

Section 200.00- Project Programming and Development

210.00- Project Programming

- 210.01- The Idaho Transportation Investment Program
- 210.02- Selecting and Prioritizing Projects
- 210.03- Using Performance Measures to Improve Accountability
- 210.04- Chartering
- 210.05- Local Cooperative Project Requirements

220.00- Project Development Funding

- 220.01- Maintenance (STM and STKP) Program Funding
- 220.02- Charges for State- Furnished Items and Materials on State Maintenance (STM),
and Stockpile (STKP) Projects

230.00- Preliminary Development Funding

- 230.01- Addition, Revision, or Deletion of Projects to the Highway Development
Program
- 230.02- Project Cost Changes

240.00- Donations

SECTION 200.00 - PROJECT PROGRAMMING AND DEVELOPMENT

210.00 - PROJECT PROGRAMMING

The Idaho Transportation Department (Department) is required to develop construction projects that are needed, cost effective, and within the approved policies of the department and the Federal Highway Administration. Construction projects are to be selected and a multi-year construction program formulated in accordance with priorities established by various needs, studies, and long-range planning.

210.01 The Idaho Transportation Investment Program The Idaho Transportation Investment Program (ITIP) is a multi-modal program that includes highways, bridges, public transportation, railroads, aviation, and non-motorized transportation. The State of Idaho's state and local transportation systems are a network of cross-jurisdictional routes that require cooperation, coordination, and continuous planning to operate, maintain, and improve.

210.02 Selecting and Prioritizing Projects The Department's Five-Year Transportation Plan includes projects for highways, bridges, public transportation, railroads, aviation, and non-motorized transportation. The Transportation Board (Board) and department select projects to further the department's mission of improving "your safety, your mobility, and your economic opportunity". The first step in the process occurs when the Department's management team establishes program performance measures, priorities, and funding levels. Teams for each program area (pavements, bridges, etc.) then meet to:

- Collect and analyze data to make project-timing decisions, such as determining the ideal time to perform a pavement-preservation or a bridge-rehabilitation project.
- Review and prioritize needs to provide the highest return on investment performance and the most benefit to Idaho citizens.
- Recommend projects to meet performance measures within fiscal constraints. The department also seeks input and recommendations within the established guidelines from the state's metropolitan planning organizations and local governments. The Department's management team reviews recommended projects and forwards approved projects to the Board for input. Following the Board's review, the public is invited to comment. After the comment period ends, the Board again reviews the selected projects and approves a transportation program.

The Department uses road and bridge management systems to select projects that:

- Optimize current and projected funding levels
- Support federally funded local transportation agency plans and programs

- Address system priorities
- Achieve system performance goals

Teams of experienced engineers and planners assist in the project-selection process by:

- Analyzing road and bridge data provided by the management systems
- Determining specific program objectives
- Establishing engineering requirements for projects that achieve program objectives
- Making recommendations to management on funding levels required to meet objectives
- Balancing program budgets with available revenue Program Priorities

The ITIP's priorities support the Department's mission of "your safety, your mobility, and your economic opportunity". The Department:

- Is committed to providing facilities that enable the safe movement of people and goods. Safety is considered in all transportation activities, investments, and decision-making processes.
- Promotes accessible, affordable, and convenient transportation choices for the movement of people and goods.
- Strives to keep transportation infrastructure in good repair and ensure uninterrupted service.
- Applies resources to maintain, improve, and expand routes and services that contribute to the state's economic vitality.

210.03 Using Performance Measures to Improve Accountability Publication of the Five-Year Plan is another step in the Department's commitment to elected officials and taxpayers to improve transparency and accountability. Publishing what projects were selected and when they will be completed allows elected officials and the public to see if the Department delivers on its promises. The Five-Year Plan also shows what the Department's funding assumptions and needs are, and how projects are prioritized and selected. The public also can review how completion of the selected projects is driving the Department toward achieving its performance goals. The Department monitors performance measures which are published on the Department's internet website. Plans to achieve each performance measure cascades down into the organization as divisions align business plans, sections develop work plans, and supervisors generate employee performance plans to support and achieve the measures.

Each performance measure ties to the department's new mission: • Your Safety. • Your Mobility. • Your Economic Opportunity.

Initial entry and project revisions are done using the approved processes established by the Office of Transportation Investments.

