

KANSAS

RECEIVED

MAR 29 2005

PUBLIC WORKS

DEPARTMENT OF TRANSPORTATION
DEB MILLER, SECRETARY

KATHLEEN SEBELIUS, GOVERNOR

LARRY W. EMIG, P.E., CHIEF

MEMO TO: City of Lawrence
Mayor, Public Works Directors, City Engineers or Street Superintendents
(Cities 5,000 to 200,000 population)

DATE: March 18, 2005

RE: BLP-MEMO 05-12

SUBJECT: 2005-2009 Five-Year Plan Returned Project List and
Request for the City to Update and
Prioritize the Five-Year Plan Project List and
Submit New Project Requests
(**See note page 2) for SFY 2006-2010

The first purpose of this Memorandum is to include your current updated SFY 2005-2009 approved Five-Year Plan (Attachment A). This project list identifies projects that have been let or have future scheduled letting dates. Projects not let should be under development and should have project numbers assigned with letting dates in State fiscal years 2005-2009.

The second purpose of this Memorandum is to request your assistance in updating your State Fiscal Year (SFY) 2005-2009 Five-Year Plan project list and have it returned to this office by May 11, 2005. Your input is necessary so that we may reaffirm your priorities and add an additional year to the plan to extend it from SFY 2006 through SFY 2010. We plan to have your approved SFY 2006-2010 Five-Year Plan returned to you prior to July 2005.

Projects in the first three years of the city five-year plans are included in the city portion of the Statewide Transportation Improvement Program (STIP) administered by the Kansas Department of Transportation (KDOT) to use the Surface Transportation Program (STP) and Bridge Replacement (BR) categories of federal funds.

KDOT shares a portion of the federal funds made available by the Federal Highway Administration with local agencies. The STP category of federal funds is available for improvement projects on city streets functionally classified as collector and above. Routes functionally classified as local streets are not eligible. The BR category is available for city bridges on all routes including local. Eligibility is based on the latest bridge inspection submittal as to whether the bridge is functionally obsolete or structurally deficient. Please include projects the city feels will qualify to use these federally funded programs. STP and BR funds are available for construction and construction engineering only. Cities are responsible for the cost of right-of-way acquisition, utility relocations and preliminary engineering.

March 18, 2005

We have the estimated apportionment and obligation authority for Fiscal Year 2005 funds. However, in order to assist cities develop their list of priority projects for state fiscal years 2006-2010 we are providing a per year estimate of obligation authority for BR and STP funds. These estimates are subject to change as a result of future federal legislation. Our approval of projects from submitted five-year plans for fiscal years 2006 through 2010 will be based on this projected obligation authority and estimated STP and BR fund amounts.

** Please note that all projects submitted on your Five-Year Plan must be accompanied by a map showing project location(s) and a fully completed 1302 form "Request for a Construction Project" (Attachment E). If you have already submitted the 1302 form for a project then you may ignore this requirement. However, any subsequent projects will not be considered unless accompanied by the fully completed 1302 form (Attachment E).

NOTE: Projects in approved five-year plans that do not meet official project schedules will be subject to having the project moved to a later letting date

Due to the uncertainty of the amount of federal funding the KDOT will receive under the TEA-21 reauthorization bill when it is finally passed and the ending of the Comprehensive Transportation Program (CTP), it is imperative for your city to keep your projects on schedule or to advance them on your approved Five-Year Plan. It is essential that you commit to monitoring and advising your consultant of the necessity for maintaining or exceeding plan development schedules. Also, the city needs to have the right-of-way acquisition procedures complete to the point of making offers so that as soon as the environmental clearance is given you can complete the acquisition process in order to have utilities moved or adjusted on or ahead of schedule. Projects can not be let until utilities have been moved or adjusted.

The City must coordinate with the MPO during Development of the Five-Year Plan on projects to be included into the Transportation Improvement Program (TIP).

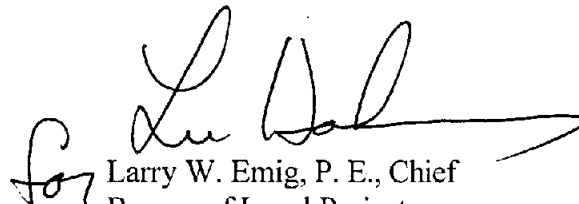
The following attachments should be used to update your plan:

- 1) Attachment A is our up-to-date record of STP and BR approved projects for 2005-2009 included in your current five-year plan. Please use information contained in this memorandum and in attachments to update your plan and **return the revised Attachments A and completed Attachment D to our office as soon as possible or no later than May 11, 2005.** Attachment D may be submitted later but as soon as you have confirmation that the public was given the opportunity for comments and all comments were received within a reasonable time period.
- 2) Attachment B is an "Example" to follow when updating your Attachment A listing of projects.
- 3) Attachment C is an explanation of the STP and BR funding categories, available to cities for a project of which we are requesting in this memo. There are additional funding programs available through KDOT to cities including the Local Partnership Programs and Transportation Enhancements programs for which projects will be requested in future KDOT memos.

