

**MEMORANDUM**

**TO:** GTC Planning Committee Members & Alternates  
**FROM:** Joseph M. Bovenzi, AICP, Executive Director *JMB*  
**DATE:** April 2, 2026  
**SUBJECT:** UPWP Project Scope of Work

The Planning Committee must approve a Scope of Work for each new project in the Unified Planning Work Program (UPWP).

The following UPWP project Scope of Work is provided for your review and consideration.

**1. Task 6111 – Transportation Improvement Program (TIP) Best Practices Study, Phase 2**

(Project Sponsor: New York State Department of Transportation)

Following Planning Committee approval of the Scope of Work referenced above, this project can begin.

***Recommended Action:***

*Consider the UPWP Project Scope of Work referenced above for approval.*

# Transportation Improvement Program (TIP) Best Practices Study, Phase 2

## Scope of Work

### A. Objective

To expand on the findings of the TIP Best Practices Study, Phase 1, by updating the TIP project application with revised project evaluation and selection criteria and updating the accompanying TIP Scoring Guide.

### B. Background

The Genesee Transportation Council (GTC) and New York State Department of Transportation – Region 4 (NYSDOT-R4) 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, Phase 2* will provide guidance for the development of the *FFYs 2029-2033 TIP* that is expected to begin in the summer of 2027.

This project will expand on the findings of the TIP Best Practices Study, completed in December 2025, by identifying revisions to the TIP project evaluation and selection criteria, a new project scoring point distribution system to ensure that the points awarded to a project reflect regional stakeholders' consensus on priority projects, a proposed rewrite of the TIP project scoring guide, and recommendations on specific process improvements such as automating certain elements of the TIP project application development process. The purpose of these process improvements is to ensure that the TIP project selection process results in the identification of top priority projects for regional stakeholders. In addition, these improvements will ensure that the application preparation, submittal, and evaluation processes are as accessible to inexperienced applicants as they are to experienced ones and as streamlined and efficient as possible for applicants and the scoring team alike.

### C. Tasks

1. Establish a steering committee consisting of a subset of the TIP Development Committee.
2. Prepare and advertise a Request for Proposals (RFP); engage a consultant.
3. Building on the findings of the TIP Best Practices Study, identify:
  - a. Suggested changes to the project evaluation and selection criteria;
  - b. Review and confirm which criteria to keep, change, add, or remove;
  - c. Key information to collect in the application to inform an Initial Project Proposal (IPP);
  - d. Opportunities to automate application development within ProjectTracker;

- e. Draft revisions to the TIP Scoring Guide;
  - f. Draft revisions to the *TIP Procedures Manual* Section 3, TIP Development, to reflect the outcomes of this study.
4. Using the research findings and input from the Steering Committee:
    - a. Update the TIP project application with the revised project evaluation and selection criteria using the ProjectTracker platform;
    - b. Update the TIP Scoring Guide to align with the new project evaluation and selection criteria;
    - c. Update the *TIP Procedures Manual* Section 3.
  5. Document any remaining TIP development process improvements that were not captured in Task 4 in a Draft Report.
  6. Finalize edits to the TIP project application, the TIP Scoring Guide, the *TIP Procedures Manual* Section 3, and the Draft Report, with input from the Steering Committee.
  7. Create a Final Report and Executive Summary.

#### **D. Products**

1. Final Report and Executive Summary on specific TIP development process improvements.
2. A revised TIP Scoring Guide document to align with updated project scoring criteria.
3. An updated TIP project application in ProjectTracker using the revised project evaluation and selection criteria.
4. An updated *TIP Procedures Manual* Section 3.

#### **E. Public Participation Plan**

Per the GTC Public Participation Plan, this project is classified as a Technical/Data Collection Project. Accordingly, no public input activities are required or will be undertaken. The results of this project will inform the development of the next Transportation Improvement Program, which will be prepared in accordance with the GTC Public Participation Plan.

#### **F. Schedule**

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|--|---------------|
| 1. Scope of work approved                    | April 2026    |
| 2. Consultant selection                      | July 2026     |
| 3. Project initiation meeting                | August 2026   |
| 4. Analyze selection and evaluation criteria | October 2026  |
| 5. Develop updated TIP development materials | December 2026 |
| 6. Develop Draft Report                      | February 2027 |
| 7. Final Report completed                    | March 2027    |
| 8. Financial closeout                        | March 2027    |

## G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2026-27</u>		<u>FY 2026-27</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$80,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	<u>\$80,000</u>	Subtotal	<u>\$0</u>
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	20,000	Contractual	80,000
Local (Cash)	0	In-kind Exp.	20,000
Subtotal	<u>\$20,000</u>	Subtotal	<u>\$100,000</u>
<u>Total</u>	<u>\$100,000</u>	<u>Total</u>	<u>\$100,000</u>