



Southeast Regional Transportation Planning Organization (SERTPO)
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Roadway

Project Application Guidelines and Rating Criteria

PART ONE	Project Application Guidelines
PART TWO	Rating Criteria and Scoring Sheet
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PART ONE – Project Application Guidelines

The **Project Application** should be composed and prepared by the Applicant in narrative form. It is an application, separate and apart from the PFF or PIF forms. Those forms are requirements of the New Mexico Department of Transportation (NMDOT).

The Project Application should contain a project description, including a project location map(s) and any other mapping/diagrams deemed necessary to give the SERTPO Policy and Technical Committee members a proper understanding of the project area.

Following the project description, the narrative should continue with the Cost Estimate Information, Annual Average Daily Traffic (AADT), Pavement Condition, Drainage Condition, Environmental Impacts, Safety/Accident Characteristics, Project Readiness and Cost/Benefit.

When completing Part Five, the Applicant should continue the narrative, responding how the proposed project meets each of the ten federal planning factors and respond to the RTP Action questions as they apply. The Applicant's response should be concise, but complete. The Applicant will briefly summarize these points during their oral presentation, which is limited in time.

PART TWO – Rating Criteria and Scoring Sheet

The SERTPO Policy and Technical Committees both rely on rating criteria when vetting and scoring a proposed project application. Both Committees conduct scoring of a project application during a scheduled SERTPO meeting.

The Technical Committee uses Cost Estimate Information as explained in Part Three and rating criteria listed in Part Four. The Applicant should be prepared to answer any questions during the scheduled Technical Committee meeting.

The Policy Committee uses the federal planning factors as its criteria. The Applicant will be required to make oral presentation during a scheduled Policy Committee meeting and should be prepared to answer any questions during and after the presentation. Presentations may include PowerPoints and handouts.

Please take note that the Cost Estimate Information (Part Three) and rating categories (Parts Four and Five) correspond to the scoring sheet provided as the last page of this handout. Committee members use this exact scoring sheet during their scoring of project applications. The Technical Committee meeting usually precedes the Policy Committee Meeting. The meetings are back-to-back. Once the Technical Committee meeting adjourns, the Policy Committee meeting is called to order. High-score projects are usually given top priority, however, the NMDOT District 2 Roswell offices makes the final decision and considers other factors in addition to the SERTPO recommendations.

PART THREE – Cost Estimate Information

This part is to be provided by the applicant within the body of the project application. Separate costs for right-of-way, design construction costs (including any necessary drainage considerations) and construction management (inspection, testing, and surveying) shall be listed clearly so Committees may insert this information on these lines provided on the scoring sheet.