- 4) The Transportation Equity Act for the 21st Century (TEA-21) states that there **shall be public input in the project selection process**. Therefore, your City should offer an opportunity for comments from the public in the development of your plan to use federal transportation funds. Documentation for public involvement must be returned on Attachment D. This is confirmation that the public was given the opportunity to be involved in the project selection process.
- 5) Request for Construction Project (Form 1302) Attachment E and a city map.

We appreciate your assistance in helping us develop a Five-Year Construction Program for cities. We hope this effort will be of benefit by enabling you to better plan for local matching funds, right-of-way acquisition, and utility adjustments. If you have any questions, please contact Lee Holmes, 785-296-0441, leeh@ksdot.org, William Gilliland, 785-296-5283, williamg@ksdot.org, or myself at (785) 296-3861, larry@ksdot.org. Also, for more information, visit our website at www.ksdot.org/burlocalproj/funding/funding.asp.

Sincerely,


for Larry W. Emig, P. E., Chief
Bureau of Local Projects

LWE:LLH:llh
Attachments

- c: G. David Comstock, P.E., Director of Engineering and Design, w/a
Chris Herrick, P.E., Bureau of Transportation Planning, Attn: Thomas Dow, w/a
Lawrence-Douglas County Metropolitan Planning Office, w/a
Lee Holmes, P.E., Program Engineer, Bureau of Local Projects, w/a
File, w/a

ATTACHMENT A: FORM FOR UPDATING CITY FIVE-YEAR PLAN

Listed below please find your Five-Year plan included in the KDOT Fiscal Years (FY's) 2005 thru 2009 Five-Year Construction Program. Please review and indicate priorities for projects in Fiscal Years 2006 thru 2010 in column (1). Indicate any corrections or additions and return a copy of this sheet with an attached map indicating project locations to the BUREAU OF LOCAL PROJECTS. FY's 2005, 2006 and 2007 are firm and will probably not require revision.

FUND CLASS:

STP = Construction Cost X 0.80 X 1.15
 BRO or BRS = Construction Cost X 0.80 X 1.15
 BRM or BHM = Construction Cost X 0.80 X 1.15
 SAF = Construction Cost X 0.90 X 1.15
 CMQ = Construction Cost X 0.80 X 1.15

NOTES TO CITY:

(1)	Indicates the proposed fiscal year of letting for projects in the firm 2005-2007 program and in the tentative 2008-2010 program.
(2)	Indicates the priority given by the city in last year's submission.
(3)	Indicates column to prioritize the order the city would like for projects to be let during FY's 2006-2010. Changing the priority may result in having to revise the fiscal year the project is to be let.

DISTRICT	(1)												(2)		(3)	
	CITY NAME	CO NO	PROJ. NO.	LOCATION DESCRIPTION	LENGTH (MILES)	WORK TYPE	Proposed Letting Date			CONSTR COST (\$1,000)	FEDERAL FUNDS (\$1,000)	FUND CLASS	2005-2009 CITY PRIORITY	2006-2010 CITY PRIORITY		
							MO	YR	FY							
1	Lawrence	23	U-1956-01	Kasold Drive over KTA	0.100	Bridge	12	2005	2006	2835	2268	STP-	1			
1	Lawrence	23	K-9667-01	Iowa St to Louisiana St on 23rd St(K-10)	1.000	Access Pts	1	2007	2007	630		ED-	NA			
1	Lawrence	23	U-2040-01	Kasold Drive from Peterson Rd to KTA	0.750	Grading,Surf	10	2006	2007	3000	2760	STP-	2			
1	Lawrence	23	U-2041-01	Intersection at N 2nd St & Locust St	0.200	Inter. Imp.	10	2007	2008	1500	1380	STP-	3			
1	Lawrence	23	KA-0134-01	Intersection of K-10(23rd) & Harper St	0.070	Inter. Imp.	1	2008	2008	202		GI-	NA			
1	Lawrence	23	U-2004-01	31st Street, Ousdahl to Louisiana	0.750	Grading,Surf.	10	2008	2009	1800	1440	STP-	4			

City Official

Date

Note: Geometric Improvement Projects and Economic Development Projects are listed but are not part of the city's Five-Year Plan for funding purposes and are approved and funded under KDOT's Bureau of Program and Project Management.

