



*Victoria F. Sheehan*  
*Commissioner*

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.*  
*Assistant Commissioner*

July 12, 2016

**CTAP Phase 3 Proposals**

The NH Department of Transportation is interested in awarding I-93 Community Technical Assistance Program (CTAP) funds for planning projects aimed at fostering transit oriented development (TOD) and / or improved or expanded transit opportunities as part of a transportation demand management (TDM) strategy for the I-93 corridor within the CTAP region.

Although projects proposed for individual communities are eligible, it is hoped that this funding opportunity will encourage collaboration between CTAP communities, their transit providers and others that can be a productive part of a TOD / transit strategy to reduce traffic demand. Transit-oriented development is a means to promote use land use development patterns that support, and are integrated with, transit and transit-related facilities.

**Eligible Activities:**

After coordinating with other agencies and organizations who have interest and experience in TDM strategies, the NH Department of Transportation has determined that eligible projects for this funding include:

- Identifying locations where TOD would be appropriate, and that could be integrated with existing or future transit operations or stations, and amending local land use planning to foster such TOD.
- Developing conceptual plans or conducting planning studies to define the parameters of the potential TOD(s), including but not limited to size, design, density, land uses, transit services, environmental assessments, required capital improvements, financial plans and economic

analyses. As part of these planning studies/plans, develop and execute a public engagement program to obtain public and stakeholder input on, and provide information about, the proposed TOD(s) and related zoning changes

- Expanding/improving intercity and local transit services, including locations for potential future transit stations, in combination with local TOD land use planning to support transit use.
- Improving and expanding Rideshare programs/strategies, including better connecting with NH and Massachusetts' Rideshare programs

### **Proposal Details:**

- Minimum proposal limit is \$150,000 total dollars (\$120,000 federal)
- Maximum proposal limit is \$250,000 total dollars (\$200,000 federal)
- Projects will require a 20% cash match from non-federal sources.
- Lead agency responding to proposal must be one of the four Regional Planning Commissions in the CTAP region. Partnerships with other local or regional organizations can be formed and identified in the proposals
- Proposals must be submitted in the form of a letter that addresses how the project will meet the noted eligible activities, and must provide enough information for a selection committee to review the proposal against the noted criteria below
- Proposals will be reviewed by a committee made up of State Agency staff from the original CTAP Management Team
- Summary of your project approach and scope of work;
- Recommended project timeline & schedule of deliverables. Include each work element/ phase, major milestones and testing proposal
- Each proposal will be evaluated against criteria noted below. Proposal should address the criteria.

### **Proposal Submittal and Selection Schedule**

- RFP Release Date – July 12, 2016
- Proposal Due Date – October 14, 2016
- Proposals will be awarded on or about December 15, 2016 and awards will be contingent upon local match being available and documented

- Agreements drafted and approved by Awardee, NHDOT and Governor and Council – Spring 2017
- Anticipate notice to proceed – July 1, 2017

### Award Details

- Projects will be administered as locally administered projects through the Bureau of Planning and Community Assistance
- Approved projects will be subject to all state and federal regulations that govern transportation projects using FHWA funds for reimbursement

### Selection Criteria

- It is NHDOT's goal to attempt to fund eligible projects in all of the CTAP RPC regions, but it is important to evaluate projects to ensure that quality proposals are submitted and to offer priorities if there are more requests than funding allows
- The criteria to be used to review proposals are:
  - Does the proposal convey an understanding of the scope of the project as outlined in this RFP?
  - Does this proposal build upon prior CTAP work done in same communities that this proposal is intended to help?
  - To what extent would the proposal reduce the travel demand on the I-93 corridor and what is the probability of success of implementing the proposal's elements in terms of reducing the travel demand?
  - Does the proposal identify multiple partners to be involved in completing this project?
  - What is the extent of known local/regional support or opposition for the project? Does the project proposal demonstrate an understanding of the local and regional transportation issues and needs?

Questions regarding this RFP should be directed to Bill Watson at [bwatson@dot.state.nh.us](mailto:bwatson@dot.state.nh.us) or Glenn Davison at [gdavison@dot.state.nh.us](mailto:gdavison@dot.state.nh.us) no later than **September 1, 2016**.

All proposals shall be submitted in electronic form and shall be sent to Bill Watson, Administrator at NHDOT Bureau of Planning and Community Assistance at [bwatson@dot.state.nh.us](mailto:bwatson@dot.state.nh.us).

Hard copies of the submission are not required.