



TA Set-Aside Application

## SRTS: Patrick Henry Elem School Phase I

Project Status: Scoring

Organization: Richmond City  
Project ID: F10-0000002511-R01

General

### 1. Project Sponsor

**Organization**

City of Richmond

**Name**

Selena Cuffee Glenn

**Title**

Chief Administrative Officer

**Address**

900 E. Broad St

**Address 2**

**City**

Richmond

**State**

Virginia

**ZIP Code**

23219

**ZIP+4**

1907

**Email**

selena.cuffee-glenn@richmondgov.com

**Telephone**

(804) 646-7978

**Fax**

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### 2. Project Manager

**Name**

Jian Xu

**Title**

Traffic Operations Engineer

**Address**

900 E. Broad St

**Address 2**

Room 707

<b>City</b>	<b>State</b>	<b>ZIP Code</b>	<b>ZIP+4</b>
Richmond	Virginia	23219	1907
<b>Email</b>	<b>Telephone</b>	<b>Fax</b>	
jian.xu@richmondgov.com	(804) 646-5402	()	

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## Project Information

### Sponsor DUNS Number

3133640

### Is this an existing project?

No

### Project Title

SRTS: Patrick Henry Elem School Phase I

**Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed, please use the Upload Supporting Documents feature. Label the document "Project Description".**

This project will improve pedestrian safety and access at the intersection of US Route 60 (Semmes Ave.) and 34th St by providing a new traffic signal including pedestrian signal heads, ADA accessible wheelchair ramps and high visibility crosswalk pavement markings. Patrick Henry Elementary School is adjacent to this US 60 and crossing guards are used to assist children crossing Semmes Avenue (19,000 AADT). A new pedestrian signal will alleviate the need for the school crossing guard (which has been struck on duty) and a full traffic signal will better manage vehicular traffic for the School and 34th St.

### Project Short Description

Install a new traffic signal at the intersection of US Route 60 (Semmes Ave.) and 34th St. Provide pedestrian improvements at this intersection and in the immediate vicinity.

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### Select primary category of eligibility even if other categories may apply.

Construction of bicycle and pedestrian facilities

### Does this project qualify as a "Safe Routes to School" project based on this criteria below?

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school (K-8th)

Yes

### Do you wish to pursue this as a SRTS project?

No

## Location

### Location

#### Districts Served

- Richmond

#### MPOs Served

- Richmond  
Regional  
Transportation  
Planning  
Organization

#### PDCs Served

- Richmond  
Regional

#### Jurisdictions Served

- Richmond City

**According to the 2010 Census, is the population of your locality less than 5,000?**

No

**Is this project located within a Transportation Management Area (TMA)?**

Yes

**Identify beginning and ending termini as referenced on the location map.**

#### Start Location

Forest Hill Avenue

#### End Location

33rd Street

#### ZIP Code

23225

#### ZIP +4

1907

## Funding

### Project Funding

**Total Project Cost\* is to be limited to the project described in this application and based on the beginning and ending termini provided. This should not be considered the “whole” of a multi-phased project. According to the attached Detailed Cost Estimate (Project Budget), the following project costs can be demonstrated:**

**TA Funding (Current/Prior/Future) needed for this project - Cannot exceed 80% of Total Project Cost** \$240,000

**Local 20% Match Required - Based on the TA Funding above. Field Autocalculated.** \$60,000

**Other Project Funds (Non-TA Funds) - Include local funds, other grants and donations** \$0

**Total Project Cost\* - Sum of above; should match the attached Detailed Cost Estimate (Project Budget)** \$300,000

**Federal Transportation Alternatives Funding**

	<b>This Application (FY2019-FY2020)</b>	<b>Prior TA Funding Received</b>
<b>Federal TA Funds</b>	\$240,000	\$0
<b>Local 20% Match</b>	\$60,000	\$0

**Do you plan to use in-kind to meet all or part of the 20% local match requirement?**

No

**If not using in-kind, identify the proposed funding source(s) for the required match on this project.**

City Capital Improvement Program if TA FY19 federal funds are approved.