ATTACHMENT B: FORM FOR UPDATING CITY FIVE-YEAR PLAN (SAMPLE)

Listed below please find your Five-Year plan included in the KDOT Fiscal Years (FY's) 2005 thru 2009 Five-Year Construction Program. Please review and indicate priorities for projects in Fiscal Years 2006 thru 2010 in column (1). Indicate any corrections or additions and return a copy of this sheet with an attached map indicating project locations to the BUREAU OF LOCAL PROJECTS. FY's 2005, 2006 and 2007 are firm and will probably not require revision.

FUND CLASS:

STP = Construction Cost X 0.80 X 1.15
 BRO or BRS = Construction Cost X 0.80 X 1.15
 BRM or BHM = Construction Cost X 0.80 X 1.15
 SAF = Construction Cost X 0.90 X 1.15
 CMQ = Construction Cost X 0.80 X 1.15

NOTES TO CITY:

(1)	Indicates the proposed fiscal year of letting for projects in the firm 2005-2007 program and in the tentative 2008-2010 program.
(2)	Indicates the priority given by the city in last year's submission.
(3)	Indicates column to prioritize the order the city would like for projects to be let during FY's 2006-2010. Changing the priority may result in having to revise the fiscal year the project is to be let.

D (TCCXMASTER)															(1)			(2)			(3)		
I	S	T	CITY NAME	CO NO	PROJ. NO.	LOCATION DESCRIPTION	LENGTH (MILES)	WORK TYPE	Proposed Letting Date			CONSTR COST (\$1,000)	FEDERAL FUNDS (\$1,000)	FUND CLASS	2005-2009 CITY PRIORITY	2006-2010 CITY PRIORITY							
									MO	YR	FY												
7			Sample City	106	U-4001-01	A Street Bridge over Big River	0.200	Grading, Br.	10	2004	2005	255	235	BRM-	1	Let							
7			Sample City	106	U-5002-01	30 th Street: Ohio St. to Iowa St.	1.000	Surf.	10	2005	2006	800	736	STP-	2	1							
7			Sample City	106	U-6003-01	B Street: Lincoln St. to Polk St.	0.500	Surf.	3	2007	2007	500	460	STP-	3	2							
7			Sample City	106	U- -01	Park Street Bridge over Little Creek	0.200	Grading, Br.	4	2008	2008	255	235	BRO-		3							

Shaded area filled in by City. A Form 1302 "Request for Construction Project" should be returned for all proposed projects added to the plan.

City Official _____ Date _____

Note: Geometric Improvement Projects and Economic Development Projects are listed but are not part of the city's Five-Year Plan for funding purposes and are approved and funded under KDOT's Bureau of Program and Project Management.

ATTACHMENT C

****EXPLANATION OF FUNDING CATEGORIES****

Surface Transportation Program (STP) and Special Bridge Replacement and Rehabilitation (BR) funds have been distributed to categories of cities by the percent of population as determined by the 2000 census. Categories of population are 5,000-14,999; 15,000-49,999; and 50,000-199,999. For information only we are providing to you the amount of Federal Fiscal Year (FFY) 2006-2010 STP and BR funds made available (and obligation authority) for each population group:

The estimated annual amount of FFY 2006-2010 BR funds available (and the amount estimated to be reduced for obligation authority) for each population group that will be used to develop the Cities Five-Year Program is:

	EST. ANNUAL FFY 2006-2010 APPORTIONMENT	EST. ANNUAL FFY 2006-2010 OBLIGATION AUTHORITY
5,000-14,999 POPULATION	\$1,500,000	\$ 1,300,000
15,000-49,999 POPULATION	\$2,800,000	\$ 2,400,000
50,000-199,999 POPULATION	\$1,600,000	\$ 1,400,000

The estimated annual amount of FFY 2006-2010 STP funds available (and the amount estimated to be reduced for obligation authority) for each population group that will be used to develop the Cities Five-Year Program is:

	EST. ANNUAL FFY 2006-2010 APPORTIONMENT	EST. ANNUAL FFY 2006-2010 OBLIGATION AUTHORITY
5,000-14,999 POPULATION	\$1,800,000	\$1,500,000
15,000-49,999 POPULATION	\$3,400,000	\$2,900,000
50,000-199,999 POPULATION	\$2,000,000	\$1,700,000

