



Safe Routes to School



2022 Spot Improvement Solicitation

Application Deadline: **November 10, 2022**

Contents

A. Application Instructions.....	2
B. Overview.....	3
C. Application and Project Development Timeline.....	3
D. Eligible Applicants & Projects.....	3
E. Project Development.....	4
F. Evaluation Criteria & Response Templates.....	5
G. Application Submission Instructions	6

Attachment A – Example Map

Attachment B – Regional Planning Commission Contact Information

Attachment C – VTrans District Transportation Administrators

A. Application Instructions

1. **Read the Overview** to ensure that your spot improvement is eligible for inclusion in the SRTS project.
2. **Complete the Application** The form is set up as a fillable Adobe PDF. If you elect to print the form and fill in by hand, please type or print in blue or black ink. Applications missing requested information will not be considered.
3. **Include a clearly annotated map** (example provided in Attachment A) with the following information:
 - a. Clearly shows the limits of the proposed project and how it connects to existing bicycling or walking facilities.
 - b. Identifies the school location.
 - c. Includes route numbers and/or road names.
 - d. Other pertinent information can be included if the map remains legible.
4. **Use the selection criteria template** (available at [2022 Safe Routes to School Spot Improvement Guide and Application](#)) to answer the criteria questions.
5. **Project area photographs** – Provide at least two photos of the project area. Photos are especially important if the proposed project is reconstruction of an existing facility. Photos should be recent, of good quality, clearly labeled, and easily interpreted.
6. **Notify your Regional Planning Commission (RPC)**, letting them know that you are submitting the application. *Note that the RPCs are a great resource for you as you put your application together.* See Attachment B for contact information for the RPC in your area.
7. **Include a current letter of support from the governing body (school district or municipality) of the applicant** that includes acknowledgement of the future maintenance of the project.
8. **Notification to VTrans** - For projects located in or adjacent to a State Highway Right-of-way, coordination with the District Transportation Administrator (DTA) is required. Include a copy of your correspondence and any comments received from the DTA. The DTA oversees maintenance of the State Highway System in their district. See Attachment C for DTA contact information.

B. Overview

VTrans continues to support the Safe Routes to School efforts around Vermont. The intent of this project opportunity is to make important spot improvements that will make it easier for children to walk or bike to school.

The ideal project will be on a municipally maintained road and will not require right of way acquisition, utility relocation or complex structural elements. If unsure whether the affected road is under municipal or state jurisdiction, you can check here - <https://tinyurl.com/2p85py2z>.

Selected projects will be designed, put out to bid as a single project, and overseen by VTrans. **Funds will not be granted to the town/school. All project costs (design, construction, etc.) will be paid with Federal Safe Routes to School funds that do not require local match. After improvements have been completed, the improved infrastructure will become the maintenance responsibility of the applicable municipality/school. (See Section E. for more details on how responsibilities are divided).**

C. Application and Project Development Timeline

Applicants to the 2022 SRTS Spot Improvement solicitation can expect the following time frame for these projects.

- September– Application materials available online
- November 10, 2022 – Applications due to VTrans
- December – Project selection
- January - October 2023 – Project Design
- Winter 2023/24 – Project put out to bid
- Spring/Summer 2024– Project Construction

D. Eligible Applicants & Projects

Eligible applicants for the SRTS Spot Improvement projects include the following:

- A school district or school that is identified as a partner school actively working on SRTS with Local Motion (Partner schools listed here - https://www.localmotion.org/safe_routes_to_school_vt).
- A municipality in which a school meeting the above criteria is located

Successful applicants will be required to sign a maintenance agreement that commits them to maintenance responsibility for completed construction projects and allows the state and its contractor to construct the project.

In general, **proposed improvements should be small scale, spot improvements** such as modifications to an existing crossing, short sidewalk segments, bike lane markings or other straightforward improvements.