PART FOUR – Technical Committee Rating Criteria

No.	Rating Criterion Category	Follow Instructions A-G	Points Given																																																		
1.	<p>AADT and Population</p> <p>Points in this part are derived from a combination of AADTs and the 2010 Decennial Census population number for the Applicant’s jurisdiction.</p> <p>The Applicant will pull their AADT number from either NMDOT or their own sources. Census Decennial numbers to be used are listed on the next page and were accessed from the US Census Bureau – American Fact Finder.</p> <p>http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml</p> <p>The purpose of using the factors listed in the Coefficient Factor Table provided below is to give the smaller rural communities in the region an incentive to apply to the Roadway Program.</p> <table border="1" data-bbox="175 1283 760 1938"> <thead> <tr> <th colspan="3">Coefficient Factor Table</th> </tr> <tr> <th>Population</th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>0 – 5,000</td> <td>2</td> <td>1.9</td> </tr> <tr> <td>5,001 – 10,000</td> <td>1.75</td> <td>1.8</td> </tr> <tr> <td>10,001 – 15,000</td> <td>1.5</td> <td>1.7</td> </tr> <tr> <td>15,001 – 20,000</td> <td>1.25</td> <td>1.6</td> </tr> <tr> <td>20,001 – 25,000</td> <td>1</td> <td>1.5</td> </tr> <tr> <td>25,001 – 30,000</td> <td>Actual</td> <td>1.4</td> </tr> <tr> <td>30,001 – 35,000</td> <td>Actual</td> <td>1.3</td> </tr> <tr> <td>35,001 – 40,000</td> <td>Actual</td> <td>1.2</td> </tr> <tr> <td>>40,001</td> <td>Actual</td> <td>1.1</td> </tr> </tbody> </table>	Coefficient Factor Table			Population	A	B	0 – 5,000	2	1.9	5,001 – 10,000	1.75	1.8	10,001 – 15,000	1.5	1.7	15,001 – 20,000	1.25	1.6	20,001 – 25,000	1	1.5	25,001 – 30,000	Actual	1.4	30,001 – 35,000	Actual	1.3	35,001 – 40,000	Actual	1.2	>40,001	Actual	1.1	<p>A. Enter Population of City/County or CDP. Find your local government in the <u>Census Tables</u> on the next page and enter here.</p> <p>B. Enter your AADT.</p> <p>C. Multiply B (AADT) times the applicable factor listed in the A Column in the <u>Coefficient Factor Table</u> and enter the new AADT here. If “Actual” is listed, enter B - the same AADT.</p> <p>D. Multiply B (AADT) times the applicable factor listed in the B Column in the <u>Coefficient Factor Table</u> and enter here.</p> <p>E. Using the AADT listed in C, find its applicable range in the <u>Points Table</u> below and enter the points here.</p> <p>F. Using the AADT listed in D, find its applicable range in the <u>Points Table</u> below and enter the points here.</p> <p>G. Enter the higher of E or F here and also for <u>Points Given</u> to the right.</p>	<table border="1" data-bbox="1166 1556 1357 1938"> <thead> <tr> <th colspan="2">Points Table</th> </tr> <tr> <th>No ADT</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>No ADT</td> <td>0</td> </tr> <tr> <td>1 – 1500</td> <td>8</td> </tr> <tr> <td>1,501 – 3,000</td> <td>11</td> </tr> <tr> <td>3,001 – 4,000</td> <td>14</td> </tr> <tr> <td>4,001 – 5,000</td> <td>17</td> </tr> <tr> <td>>5,000</td> <td>20</td> </tr> </tbody> </table>	Points Table		No ADT	Points	No ADT	0	1 – 1500	8	1,501 – 3,000	11	3,001 – 4,000	14	4,001 – 5,000	17	>5,000	20	
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Census Tables					
City / County / Census Designated Place (CDP)*	2010 Decennial Population	City / County or Census Designated Place (CDP)*	2010 Decennial Population	City / County or Census Designated Place (CDP)*	2010 Decennial Population
Chaves County	65,645	Causey	104	Jal	2,047
Curry County	48,376	Cloudcroft	674	Lake Arthur	436
DeBaca County	2,022	Clovis	37,775	Loving	1,413
Eddy County	53,829	Corona	172	Lovington	11,009
Guadalupe County	4,687	Dexter	1,266	Melrose*	651
Lea County	64,727	Dora	133	Mescalero	1,388
Lincoln County	20,497	Elida	197	Portales	12,280
Otero County	63,797	Eunice	2,922	Roswell	48,366
Roosevelt County	19,846	Floyd	133	Ruidoso	8,029
Alamogordo	30,403	Fort Sumner	1,031	Ruidoso Downs	2,815
Artesia	11,301	Grady	107	Tatum	798
Capitan	1,489	Hagerman	1,257	Texico	1,130
Carlsbad	26,138	Hobbs	34,122	Tularosa	2,842
Carrizozo	996	Hope	105	Vaughn	446
2.	<p>Pavement Condition</p> <p>The Pavement Condition shall be determined by written description of the existing roadway or paving conditions.</p> <p>Pictures depicting the conditions are encouraged. Points shall correspond to the rating ranges to the right.</p>	<p>State of Repair</p> <p>Description provided with pictures and/or supporting data</p> <p>Description provided with no supporting data</p> <p>No information provided</p>	<p>20</p> <p>10</p> <p>0</p>	<p>_____</p> <p>_____</p>	
3.	<p>Drainage Condition</p> <p>This category is included to score how well the applicant has researched the existing drainage on or adjacent to the project to determine potential problems and how they relate to the total feasibility and cost of the proposed project.</p> <p>Please provide written description of level of effort. Mill & inlay/maintenance projects that are not impacting the roadway are eligible for points up to a maximum of 10 pts.</p> <p>Full points awarded is based on the thoroughness of the evaluation.</p>	<p>Level of Activity</p> <p>No Drainage Evaluation or Study</p> <p>Drainage Evaluation performed, incidental problems noted with solutions included in the cost estimate</p>	<p>0</p> <p>10</p>	<p>_____</p> <p>_____</p>	

