STATE OF WASHINGTON
TRANSPORTATION COMMISSION
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DATE: June 25, 2010

TO: Directors, Statewide Metropolitan Planning Organizations and Regional Transportation Planning Organizations

FROM: Reema Griffith, Executive Director
Washington State Transportation Commission

RE: Instructions for Submitting Regional Priority Projects to the Washington State Transportation Commission

The enacted 2010 Supplemental Transportation Budget contained a proviso directing the Transportation Commission (WSTC) as follows *(ESSB 6381, Sec. 205 (8))*:

> *"As part of its development of the statewide transportation plan, the commission shall review prioritized projects, including preservation and maintenance projects, from regional transportation and metropolitan planning organizations to identify statewide transportation needs. The review should include a brief description and status of each project along with the funding required and associated timeline from start to completion. The commission shall submit the review, along with recommendations, to the house of representatives and senate transportation committees by January 2011."*

The WSTC is requesting your organization submit a list of **up to 20 priority projects *(in no particular order)* located within your region. Do not submit more than 20 projects.** In cases where there are two regional organizations coexisting within one boundary, we ask that one list be submitted for both organizations. As you build your list of 20 projects, we encourage you to seek input from the tribes located in your region.

The following mega projects are already high priority state projects and therefore do not need to be included in your list of 20: SR 520 bridge replacement; Alaskan Way Viaduct replacement; I-405; Columbia River Crossing; Spokane North/South Freeway; Tacoma HOV; Snoqualmie Pass; and SR 167 extension to the Port of Tacoma. Funding for Washington State Ferries is also a high priority for the state and therefore does not need to be included in your list of 20.

Road projects can include those located on city streets, county roads or state highways and can be any type of road project such as, but not limited to, preservation, maintenance, safety, or improvement. Projects may also be multi-modal projects such as, but not limited to, transit, air, or intermodal freight.

For each project, the following information will be needed:

- *Project name and description*: Identify what each project is, where it is located, what the intended outcome and benefit is, etc.

- *Project status and timeline*: Identify where the project is at in development and a complete timeline of the project from start to completion, identifying the major phases (i.e., right of way acquisition, preliminary engineering, construction, etc.).

- *Project funding needed*:
    - Identify the total cost of the project and the funding needed in year of expenditure dollars (YOE). For purposes of this request (and not for budgeting purposes) **please apply an annual inflation factor of 3% in determining your YOE costs.**

    - Per the project timeline, identify the funding need in terms of state biennia (for example: July 1, 2011 – June 30, 2013; July 1, 2013 – June 30, 2015; etc.).

    - Project funding needs should be identified in whole dollars estimates, but small ranges may be acceptable if whole dollar estimates are not available.

- *Project category and type*:
    - **Category 1 – Road Projects**: Identify type of project and whose jurisdiction it falls under (i.e., city, county, state). For preservation and maintenance projects, please identify the discrete activity you are seeking funding for (*for example: sealcoat, 20 miles on Jones St.*). Please use the following list to determine the "project type" and indicate the corresponding number(s) a given project falls under:
        1. Preservation
        2. Maintenance
        3. Safety
        4. Reconstruction
        5. New Construction
        6. Adds Capacity
        7. Adds Multi-Modal Facility

- **Category 2 – Multi-modal Projects**: Identify the type of project and whose jurisdiction it falls under (i.e., port, transit agency, etc.).

- *Statutory policy goals*: For each project, identify which statutory policy goals it will address *(please refer to the correlating policy number listed below)*. The statutory policy goals are as follows *(RCW 47.04.280)*:

  1. **Economic Vitality:** To promote and develop transportation systems that stimulate, support and enhance the movement of people and goods to ensure a prosperous economy;

  2. **Preservation:** To maintain, preserve and extend the life and utility of prior investments in transportation systems and services;

  3. **Safety:** To provide for and improve the safety and security of transportation customers and the transportation system;

  4. **Mobility:** To improve the predictable movement of goods and people throughout Washington State;

  5. **Environment:** To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment; and

  6. **Stewardship:** To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Two templates addressing the above informational needs are attached. *(Note: The Excel file is set up for 8.5 x 14 paper.)* **Please use these templates to provide the information we have requested.** If you would like to offer additional detail on any of your projects, please do so as an appendix.

The WSTC requests that this project information be submitted to the Commission Office by no later than **October 29, 2010**. The information should be submitted electronically to the following email address: transc@wsdot.wa.gov **Please put in the subject line: "Regional Project List"**.

<Insert MPO/ RTPO Name>

REGIONAL PRIORITY PROJECT LIST

Submittal to Washington State Transportation Commission

NARRATIVE PROJECT INFORMATION

October 2010

Project Name & Number *(Number correlates to that shown on excel spreadsheet)*

<Insert text>

Project Description

- **What is it? <Insert text>**
- **Where is it located? <Insert text>**
- **What is the intended outcome & benefit? <Insert text>**

Project Status & Timeline

- **Where is the project at in development? <Insert text>**
- **What is the timeline for this project from start to completion? *(Please identify the major phases)* <insert text>**

Additional Comments

REPEAT THE ABOVE INFORMATION FOR EACH PROJECT

<Insert MPO/ RTPO Name>

Regional Priority Project List

October, 2010

Project Name, Jurisdiction & Category (i.e.: road or multi-modal)	Project Type - Indicate Applicable Number(s) *(see instruction memo)*	Total Project Cost*	Project Cost Breakdown By Biennia - YOE $** *(09/11; 11/13; 13/15 etc.)*	Is This Project Consistent with an Approved Regional Transportation Plan?	Policy Goals Project Addresses - Indicate Applicable Numbers *(see instruction memo)*	Comments

*Dollars in thousands

**YOE = Year of Expenditure Dollars assuming a 3% inflation factor