Obligation Authority is a limitation on the allocated federal funds that can be spent in a federal fiscal year and is set by an annual congressional appropriations bill. **NOTE: Each city that has scheduled projects must meet or be ahead of the letting schedule else the obligation authority for use of these funds may be lost for the project. Cities that can advance projects ahead of schedule will be considered for use of this obligation authority lost for projects that have not met schedule.**

A. SURFACE TRANSPORTATION PROGRAM

All requested projects for the 5,000-14,999 and for the 15,000-49,999 population groups will use all the available funds for several years, and scheduling will be determined by KDOT from project request information on file from the cities. From the project request list, each city's top priority project is scheduled before a second priority project is approved, etc. Cities desiring to keep KDOT notified of their number one priority project should revise "ATTACHMENT A" in updating their five-year plan for 2006-2010.

The approved five-year plan sent from this office to the city is the city's authorization to hire a consultant to develop project plans on new projects. Projects approved in a prior five-year plan should be underway. Eligible projects will be funded 80% federal-aid and 20% local or utilize the maximum annual federal STP funds available for their population group up to 80% with local match for the balance. KDOT allows federal participation in construction and construction engineering only. Cities are responsible for right-of-way acquisition, utilities relocation and preliminary engineering.

B. SPECIAL BRIDGE REPLACEMENT OR REHABILITATION

Currently, the category of cities with population less than 200,000 receive an apportionment of approximately \$5.9 million or \$5.1 million estimated obligation authority (O.A.) annually for eligible projects using Special Bridge Replacement and Rehabilitation Funds (BR). The funding ratio is 80% Federal-Aid and 20% Local and the annual O.A. controls the funds available for programmed projects. KDOT allows federal participation in construction and construction engineering only. Cities are responsible for the cost of right-of-way acquisition, utilities relocation and preliminary engineering. Again, the approved five-year plan is the city's authorization to hire a consultant to develop project plans on new projects.

Each year we send cities an updated listing of their bridges that are on the Federal bridge replacement candidate list and are eligible for BR funding. Eligible projects may have already been requested and included on Attachment A. Other eligible projects that have not had project request(s) (Form 1302) submitted may be included in the 2006-2010 tentative portion of the Five-Year Program and project request(s) (Form 1302) must be submitted.

C. 402 SAFETY

402 Safety Funds are available to hire consultants for analyzing local traffic engineering problems as discussed in B.L.P. Memo 04-02 dated February 24, 2004 and B.L.P. Memo 97-2, dated February 10, 1997. Please contact Lynn Berges, P.E., Traffic Safety Engineer for the Bureau of Local Projects, for more information at 785-296-0410, lberges@ksdot.org.

DATE: _____
NAME: _____
TITLE: _____
CITY: _____

**Return To: Larry W. Emig, P.E., Chief
Bureau of Local Projects
Dwight D. Eisenhower State Office Building
700 SW Harrison Street
Topeka, Kansas 66603-3754
Or FAX 785/296-2079**

Public Involvement in Five (5) Year Plan Project Selection Process NOTE:
This form must be completed and returned either with the submittal of your five year plan or after you have confirmed that there was an opportunity for public involvement and comment on your projects included in your five year plan.

1. The City utilized the following activities to include the public in their Five (5) Year (FY's 2006-2010) Plan project selection/approval process:

2. In addition to or to supplement Paragraph No.1, the following may be noted as being done:

- a. Council/Commissioners or Engineer received comments from citizens during the year notifying them of concerns and possible projects.
_____ yes _____ no
- b. Council/Commissioners or Engineer drove the road network and visited with one or more citizens about road concerns and possible projects.
_____ yes _____ no
- c. Council/Commissioner published in the City Official newspaper one or more agenda or a notice of a Council's/Commissioners' meeting(s) which included discussion on Five Year Plan project selection/approval or other discussion on possible projects to be included in Plan.
_____ yes _____ no
- d. Informal or formal meetings held to discuss possible project selection for inclusion in the Five Year Plan. _____ yes _____ no
- e. Other examples of public involvement in the Project Selection Process.