4.	<p>Environmental Impacts</p> <p>This category is included to score the environmental effects of the proposed project. Partial points may be awarded if the applicant's level of effort demonstrates, through documentation, that letters to NMDOT and SHPO were submitted.</p> <p>Full points are awarded if written communications (correspondence and/or e-mail) are received from NMDOT/SHPO, and applicant includes said documentation.</p>	<p>Level of Activity</p> <p>No Preliminary Environmental Evaluation</p> <p>Preliminary Environmental Evaluation done, need for Environmental Impact Statement or Environmental Assessment.</p> <p>Preliminary Environmental Evaluation done, shows no Impact – possible Categorical Exclusion.</p>	<p>0</p> <p>5</p> <p>10</p>	
5.	<p>Safety/Accident Characteristics</p> <p>This category is included to score the safety or vehicle accident characteristics of the roadway as compared to the level of safety following completion of the project.</p> <p>Resources - For crash data, you may submit a request online to NMDOT Statewide Traffic Records System (STRS) at http://nmtrafficrecords.com/resources/data-request/. Please allow 10 business days for a response. Other resources may be found at http://tru.unm.edu/index.html and local police and sheriff departments.</p>	<p>Level of Activity</p> <p>No Accident or Safety Data submitted</p> <p>Safety/Accident Evaluation performed with no accident/safety documentation</p> <p>Traffic Study performed that shows positive impact for improvement</p>	<p>0</p> <p>5</p> <p>10</p>	
6.	<p>Project Readiness</p> <p>This category is included to score the level of work that has already been performed toward meeting the NMDOT regulations that must be met prior to receiving approval to construct the project. Points are to be awarded for each activity completed at the time of application. Please provide written description of level of effort. The points are totaled for the work completed, and the score for this category will be the sum of those total points, not to exceed 20 points.</p> <p>Note: On State Lead Projects, local agencies desiring additional points can perform any of the activities listed for five points each, with a maximum total of 20.</p>	<p>Local Lead Project</p> <p>No preliminary activities performed</p> <p>Pavement Design complete</p> <p>Alignment Studies complete, if applicable</p> <p>Right-of-Way Acquisition complete</p> <p>Project Design complete</p> <p>State Lead Project (NMDOT Priority)</p> <p>Low Priority</p> <p>Medium Priority</p> <p>High Priority</p>	<p>0</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>10</p> <p>15</p>	

7.	Cost/Benefit This category is included to score the benefit per vehicle mile as compared to the total amount requested. Divide the total amount requested by the length of the project (in miles) and the initial year AADT to determine the Cost/Benefit Index. Use the AADT from Part Four (1)(B). For example, \$1,200,000/.75 mile/8000 ADT = 200 Cost/Benefit Index.	Cost/Benefit Index		
		0 – 50	20	
		51 – 100	17	
		101 – 150	14	
		151 – 200	11	
		201 - 250	8	_____
		251 – 300	5	
Over 300	2			

PART Five – Policy Committee Rating Criteria

The Policy Committee uses the ten federal planning factors of Economic Vitality, Safety, Security, Accessibility/Mobility, Environment, Connectivity, System Efficiency, System Preservation, Resiliency/Reliability and Travel/Tourism.

Additionally, the scoring incorporates the five goals of the Southeast Regional Transportation Plan (RTP) approved August 2015 and includes questions derived from the RTP action items that pertain to each goal.

Federal Planning Factors	Southeast Regional Transportation Plan (RTP) Goals	Points	
23 CFR §450.206 Effective 6/27/16	The RTP goal that most closely relates to the Federal Planning Factor is listed alongside the Planning Factor. When considering the Planning Factor, consider the RTP Goal and Action Item(s) questions during scoring.	Maximum Points	Range 0 – 5 pts
1. Support the economic vitality of the United States, the States, metropolitan areas and non-metropolitan areas, especially by enabling global competitiveness, productivity and efficiency.	④ Provide Multimodal Access and Connectivity for Community Prosperity and Health		
	a. If the project is within a Regional Transit District (RTD), did project planning involve the RTD, if applicable? b. Is the project within any corridor designation? c. Does the project bring awareness to freight corridors?	5	_____
	2. Increase the safety of the transportation system and non-motorized users.	② Improve Safety and Public Health for All System Users	
a. Did the project planning include emergency management input (i.e., first responders)? b. Did project planning consider safety improvements? c. Can bus stop/shelters be incorporated into design? d. Is the project affected by MainStreet development and, if so, does MS design take public transit into consideration? e. Can the Applicant make any suggestions to SERTPO for safety training/awareness as a result of its planning?		5	_____
f. Did project planning consider crash data in the area? g. Did the project planning consider pedestrian facilities, sidewalks or trails, for walkability or connectivity? h. Did the project planning process identify any zoning deficiencies relating to pedestrian/bicycle facilities and offer recommendations?		5	_____
3. Increase the security of the transportation system for motorized and non-motorized users.			