**A local 20% match contribution is required – how much additional local contribution (above the required 20%) is proposed? Include this amount in Other Project Funds (Non-TA Funds).**

\$0

**Is there additional (above the 20% match) non-sponsor or non-local funding secured at this time - other grants, state funds, corporate donations, etc.?**

No

**If federal funds are expended on PE, regulations require that the project progress to a completed construction phase. In the event that additional TA funding is not secured, what funding source(s) will be utilized to complete this project?**

City Capital Improvement Program

 Concept

Project Concept

**Describe the sponsors on-site evaluation to determine the project's constructability and cost. Include the date and identify those who attended the on-site evaluation.**

The scope of work includes a new traffic signal, new ADA ramps, signs and pavement markings. No additional right of way is needed. On site review by Travis Bridewell on September 6, 2017.

**Describe any possible challenges or obstacles that could require additional design consideration, cost or design waivers.**

None at this time.

**Has the local VDOT Office had an opportunity to offer comments regarding the project scope, conceptual project plans, preliminary drawings or cost estimate? Have these comments been incorporated into this application?**

No

**The use of federal transportation funds requires compliance with the Americans with Disabilities Act (ADA); describe how this project will meet these design requirements. If this is a pedestrian and/or bicycle facility, include a description of the proposed surface (concrete, asphalt, etc.) and width of the completed facility including any bridges.**

ADA ramps will be provided at the intersection of Semmes Avenue and 34th Street.

**Describe any anticipated challenges to meeting ADA design requirements including slope / terrain, width/clearance limitations, historic features, etc.**

None at this time.

**Is the project located within a designated historic district or within a downtown business district?**

No

**It is expected that the sponsor will maintain the facility for its useful life. Provide details regarding maintenance and upkeep of the completed facility – identify who will be providing upkeep, what services will be provided, how long the services will be provided and where the funding for these services will come from.**

The Department of Public Works will maintain the traffic signal, signs, pavement markings and ramps. These items will be on a routine maintenance schedule.

## Project Features

**As a pedestrian and/or bicycle facility, mark which best describes the project's primary transportation function:**

Commuting to and from workplace

**Does this project support or improve an existing or planned highway project?**

The new traffic signal will better manage traffic and pedestrians at the intersection at Semmes Avenue and 34th Street and in the immediate vicinity. This is also phase one of a two phase project in the immediate area.



## Improves Transportation Network

### Project Improves Transportation Network

	Response	Supporting Information
Does the project provide new access (access that does not currently exist) to transit stations, commuter lots, bus stops, etc.?	Yes	The new Transit Network Plan will have high frequency bus service in the corridor. The additional signal will make it easier for riders to cross the street by providing gaps.
Does the project provide connections to existing regional trails or pedestrian / bicycle facilities? Does the project provide a “missing link” in the existing transportation network?	Yes	Semmes Avenue will have new buffered bike lanes. This signalized location at the school will make it possible to cross the street to access the bike lanes.
Does the project provide bicycle/pedestrian facilities where none previously existed?	Yes	ADA ramps, high visibility pavement markings and a pedestrian traffic signal will be provided. The complementary project will add a buffered bike lane.
Does this project increase opportunities to meet daily needs without motorized transportation?	Yes	ADA ramps, high visibility pavement markings and a pedestrian traffic signal will be provided. This should increase the number of pedestrians and bicyclists making safe crossings on Semmes Avenue.
Does this project add features/devices that will improve bicycle and pedestrian safety (ex. crosswalks, bike/ped signals, lighting, physical barriers to separate facilities, etc.)?	Yes	ADA ramps, high visibility pavement markings and a pedestrian traffic signal will be provided to create gaps in the traffic for people who walk or bike.
Does this project incorporate traffic calming design elements such as bump outs, raised intersections, street trees or crosswalks in a contrasting color?	Yes	High visibility crosswalks will be used at the signalized intersection. Signals can be timed to maintain progression speeds at the speed limit.
Is this project in the locality's local/regional transportation plan? If yes, provide name of plan and date completed.	Yes	The City Master Plan calls for alternate transportation routes for pedestrians and wheel chair use. This project is compatible with juxtaposed land use and will have a positive impact on said properties.



### Sponsor's Ability to Administer Federal Project

Federal regulations require that the sponsor provide a full-time employee who is responsible for all major project decisions as explained in Chapter 3.1 of the VDOT LAP Manual. This person is referred to as the sponsor's Responsible Person (RP) and may or may not be the Project Manager. Failure to provide a qualified RP may eliminate the project from consideration.