KANSAS DEPARTMENT OF TRANSPORTATION

BUREAU OF LOCAL PROJECTS

REQUEST FOR CONSTRUCTION PROJECT

Submit One (1) Copy, With Map, to KDOT

County / City: _____

WHEREAS: The Secretary of Transportation of the State of Kansas, hereinafter referred to as the Secretary, has been designated as agent for _____ County under an agreement dated _____, or, (use date for new agreement)

WHEREAS: The Secretary's agency for the City of _____ will be designated under an agreement to be executed, and,

WHEREAS: the Federal-Aid Highway Act of 1956, as amended, and subsequent acts and amendments, provided Federal-Aid funds to assist the counties, cities and other political sub-divisions in improving their roads and streets, and,

WHEREAS: The above-noted county/city desires to improve a certain portion of their road or street system as is more fully described hereinafter, now, therefore,

BE IT RESOLVED: That the Secretary is hereby requested to program, for construction, that portion of road / street which is functionally classified as a _____ on Route Number _____ located:

Total Project Length _____ (Km) _____ (Mi)

ESTIMATED costs of such improvements are as follows:

Grading / Culverts / Storm Sewer	\$ _____
Surfacing (Type)	\$ _____
Bridges (Number)	\$ _____
Other	\$ _____
ESTIMATED Total for Project	\$ _____

Surveys and plans will be prepared by: _____

BE IT FURTHER RESOLVED: That sufficient funds of _____ County/City are now, or will be, available and are hereby pledged to the Secretary in the amount and at the time required for the supplementing of federal funds available for the completion of this project. Prior to Federal Authorization, any project expenditures made by the County/City are ineligible for federal funding and remain the responsibility of the County/City. Upon cancellation of the project by the County/City, the County/City shall reimburse the Secretary within thirty (30) days after receipt of statement of cost incurred by the Secretary prior to cancellation.

Adopted this _____ day of _____, 20____, at _____, Kansas.

Recommended for Approval:

APPROPRIATE LOCAL OFFICIAL(S)

County/City Engineer or Administrator

Chairperson/Mayor

Member

ATTEST:

County/City Clerk

Member

Attachment E

REQUEST FOR CONSTRUCTION PROJECT

County / City: _____

Area Served: General Farming _____ Livestock _____ Oil/Gas _____ Industrial _____ Suburban _____ Urban _____
 Others: _____

Utilities to be adjusted: _____

Environmental Concerns: Parks _____ Wetlands _____ Other _____

Traffic Data: Present AADT _____ Year _____ Estimated Future AADT _____ Year _____

Existing Facilities:					Curb & Gutter	Storm Sewer
Roadbed Width	Surface Type	Surface Width	Condition	Surface Thickness		
(M)		(M)				
(Ft)		(Ft)				

Proposed Facilities:				Surface Thickness or Rate/Km or /Mi	Curb & Gutter	Storm Sewer
Roadbed Width	Surface Type	Surface Width	Surfacing By:			
(M)		(M)				
(Ft)		(Ft)				

Existing Bridges:				Safe Load	Suff. Rating	Rating Year	Posted
NBIP Structure Number	Structure Type	Over-all Length	Clear Roadway				
		(M) (Ft)	(M) (Ft)				
		(M) (Ft)	(M) (Ft)				

Proposed New Bridges:		
Structure Type	Over-all Length	Clear Roadway
	(M) (Ft)	(M) (Ft)
	(M) (Ft)	(M) (Ft)

Railroad Crossings:		No. of Tracks	Main Tracks	Other Tracks	Avg. Trains Daily	Min. Vis. @ 300'	Present Protection	Proposed Protection
Company Name								

Comments: _____

Attachment E

REQUEST FOR CONSTRUCTION PROJECT

In accordance with the Bureau of Local Projects (BLP) Memo 99-11, dated December 16, 1999, we are required, under the Comprehensive Transportation Program (CTP) to collect and record total costs of all work phases of projects. This includes local agency federal-aid and state-aid projects that include any non-participating, pre-construction local agency costs for preliminary engineering (plan design), rights of way and utility adjustments.

Please show below your estimate of the cost of any of the following non-participating work phases for this proposed project.

Preliminary Engineering (PE)

Please estimate the payments you will make to your consultant. If your agency will perform its own PE, include your estimated direct costs plus overhead.

Rights of Way (R/W)

Please estimate the payments you will make to landowners.

Utility Adjustments (UTIL)

Please estimate the total of any payments you will make to utility companies for adjustments to utilities located on private easements.

ESTIMATED non-construction costs are as follows:

Preliminary Engineering	_____	\$ _____
Rights of Way	_____	\$ _____
Utility Adjustments	_____	\$ _____
Other	_____	\$ _____
ESTIMATED Total for Project		\$ _____