Projects may be combinations of any of the following facilities:

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-foot wide to accommodate bicyclists)
- Sidewalks, especially sidewalk segments that fill in missing gaps or provide access to key destinations
- Re-construction of existing sidewalks with clearly identified deficiencies
- Pedestrian crossing improvements, including median pedestrian refuge islands, bulb-outs or other signage/ADA improvements (Ideally, crossing improvements are consistent with the Federal Highway Administration Safe Transportation for Every Pedestrian (STEP) initiative - https://safety.fhwa.dot.gov/ped_bike/step/resources/).
- Pedestrian intersection signals
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths (designed for use by both bicyclists and pedestrians)

Applications may be for construction of new facilities, reconstruction of existing infrastructure to meet current design standards, or a combination of both. ***Projects that consist solely of preventive maintenance (e.g. repaving an existing shared use path or refreshing pavement markings) are not eligible.***

Applicants must indicate how the proposed project will make it safer for children to walk or bike to the identified school.

E. Project Development

Once projects have been selected, VTrans will work with a design consultant to develop a set of plans that can be put out to bid for construction. The process will include the following:

VTrans responsibilities:

1. Survey of the project site to map existing conditions.
2. Meet with the school/municipality to thoroughly understand the intent of the proposed improvement
3. Develop a set of plans showing the improvement
4. Work with VTrans environmental section to obtain necessary clearances
5. Put project out to bid
6. Select contractor
7. Oversee construction

School/Municipality responsibilities:

1. Provide point of contact to review/approve project details
2. Willing to sign maintenance agreement acknowledging future maintenance of improvements
3. Assist with local communication about the project
4. Assist with public notice about construction

F. Evaluation Criteria

Applicants must submit answers to the evaluation criteria as part of their submission. A formatted template in MS Word is available for applicants to address the selection criteria. [The template may be found here.](#)

The selection process will be based on the thoroughness and strength of the information provided in the responses to the selection criteria and an assessment of project feasibility. Successful applicants will be notified by the end of 2022.

Criteria Questions

1. **Demonstrated Project Need—20 Points:** What walking and/or bicycling access or safety problem are you trying to solve? **Describe the proposed improvement (e.g. length and type of facility being proposed - 500 feet of concrete sidewalk with granite curb or install bulbouts and flashing beacons at existing crosswalk).** Describe the project area and how the proposed project will improve conditions for children walking and/or bicycling to school. How does the project tie into the local walking or bicycling network? If proposing an improvement to an existing pedestrian crossing, is the improvement one of the measures identified in the FHWA STEP initiative (https://safety.fhwa.dot.gov/ped_bike/step/resources/)?

If applying for a specific pedestrian crossing improvement, such as Rectangular Rapid Flashing Beacons, be sure to include information such as the posted speed, traffic volumes and other factors that support the need for these devices. See the VTrans Ped Crossing Guide for technical guidance - <https://tinyurl.com/ped-crossing-guide>.

12-20 Points – Project is critical for safe walking and bicycling to school/is specifically identified in a school travel plan or other local planning document.

6-11 Points – Project generally improves local walking and bicycling, but not clear how it provides access to a school

0-5 Points – Unclear how proposed facility contributes to school walking or bicycling or solves a safety problem

Higher scores are given for quantifiable evidence of safety issues or documented deficiencies such as ADA compliance, demonstration of facility as high need via planning

documents or connecting segments of an existing network and increasing access and safety for school travel.

2. **Complexity—15 points:** Is the project straightforward and easy to implement? Is it within existing highway right of way? Are there any known environmental constraints e.g. wetlands or hazardous waste? Are there design challenges like structures or new subsurface drainage?

11-15 Points – Project likely to be within existing town highway right of way. Little or no technical challenges (e.g. improvements at existing crossing, provision of missing sidewalk links).

6-10 Points – Minor complexity with clear identification of how to address issues and/or project is in VTrans Right of Way.

0-5 Points – Needs additional land acquisition or ROW. Historic resources impacted. Technical difficulties such as structures or drainage required.

Higher scores for fewer complexities and likelihood that project can be built within existing municipal highway right of way.

3. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route?

Higher score for no conflicting projects, lower score for several coordination needs.

4. **Project Management—10 Points:** Who will be the local point of contact for the project? Describe the role this person plays at the local level.

6-10 Points – A responsible party identified with a clear nexus to the identified school.

0-5 Points – Unclear who the point of contact is.