Identify the full-time staff member assigned as the "Responsible Person" for this project:

Name	Title	Years in this position
M. S. Khara	City Engineer	9

39. Describe the experience and / or training that qualifies this individual to be the responsible person for a federal-aid transportation project.

Education/Certifications	Training / Classes	Project Related Experience
20 plus years experience managing and overseeing Federal Aid projects and programs. City of Richmond designated authority to certify VDOT for federal compliance on all projects.	Attended federal and VDOT training on project management, contract management , civil rights, environmental compliance, ROW acquisition, preliminary engineering and others.	Oversees all City sidewalks and street projects.

Select from the following the best choice describing the RP's experience:

The RP has successful experience providing oversight or administering a federal-aid transportation project within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, phases included (PE, RW, CN), cost and whether or not the project finished on-time and on-budget.

1- UPC # 83930; Biotech Phase 2 - Duval Street Realignment: Design, Right of Way and construction to include free flow ramp onto I-95, roundabout at intersection of N. 8th Street and Duval Street, Utility relocation and environmental clearances (underground storage tank removal). Total cost = \$2.2 million, advertised on July 2010 and constructed by May 2012

Describe the RP's role and responsibilities while overseeing these projects.

Provide oversight in managing projects and assuring and certifying every step of the program management for federal compliance.

Has the RP completed VDOT's Core Curriculum on-line training found on VDOT's Locally Administered Projects webpage?

Yes

VDOT is required by federal regulation to ensure that the sponsor is adequately staffed to ensure the project is satisfactorily completed. Sponsors may supplement their staff with consultants, including for project management duties.

**Is the Responsible Person also the Project Manager (PM)?**

No

The following local staff member will be assigned as Project Manager: Jian Xu

**The sponsor’s staff and their consultants must have a working knowledge of the locally administered projects (LAP) process and the federal regulations affecting federal-aid projects. Select from the following the best choice describing the proposed PM’s experience:**

The PM has been lead project manager on one or more federal-aid transportation project(s) within the previous five years

**Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, cost and whether or not the project finished on-time and on-budget.**

Applicable

**Description**

- Floyd Bike Boulevard EN13-127-872, PE101, C501, UPC 105209 This project involves all material, labor and equipment necessary to install infrastructure modifications along Floyd Avenue from N. Thompson Street to N. Laurel Street including: the installation of traffic circles, curb extensions, raised crosswalks, marked crosswalks, wheelchair ramps, signs, pavement markings and landscape along Floyd Avenue from N. Thompson Street to N. Laurel Street. \$775,000 - Completed May 31, 2016 Franklin St Bike Lane EN14-127-924, P101, C501, UPC 106182 This project involves all material, labor and equipment necessary to install a two-way buffered bike lane on Franklin Street, from N. Belvidere Street to N. 9th Street. Improvements include pavement striping and signage along the corridor. The project will create 1.75 lane-miles of buffered bike lanes, and 0.1 lane-miles of shared bike lanes. Cost estimate: \$400,000` Advertisement: October 13, 2017

**Describe the PM’s role and responsibilities managing the referenced projects including any challenges / delays encountered. How were these challenges resolved?**

Applicable

**Description**

Provides oversight in managing projects and assuring and certifying every step of the program management for federal compliance.

**Provide PM’s most recent experience managing a Transportation Enhancement / Alternatives project include brief project description, history and any challenges encountered.**



Applicable

**Description**

Franklin St bike lane project - currently under design with project advertisement in xxxxxxxxxxxx

**Has the PM completed training utilizing FHWA’s Federal Essentials for Local Public Agencies?**

Yes

**Will the sponsor need to supplement its staff to complete this federal-aid project?**

Yes

**Select the services that will need to be outsourced:**

**Environmental**

Prepare NEPA document

**Design**

Design plans, specifications and cost estimates

**Construction Engineering / Management & Inspection**

Project administration and inspection.

**Materials Testing**

Concrete, asphalt, signal, sign and pavement markings.

**Federal regulations require that the sponsor demonstrate “sufficient accounting controls” to administer a federal-aid project. This requirement is identified in Chapter 2.2 of the VDOT LAP Manual. Briefly describe the local financial management system – currently in place that will track / monitor project costs. Include the type of software used (if applicable) and the process by which costs are verified for reimbursement.**

The City's Real Time Automated Personnel Identification System (RAPIDS) financial system is an \$18 million dollar financial database that stores and manages data for everything from payroll and benefits to accounts payable and grant projects.

