| 7. Final report completed | April 2024 |
| 8. Financial closeout | June 2024 |

G. Project Budget

Sources of Funds		Uses of Funds	
	FY 2023-24		FY 2023-24
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$50,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$50,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	10,000	Contractual	50,000
Local (Cash)	0	In-kind Exp.	10,000
Subtotal	\$10,000	Subtotal	\$60,000
<u>Total</u>	<u>\$60,000</u>	<u>Total</u>	<u>\$60,000</u>