G. Application Submission Instructions

Address all questions and criteria as concisely as possible. If you are unsure of any question or criteria, please contact Jon Kaplan, VTrans Bicycle and Pedestrian Coordinator at 802-498-4742 or jon.kaplan@vermont.gov.

1. **Review your package for completeness and accuracy.** You may include a brief cover letter (no longer than 2 pages). *Applications must include all the items on the application checklist that is included in the selection criteria template documents.*

2. Submit electronically:

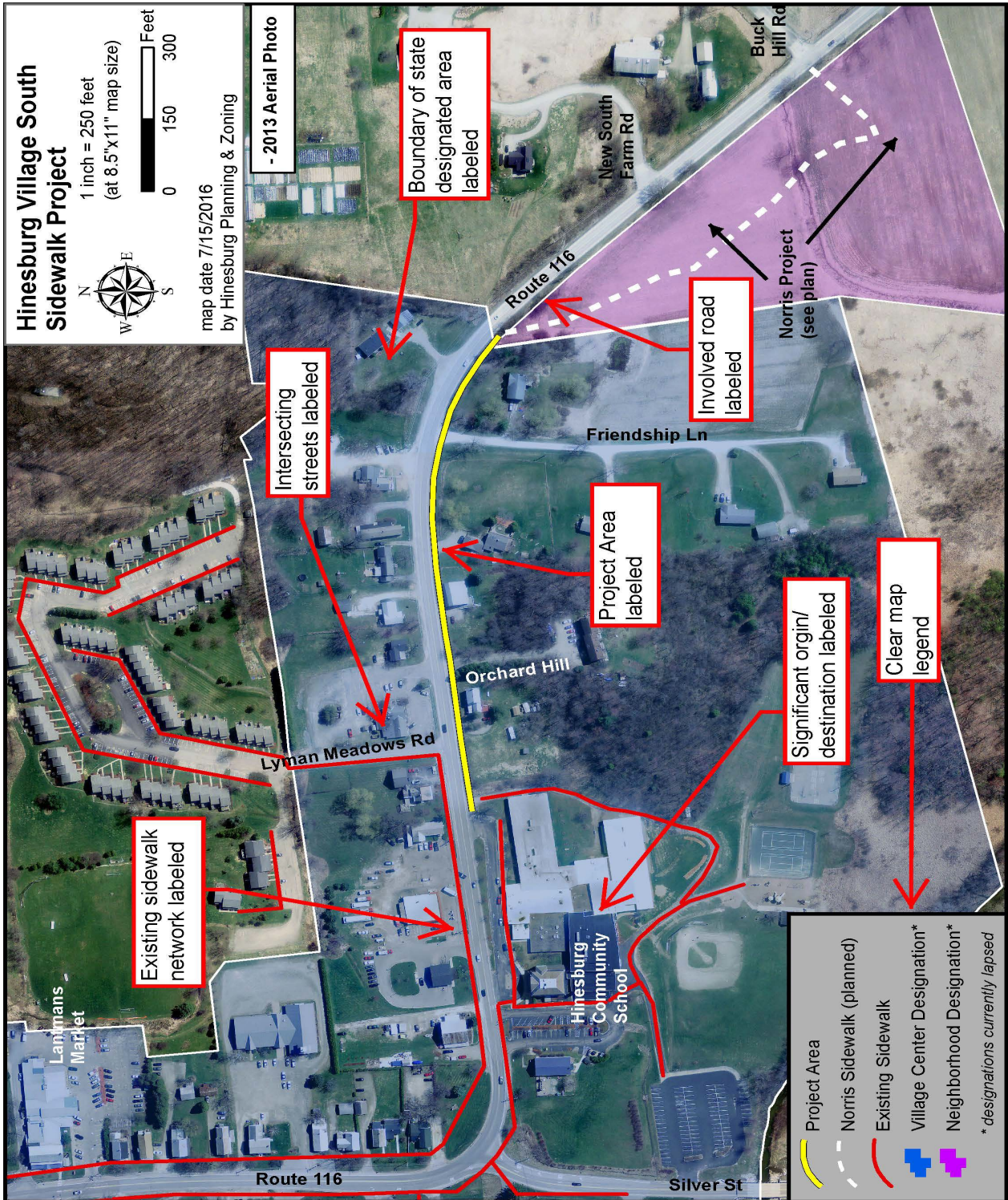
a. Electronic submission of complete applications, including all supporting materials in an Adobe PDF format is required and must be received by November 10, 2022.