**▶▶ Project's Readiness to Proceed**

**Project's Readiness to Proceed**

**Design / engineering will be performed:**

Utilizing an outside consultant firm already procured for use on this project

**Is this project part of a larger / multi-phased construction project?**

Yes

**Include a map clearly identifying the proposed phases and their status, and describe how the prior / future phases relate to this project.**

Phase II will change the traffic patterns on Forest Hill Avenue between Semmes Avenue and 34th Street and upgrade the existing traffic signal at Semmes Avenue and Forest Hill with new mast arms, improved pedestrian access by installing ADA and pedestrian signal heads, ADA approved wheelchair ramps and high visibility crosswalk pavement markings.

**These funds will not participate in the costs of master plans, feasibility and/or preliminary engineering studies. Has this work been completed using other funding source(s)?**

Yes

**Attach a copy of the plan / study and briefly summarize the results below.**

Vanasse Hangen Brustlin, Inc. (VHB) prepared a traffic study of the immediate area. This study resulted in a collection of directional turning movements, an assessment of existing conditions, an analysis of traffic and crash data, the development and assessment of alternative concepts and the development of a planing cost estimate and recommended concept plans.

**Has design work started?**

No

**The ability to secure right of way (including easements) needed for a project is critical to a project's success; which of the following best describes the right of way situation for this project:**

All right of way required is publicly owned (local and/or state)

**This program will not participate in the cost of relocating overhead utilities for scenic beautification or betterment purposes. It will however participate in the costs required to eliminate conflicts. Are there existing utility poles located within the proposed project area that will need to be relocated in order to complete the proposed improvements and/or meet ADA width/clearance requirements?**

No

**Are there other conflicts / obstacles that must be addressed for the project to move forward?**

No conflicts / obstacles present

**If awarded, these funds will be available October 1, 2018 - the beginning of the federal fiscal year 2019. How long after this date will you be ready to begin incurring costs for reimbursement?**

12 months

 Sponsor Certification

Sponsor Certification

**Public Notice Attached**

Yes

**Date of Public Hearing**

2017-09-25

**Endorsement Attached**

Yes

**Date of Endorsement**

2017-10-05

**Resolution Attached**

Yes

**Date of Resolution from Project Sponsor**

2017-09-25

**Sponsor certifies the following:**

**We are familiar with Transportation Alternatives eligibility criteria and the Locally Administered Projects (LAP) Manual.**

Yes

**We will provide technical guidance and oversight to staff and/or consultants throughout project development.**

Yes

**Budget accurately reflects cost of proposed project based on preliminary work performed.**

Yes

**Project development will comply with all state and federal regulations, including ADA requirements.**

Yes

**We understand this project must be substantially complete and/or ready for construction within four (4) years of the initial federal funding.**

Yes

**We will be responsible for ensuring future maintenance and operating costs of the completed project.**

Yes

**By selecting agree I certify that the above statements are true and correct to the best of my knowledge.**

Yes

**Sponsor Name**

Selena Cuffee Glenn

**Date**

2017-10-19

## Projects Located in a TMA

**Describe how the project is consistent with the MPO's current long range transportation plan (LRTP).**

The Regional Transportation Planning Organization endorsed this application. The Transportation Advisory Committee reviews the application for consistency with the Long Range Transportation Plan (LRTP). The LRTP includes many transportation improvements such as installing ADA wheelchair ramps, high visibility pavement markings, traffic signals and improved traffic operations.

**Describe how the project fits within local adopted master plans and specific goals of local and/or state government agencies and other organizations. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any planning documents and how it supports the local land use plan.**

A traffic study was performed that collected and analyzed traffic, crash and operational data that led to alternate concept plans to improve safety and operations. Transportation master plans include transportation elements such as installing ADA wheelchair ramps, high visibility pavement markings, traffic signals and improved traffic operations.

**Describe how the project makes the region's transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers.**

ADA approved wheelchair ramps benefits disabled pedestrians. A new traffic signal benefits traffic operations and includes pedestrian traffic signals to benefit pedestrians.

**Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act (ADA) requirements.**

ADA approved wheelchair ramps benefits disabled pedestrians.

**Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support. Please also describe any project coordination with other jurisdictions or agencies.**

City Council meeting on September 25, 2017 where Resolution 2017-R063 was adopted.

