

Greater Buffalo-Niagara Regional Transportation Council
TRANSPORTATION PROJECTS SUBCOMMITTEE
OPERATIONAL PLAN

The Greater Buffalo-Niagara Regional Transportation Council (GBNRTC) is the transportation policy and planning organization designated by the Governor of New York State to serve as the Metropolitan Planning Organization for the Greater Buffalo-Niagara region. The GBNRTC shares responsibility with the New York State Department of Transportation to cooperatively develop transportation plans and programs vital to the economic, social and civic well being of the metropolitan area of Erie and Niagara Counties.

On November 15, 2002, the GBNRTC Policy Committee initiated changes to its governance framework and set in motion procedures to establish five subcommittees to provide technical advice and recommend appropriate courses of action to the Planning and Coordinating Committee (PCC) on current and emerging transportation planning issues, goals, plans, priorities and programs. The *Transportation Projects Subcommittee* was one such authorized subcommittee.

Mission

The Transportation Projects Subcommittee mission is to address any and all issues pertaining to the development, maintenance and monitoring of the region's Transportation Improvement Program (TIP).

The subcommittee has among its tasks:

- review descriptive data reports on the region's transportation infrastructure
- design and implement project selection procedures (PSP)
- prioritize and schedule regional projects
- prepare and recommend a fiscally constrained multi-year TIP
- assess and incorporate public feedback
- regularly review project status and assess cost changes
- recommend amendments to the TIP as necessary to maintain project viability and fiscal constraints

Recommendations and advice will be forwarded to the GBNRTC PCC as required for their consideration.

Chairperson / Membership

The Subcommittee Chairperson shall automatically be assigned to the previous year's PCC Chair. The Subcommittee Chairperson position will change annually and concurrently with the change in PCC leadership. The subcommittee membership is comprised of all PCC members, possibly supplemented by recognized stakeholders, appointees from other parts of member organizations and/or non-member organizations. The Subcommittee Chair may seek participation from Advisory Groups in the development of plans and projects.

Voting

Each representative shall have one vote. Any PCC representative shall have the option of designating an alternate to act on his/her behalf. For formal recommendations of the subcommittee a minimum of four positives votes are required. For all other business or actions, such as delegating tasks, researching issues and other actions not

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contrary to operational procedures or formal resolutions, agreement of a majority of those present will be sufficient to approve actions.

Meeting Schedule

The Transportation Projects Subcommittee will meet on a regular schedule and as required by the responsibilities assigned to the Subcommittee by the PCC, typically the second Wednesday after PCC meeting. The results of Subcommittee meetings are to be documented and publicized. Meetings shall be open to the public.

The meeting announcement and agenda should be emailed to all members and others on the mailing list, five (5) days prior to each meeting. A summary of the previous meeting and appropriate documents relating to items on the agenda should be transmitted at this time, whenever feasible. Members wishing to have items placed on the agenda shall contact the Subcommittee Chair or GBNRTC staff at least two working days prior to the mailing date. The addition of agenda items at the time of the meeting will be contingent on agreement of a majority present.

The GBNRTC staff shall assume responsibility for the majority of subcommittee administrative tasks (e.g. preparing agendas and minutes) and may, at the discretion of the Subcommittee Chair, preside over meetings and perform any other duty as defined by the subcommittee.

Change Control

The Transportation Projects Subcommittee will administer a change control process for management of the Transportation Improvement Program. The approved Guidelines for Potential TIP actions shall establish thresholds for review and approval of proposed actions. Proposed changes to the TIP may occur in two forms:

Administrative modification means a minor revision to the Long Range Plan (LRP) or Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination.

Amendment means a revision to The LRP or TIP that involves a major change to a project, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination.

Subcommittee Approval and Recommendation Guidelines Regarding TIP Changes

The table below outlines the change control thresholds and approval processes when dealing with the region's Transportation Improvement Program (TIP).

GUIDELINES FOR POTENTIAL TIP ACTIONS

	RESPONSIBILITY				
	Local Project Liaison	TPS ¹	PCC ²	PCC	GBNRTC Policy Committee
Type of Change	Administrative Modification³			Amendment⁴	
I. Cost or Scope: Existing Project Phases⁵	Approve	---	---	---	---
(a) Under 25% or under \$100k	Recommend	Approve	---	---	---
(b) Over 25% or \$100k-\$500k ⁶	Recommend	Recommend	Approve	---	---
(c) Over 50% or over \$500k	---	Recommend	---	Approve	---
(d) Other significant scope change ⁷	---	Recommend	---	Approve	---
(e) Scope changes necessitating a re-demonstration of air quality conformity or a change in status from <i>exempt</i> to <i>non-exempt</i>	---	Recommend	---	Approve	---
II. Fund Source Change: Existing Project	Recommend	Approve	---	---	---
(a) Change between federal fund sources ⁸	---	Recommend	---	Recommend	Approve
(b) Change from federal to <i>non</i> -federal fund	---	Recommend	---	Recommend	Approve
(c) Change from <i>non</i> -federal to federal fund	---	Recommend	---	Recommend	Approve
(d) Any other federal fund source change	---	Recommend	---	Recommend	Approve
III. Schedule Change: Existing Project	Recommend	Approve	---	---	---
(a) All affected project work phases that are contained in the first four years of the TIP before and after the schedule change ⁹	---	Recommend	Approve	---	---
(b) Any other schedule change	---	Recommend	Approve	---	---
IV. Addition or Deletion: Phase or Project	Recommend	Recommend	---	Approve	---
(a) Addition of a new phase to an existing project	Recommend	Recommend	---	Approve	---
(b) Deletion of a phase from an existing project	---	Recommend	---	Approve	---
(c) Addition of a new federally-funded project originating outside of the regional selection process	---	Recommend	---	Approve	---
(d) Addition of a new project ¹⁰	---	Recommend	---	Recommend	Approve
(e) Deletion of an existing project	---	Recommend	---	Recommend	Approve
(f) Merger or separation of existing projects ¹¹	---	Approve	---	---	---

¹ **TPS** = Transportation Projects Subcommittee

² **PCC** = Planning and Coordinating Committee

³ **Administrative modifications** include minor changes to project/project phase costs, minor changes to funding sources of previously-approved projects, and minor changes to project/project phase initiation dates. An administrative modification revision does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination.

⁴ **Amendments** include the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). An amendment requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination.

⁵ A project phase is a work element of the project such as preliminary/detailed design, right-of-way acquisition/incidentals or construction/inspection.

⁶ Percentage change is calculated as the proposed cost increase of an individual phase over the original cumulative estimate for that phase.

⁷ A significant scope change is defined as a substantial alteration to the project termini, type or original project intent.

⁸ Change from a capital fund source to Metropolitan Planning Funds (PL) requires a UPWP amendment by the GBNRTC Policy Committee.

⁹ This includes funds programmed in a previously approved TIP that were incorporated into a new Annual Element because they were not obligated by September 30 of that previous fiscal year.

¹⁰ Requires submission of an Initial Project Proposal (IPP) form.

¹¹ Management techniques permitted if no change to original project work scopes, conformity classifications, fiscal constraint or scheduling.