- i. File names shall include the name of the applicant (e.g. Rutland City, Barre Town).
- ii. Please provide as few files as possible.
- iii. The state email system can handle file attachments up to 40 MB. Applicants may use file transfer programs such as Dropbox or YouSendIt but should contact Jon Kaplan at jon.kaplan@vermont.gov with adequate lead time to make sure that applications are received on time.
- iv. VTrans will acknowledge all electronic submissions with an email notification.

Applications must be sent to Jon Kaplan at jon.kaplan@vermont.gov

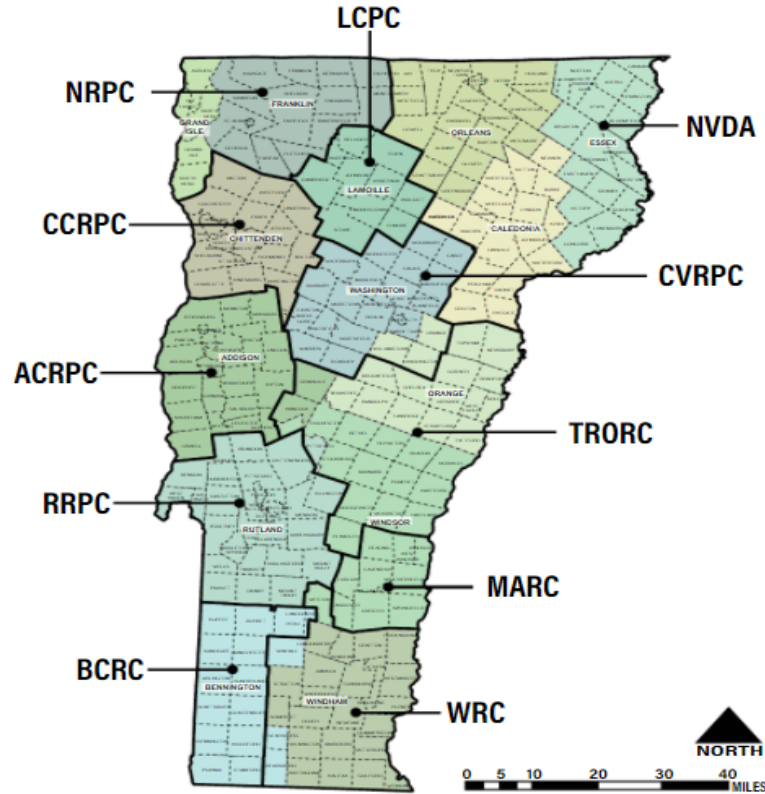
3. All electronic files must be received by close of business November 10, 2022. A confirmation email will be provided to all applicants. Any application packages that are not received by the application deadline will not be eligible for consideration.