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If your project is in the National Capital Region, please answer the following additional questions:

**As a regional policy, the TPB seeks to promote the development of Transportation Alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?**

No

**Center:**

**Is this project located within ¾ miles of a Metrorail (existing or under construction) or commuter rail station?**

No

**Station:**

Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

ADA approved wheelchair ramps benefits disabled pedestrians.

### Detailed Cost Estimate (Project Budget)

Task by Project Development Phase	Project Costs	Project Schedule	
		Tentative Begin Date	Tentative End Date
<b>PRELIMINARY ENGINEERING PHASE</b>			
Engineering/Design Fees			
Environmental Document			
Surveying			
Advance Right of Way <small>(incl. title research, plan/plat prep, appraisals, etc.)</small>			
Add rows as needed...			
Administrative Costs			
<b>PE Phase TOTAL COSTS</b>			
<b>RIGHT OF WAY PHASE</b>			
Right of Way Purchase			
Attorney Fees <small>(incl. negotiation, recording deeds, etc.)</small>			
Utility Relocation			
Add rows as needed...			
<b>RW Phase TOTAL COSTS</b>			
<b>CONSTRUCTION PHASE</b>			
*Include construction line items from engineer's estimate, add rows as needed			
...			
...			
Construction Management			
Inspection Fees			
Materials Testing			
Contingency			
<b>CN Phase TOTAL COSTS</b>			
<b>SUB-TOTAL COST (PE, RW &amp; CN)</b>			
VDOT Project Oversight Charges <small>(Recommend 3.7% of sub-total cost)</small>			
<b>TOTAL PROJECT COST</b>			

[Click to download a template.](#)

#### PROJECT BUDGET REQUIRED FOR ALL APPLICATIONS

This template is an example to be used in creating a detailed project cost estimate. Prepare a budget that is broken down by developmental phases – Preliminary Engineering, Right of Way and Construction – including specific line items that are appropriate to the project described in this application.

VDOT Project Oversight Charges include coordination, plan review, environmental charges, attendance at the pre-construction meeting, and Civil Rights reviews, as required. Five to seven percent of the total cost of PE, RW, and CN is a good rule of thumb for determining VDOT charges on a Transportation Alternatives Program project.

If this project is part of a larger, multi-phased endeavor, the project budget should only address costs for the specific project scope described in the current application and identified by the termini provided. Remember that with new TA projects, each project segment (termini) will be funded separately receiving a new project agreement and project number. EXCEPTION: If this project has received past TE/TA funds and is a continuation of the proposed TE/TA project as described in previous applications, a separate column should be added to the budget identifying the prior funds received. The current/future application funds should be kept separately, and when added to prior funds, should equal the total project cost.

Provide a general schedule – tentative begin and end dates – for each phase. These dates will assist in planning and preparation for each new developmental phase. Note that a new federal authorization is required for each phase (PE, RW, CN) and must be secured prior to moving forward.

Current Attachments

<p><b>Description</b> Cost Estimate</p> <p><b>Attachment Type</b> Detailed Cost Estimate</p> <p><b>File Name</b> TA cost estimate PH Phase I.docx</p>	<p><b>Description</b> Concept plan</p> <p><b>Attachment Type</b> Project Sketch</p> <p><b>File Name</b> Semmes and Forest Hill area -9-8-17pdf.pdf</p>
<p><b>Description</b> Safe and Healthy Streets Commission Resolution of Support</p> <p><b>Attachment Type</b> Resolution of Support</p> <p><b>File Name</b> SHSC Healthy Streets Resolution for FY19 TA Proposals Adopted 101817.docx</p>	<p><b>Description</b> Richmond Regional Transportation Planning Organization endorsement</p> <p><b>Attachment Type</b> Resolution of Support</p> <p><b>File Name</b> TA S-A Endorse Res - Richmond - SRTS - Patrick Henry - Ph I.pdf</p>
<p><b>Description</b> City Council Resolution Res. 2017-R063</p> <p><b>Attachment Type</b> Resolution of Support</p> <p><b>File Name</b> Council Resolution 2017-R063.pdf</p>	<p><b>Description</b> Correspondence from Principal Atkinson</p> <p><b>Attachment Type</b> Letter of Support</p> <p><b>File Name</b> Letter of support from Principal Atkinson.docx</p>



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