210.04 Chartering The Department has introduced a business practice called Project Chartering. Project Chartering in the evaluation phase addresses scope, schedule and budget for projects prior to these projects being put into the ITIP. In an effort to improve budgeting, districts will use planning support funding to develop the engineering details sufficient to define the project scope for nomination to the ITIP. Charters are living documents established by obtaining data for the projects from the systems in place, such as the Transportation Asset Management System (TAMS), and using the available data from the Needs Data Base. Charters include a project objective statement, scope of work, environmental considerations, design standards, and key stakeholder roles and responsibilities. In addition, it serves as a contract between the Project Team and the Project Sponsors, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project. In the chartering process, no scope revisions are allowed during the development phase unless approved in writing by the Project Sponsor, usually the District Engineer.

210.05 Local Cooperative Project Requirements. When funding sources allow, projects may consist of a monetary payout to a local entity for a cooperative project.

To maintain uniformity in processing Local Cooperative projects, the following procedure will be used:

- After approval of the Board Item and subsequent approval of the [ITD 1414](#), Project Program or Revision, the appropriate District provides the initial request and input and a cooperative agreement is prepared by Highways Program Oversight.

- When the agreement has been signed by all parties, the District distributes a copy to all parties with two copies to Highways Program Oversight and one copy to the Office of Transportation Investments.
- The District prepares an [ITD 2101](#), Project Authorization and Agreement, and forwards the [ITD 2101](#) and one copy of the agreement through The Office of Transportation Investments to Financial Services.
- Financial Services assigns work authorization, finalizes, and distributes the [ITD 2101](#).
- The Districts, in cooperation with the local entity, prepare a chart/schedule which estimates the cash payments that are required for the project.
- Payment to the local entity is made at their request, after they obtain a contractor to perform the work or complete the work themselves. The District prepares and submits an invoice entry and tracking form.
- Exceptions to this procedure must have prior approval by the Chief Engineer.

220.00 - PROJECT DEVELOPMENT FUNDING

The initial cost of a project is required for the evaluation charter and can be estimated utilizing the "Average Cost per Lane Mile" charts ([Figure 2-1a](#)). However, all available information and data should be evaluated to determine the project costs.

Notes:

The high costs columns refer to viaducts, tunnels, projects of extraordinary expense.

Small Urban = > 1,000 - Small Urbanized => 50,000 – Large Urbanized => 200,000.

A project that is placed on the Idaho Transportation Investment Program (ITIP), with a specified year of construction, is eligible for development provided that the project meets eligibility criteria for those funds. When project development activities are ready to begin, the District Engineer submits an [ITD 2101](#), Project Authorization and Agreement, to Planning/Programs Management for the scheduled preliminary engineering for that fiscal year. The [ITD 2101](#) is processed, Financial Services issues the work authority, and copies are sent to all personnel who are authorized to make charges against the project.

On Federal-Aid projects, FHWA authorization is required before any work occurs or notices-to-proceed are issued or work may be deemed non-participating.

Figure 2-1a Idaho-Specific Capital Improvement Costs (in 000s of 2006 dollars per lane-mile)

	A	B	C	D	E	F	G	H	I
	Reconstruct & Widen Lanes	Reconstruct Pavement	Resurface & Widen Lanes	Resurface Pavement	Improve Shoulders	Add Lane at Normal Cost	Add Lane at High Cost	Realign Pavement at Normal Cost	Realign Pavement at High Cost
Rural Interstate									
Flat terrain	840	549	539	221	31	1,142	1,583	1,266	6,582
Rolling terrain	942	563	621	235	51	1,238	2,003	1,602	6,880
Mountainous terrain	1,112	651	747	260	78	1,586	4,999	1,879	7,490
Rural Other Principal Arterials									
Flat terrain	656	439	450	177	20	914	1,309	1,047	5,340
Rolling terrain	741	451	511	197	34	979	1,581	1,264	5,649
Mountainous terrain	851	512	596	215	54	1,191	4,430	7,214	7,214
Rural Minor Arterials									
Flat terrain	600	386	419	157	19	831	1,167	934	5,098
Rolling terrain	724	427	522	169	35	953	1,503	1,202	6,316
Mountainous terrain	840	488	613	187	54	1,173	4,430	6,914	6,914
Rural Major Collectors									
Flat terrain	632	409	433	160	25	863	863	934	5,313
Rolling terrain	692	415	487	170	33	883	883	1,148	6,044
Mountainous terrain	790	471	563	186	52	1,040	4,155	6,613	6,613
Urban Interstate, Other Freeways and Expressways									
Small urban	1,713	1,186	1,199	256	50	2,535	9,027	4,259	10,813
Small urbanized	1,841	1,196	1,240	302	66	2,770	9,862	4,654	12,155
Large urbanized	2,937	1,958	1,920	406	249	4,637	48,819	7,790	48,819
Urban Other Principal Arterials									
Small urban	1,493	1,008	1,097	214	50	2,155	7,673	3,621	9,057
Small urbanized	1,597	1,020	1,147	253	68	2,335	8,314	3,923	10,090
Large urbanized	2,282	1,495	1,678	318	217	3,417	12,166	5,058	11,625
Urban Minor Arterials and Collectors									
Small urban	1,100	761	830	157	37	1,591	5,666	2,674	7,265
Small urbanized	1,152	770	837	178	45	1,677	5,971	2,818	8,139
Large urbanized	1,551	1,029	1,145	219	122	2,325	8,277	3,906	9,096