4. Increase accessibility and mobility of people and freight.	4 Provide Multimodal Access and Connectivity for Community Prosperity and Health		
	a. Does the project area have any involvement with a Regional Transit District (RTD), if applicable? b. Is the project within any corridor designation? c. Does the project bring awareness to freight corridors?	5	_____
5. Protect and enhance the environment, promote energy conservation, improve quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	1 Operate with Transparency and Accountability 5 Respect New Mexico's Cultures, Environment, History and Quality of Life		
	a. Did project planning involve additional stakeholders (e.g., citizens, businesses, etc.) in the planning process? b. Was there an opportunity to promote a Scenic Byway in the project area? c. Did project planning incorporate the area's culture and history through design or otherwise?	5	_____
6. Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight.	4 Provide Multimodal Access and Connectivity for Community Prosperity and Health		
	a. Does the project area have any involvement with a Regional Transit District (RTD), (if applicable)? b. Is the project within any corridor designation? c. Does the project bring awareness to freight corridors?	5	_____
7. Promote efficient system management and operation.	3 Preserve and Maintain Our Transportation System for the Long Term		
		5	_____
8. Emphasize the preservation of the existing transportation system.	a. Did project planning identify any rail stakeholders that can be invited to SERTPO? b. Are other roadway funding sources being considered?	5	_____
	c. Did the project planning process identify any form of safety training appropriate for SERTPO?	5	_____
9. Improve the resiliency and reliability of the transportation system and reduce/ mitigate stormwater impacts of surface transportation.			
10. Enhance travel and tourism.	5 Respect New Mexico's Cultures, Environment, History and Quality of Life		
	a. Was there an opportunity to promote a Scenic Byway in the project area? b. Did project planning incorporate the area's culture and history through design or otherwise?	5	_____
TOTAL		50	

Southeast Regional Transportation Planning Organization (SERTPO)

Scoring Sheet for Roadway

AGENCY _____ PROJECT TITLE _____ LENGTH / MILES _____

Scope of Work: _____

1. COST ESTIMATE INFORMATION		AMOUNT
1.1	Right-of-Way	\$ _____
1.2	Design (includes Environmental)	\$ _____
1.3	Construction/Design	\$ _____
1.4	Construction Management	\$ _____
1.5	Total Amount Requested (for Cost/Benefit Analysis)	\$ _____

2. TECHNICAL COMMITTEE RATING		POINTS
2.1	AADT	(20) _____
2.2	Pavement Condition	(20) _____
2.3	Drainage Condition	(10) _____
2.4	Environmental Impacts	(10) _____
2.5	Safety/Accident Characteristics	(10) _____
2.6	Project Readiness	(20) _____
2.7	Cost Benefit	<u>(20)</u> _____
		(110) Total Technical Points _____

3. POLICY COMMITTEE RATING		POINTS
3.1	Economic Vitality	(05) _____
3.2	Safety	(05) _____
3.3	Security	(05) _____
3.4	Accessibility/Mobility and Freight	(05) _____
3.5	Environment	(05) _____
3.6	Connectivity	(05) _____
3.7	System Efficiency	(05) _____
3.8	System Preservation	(05) _____
3.9	System Resiliency and Reliability	(05) _____
3.10	Travel and Tourism	<u>(05)</u> _____
		(50) Total Policy Points _____

3. POINT TOTALS	
Technical Committee Total (110)	_____
Policy Committee Total (50)	_____
Project Total Points	_____

Rating Official's Name _____

Governmental Entity Represented _____

Note: One (1) Vote per Local Government