Attachment A: Example Map



Attachment B: Regional Planning Commissions

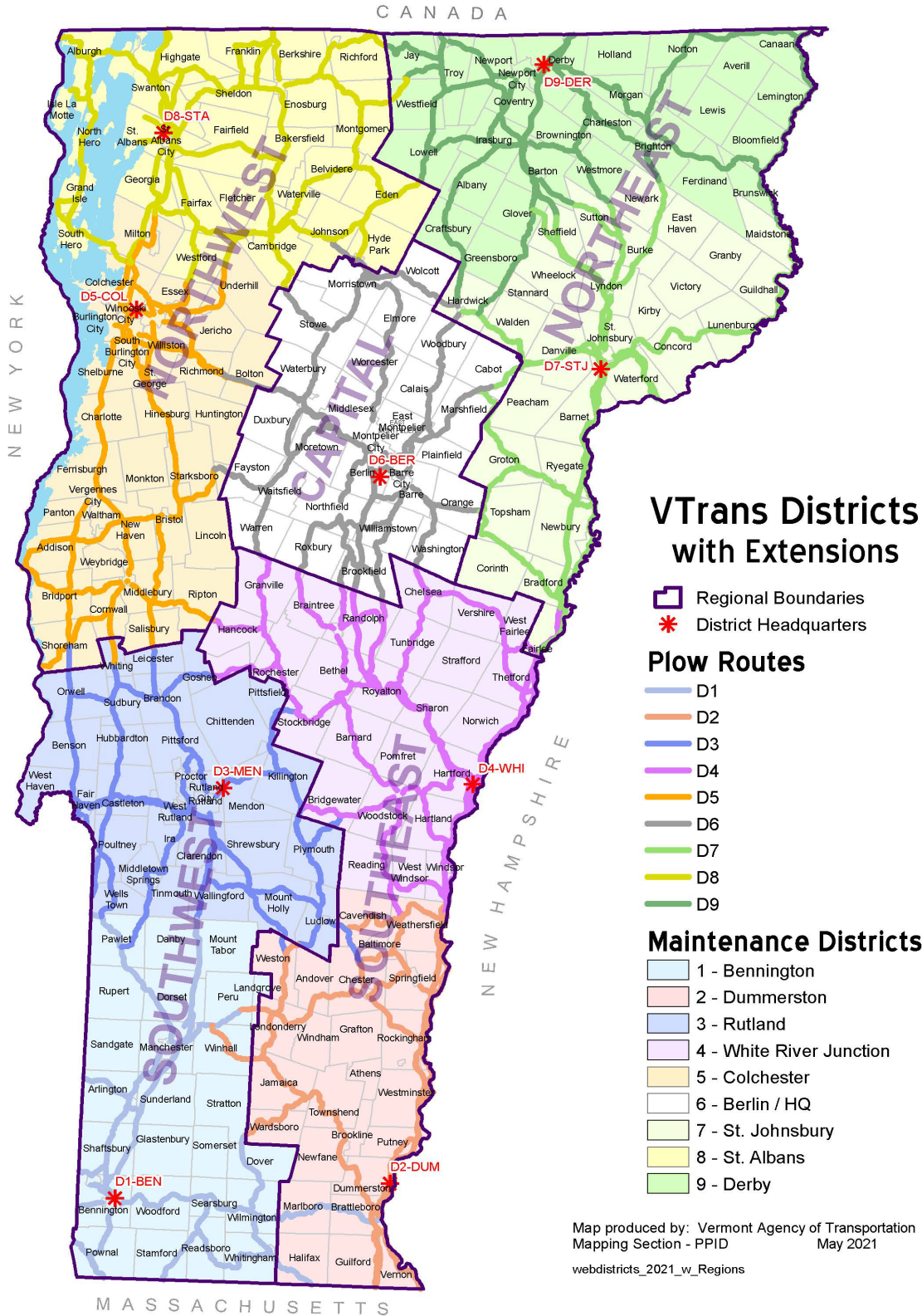
Vermont's Regional Planning Commissions are important resources for VTrans Bike/Ped Program applicants. It is important to obtain a letter of support from the Commission that represents your region of the State. Contact the Transportation Planners at the numbers listed below. For more information, go to the Vermont Association of Planning and Development Agencies website at: <https://www.vapda.org/>



**STATE OF VERMONT
REGIONAL PLANNING COMMISSIONS**

Addison County Regional Planning Commission	(802) 388-3141
Bennington County Regional Commission	(802) 442-0713
Central Vermont Regional Planning Commission	(802) 229-0389
Chittenden County Regional Planning Commission	(802) 846-4490
Lamoille County Planning Commission	(802) 888-4548
Northeastern Vermont Development Association	(802) 748-5181
Northwest Regional Planning Commission	(802) 524-5958
Rutland Regional Planning Commission	(802) 775-0871
Mount Ascutney Regional Commission	(802) 674-9201
Two Rivers-Ottawaquechee Regional Commission	(802) 457-3188
Windham Regional Commission	(802) 257-4547

Attachment C: District Transportation Administrators



Map produced by: Vermont Agency of Transportation
Mapping Section - PPID
May 2021
webdistricts_2021_w_Regions

Contact info can be found at: <https://vtrans.vermont.gov/operations/districts>