Source: Cambridge Systematics, November 2007.

Figure 2-1b Bid Item Category Breakdown - Percentage of Cost				
	Category B - Reconstruct		Category D - Resurface	
	Pavement		Pavement	
Item Category	Rural	Urban	Rural	Urban
100 - General Provisions	0.01%	-	0.01%	-
200 - Earthwork	6.49%	13.92%	1.82%	12.61%
300 - Bases	16.73%	14.43%	10.96%	14.77%
400 - Surface Courses and Pavement	59.95%	43.45%	67.05%	44.45%
500 - Structure	-	-	-	-
600 - Incidental Construction	6.83%	18.20%	10.17%	18.17%
700 - Materials	-	-	-	-
Engineering	10.00%	10.00%	10.00%	10.00%
Total	100%	100%	100%	100%

220.01 Maintenance (STM and STKP) Program Funding. STM and STKP Program estimates include contract costs only.

220.02 Charges for State-Furnished Items and Materials on State Maintenance (STM), and Stockpile (STKP) Projects.

- Construction Engineering

Record on Engineer's estimate and [ITD 2101](#), Project Authorization and Agreement, and charge against the project.

- Pavement Markings

Do not record on Engineer's estimate and [ITD 2101](#).

Charge against Route and Milepost

- State-Furnished Material

Signals and Light Poles:

Record materials, including labor by Signal Shop, on Engineer's estimate and [ITD 2101](#) and charge against the project.

Aggregate and Miscellaneous (Materials by SF):

Record on Engineer's estimate and [ITD 2101](#) and charge against the project.

- Work by State Forces Record on Engineer's estimate and [ITD 2101](#) and charge against the project.
- Preliminary Engineering

Record on Engineer's estimate and [ITD 2101](#) and charge against the project.

230.00 – PRELIMINARY DEVELOPMENT PROCEDURES

For projects to be placed in the program an evaluation charter must be prepared and approved by the project sponsor.

For the annual program update the evaluation charters are prepared and forwarded to the Office of Transportation Investments.

If cost changes are required, an updated [ITD 1414](#), Project Program or Revision, and an updated version of the project charter must be prepared and approved.

230.01 Addition, Revision, or Deletion of Projects to the Highway Development Program.

Until a project is approved and added to the ITIP, projects are not budgeted, nor can development begin. An [ITD 1414](#), Project Program Entry or Revision, must be prepared and submitted for all projects proposed for addition, revision, or deletion to the Highway Development Program. Evaluation Charters or updated versions are also required.

For new locally sponsored projects, see [Guidelines for Local Public Agency Projects](#).

Preliminary engineering (PE) and right-of-way (RW) is scheduled for each project, in each year, for the amount that will be obligated and spent.

230.02 Project Cost Changes. Cost changes on scheduled projects within the first four (4) years of the Program shall be managed by tradeoffs of planned work, project length reduction, approved cost reduction measures, and lastly by rescheduling of other projects. An [ITD-1150](#), Cost Estimate Summary, is also required if the project is within the first five (5) years of the Program.

Cost changes for projects must be in accordance to [Administrative Policy 5011](#), Idaho Transportation Investment Program, and an [ITD 1414](#), Project Program or Revision, must be submitted to The Office of Transportation Investments for approval by the Chief Engineer.

Any increase in local project costs are primarily the responsibility of the local sponsoring agency.

Evaluation Charter version updates are also required.

240.00 – DONATIONS

Donated services and materials by public agencies may be acceptable on F.A. projects. See: 23USC323, (c) Credit for Donations of Funds, Materials, or Services, 49CFR18.24_Matching or cost sharing and FHWA Project Development Guide, Chapter 6.

Donations of materials and/or services on a project to be used as a match or for reimbursement must be approved in advance of the work being done and they must be cost effective.

A cost effectiveness analysis must be completed to show the cost of labor, equipment, supplies and materials are more cost effective than bidding these items in the contract.
