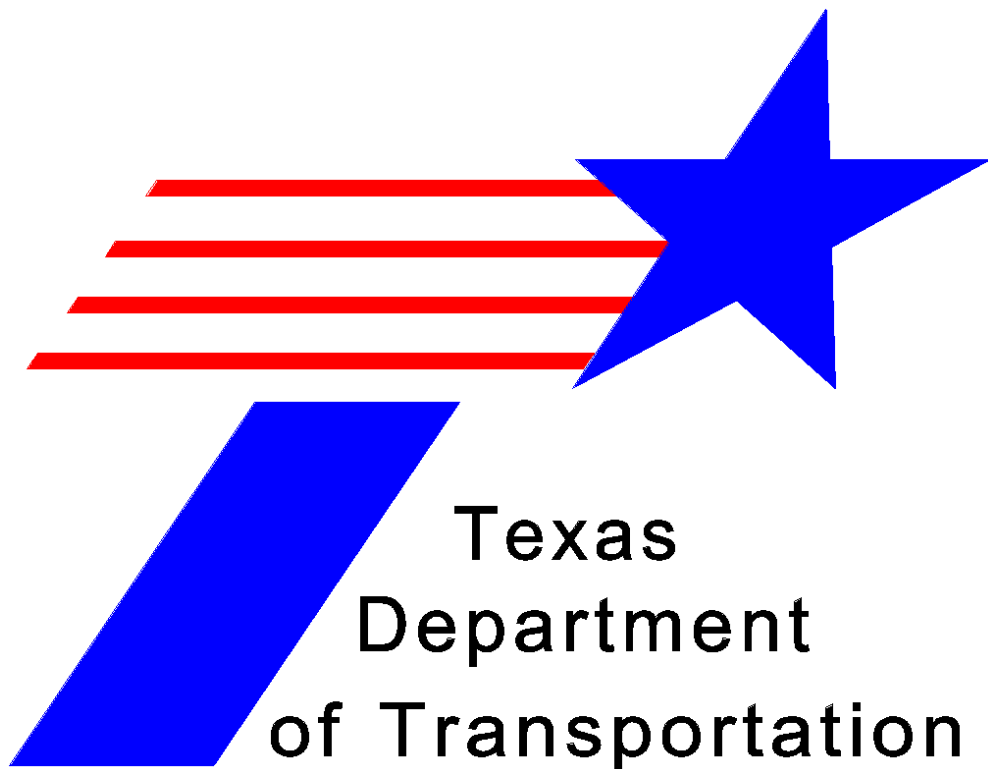


Transportation Planning Policy Manual



**Texas
Department
of Transportation**

September 2001

Transportation Planning Policy Manual

September 2001

Manual Notices

Manual Notice 2001-1

To: Districts, Divisions and Offices
From: Kirby W. Pickett, P.E.
Manual: *Transportation Planning Policy Manual*
Effective Date: June 1, 2001

Purpose

To issue the *Transportation Planning Policy Manual*. This manual is contained in the Planning and Programming Collection of the TxDOT Online Manual System.

Contents

The *Transportation Planning Policy Manual* contains the following chapters:

- ◆ Metropolitan and Urban Policy
- ◆ Regional and State Policy
- ◆ Monitoring and Traffic Data Policy
- ◆ Other related policy.

Supersedes

Portions of the *Transportation Planning Division Operations Manual* dated April 4, 1985.

Instructions

Please remove and recycle the *Transportation Planning Division Operations Manual* dated April 4, 1985.

The *Transportation Planning Policy Manual* will be distributed online only. Manual distributors may print and distribute a hardcopy from the PDF online version for employees not on the TxDOT wide-area-network or those preferring to retain a hardcopy. In this case, manual distributors must retain a distribution list and must also print and distribute all revisions.

Contact

Refer questions or suggestions to the Special Projects and Policy Analysis Branch of the Administration Section of the Transportation Planning and Programming Division (TPP).

Chapter 1

Metropolitan and Urban Policy

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Section 1

MPO Metropolitan Planning Process

Summary

The metropolitan planning organization (MPO) shall adhere to a continuous, cooperative, and comprehensive transportation planning process. As a result of this process, the MPO shall develop a long-range Metropolitan Transportation Plan which will contain a list of projects recommended for the forecasted plan year and a Transportation Improvement Program containing a list of projects which have been approved for development in the near term.

Purpose

To implement 23 U.S.C. 134 and Section 8 of the Federal Transit Act, as amended, and to ensure that transportation needs are adequately addressed for communities located within the MPO boundaries.

Responsibility

The Transportation Planning and Programming Division is responsible for disseminating information necessary to implement the requirements of 23 U.S.C. 134. The MPO, in cooperation with the department and the publicly owned transit operators, is responsible for carrying out the transportation planning process.

Reference

Current Policy: 43 TAC 15.5

Supersedes:

Reference: 23 CFR Part 450

Section 2

Metropolitan Planning Organization Designation and Redesignation

Summary

Designation of metropolitan planning organizations shall be made by an agreement between the executive director and local units of government representing 75 percent of the affected population (including the central city or cities as defined by the Bureau of Census).

Redesignation of an MPO to replace an existing MPO shall be by an agreement between the executive director and affected local units of government representing 75 percent of the population in the entire metropolitan area. The central city must be among the units of local government agreeing to the redesignation.

Purpose

To implement 23 U.S.C. 134 and Section 8 of the Federal Transit Act, as amended, which requires that an MPO be designated for each urbanized area. The law also requires that each metropolitan area have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes.

Responsibility

The Transportation Planning and Programming Division is responsible for disseminating information necessary to implement the requirements of 23 U.S.C. 134. Upon request for designation from the local governments, the division will initiate the necessary agreement between the executive director and the local governments.

Reference

Current Policy: 43 TAC §15.3(b)(1)
43 TAC §15.3(b)(2)

Supersedes:

Reference: 23 CFR Section 450.306
49 CFR Part 613

Section 3

Metropolitan Planning Area Boundaries

Summary

The metropolitan planning area boundary shall cover, at a minimum, the urbanized area(s) and the contiguous geographic area likely to become urbanized within the 20 year forecast period covered by the transportation plan and shall include the boundaries required by 23 CFR §450.308. Metropolitan planning area boundaries shall be limited to the boundaries approved by the executive director. For geographic areas designated as nonattainment or maintenance areas (as created by the Clean Air Act Amendments [CAAA]) for transportation related pollutants under the Clean Air Act of 1970, the boundaries of the metropolitan planning area shall include at least the boundaries of the nonattainment or maintenance areas, except as otherwise approved by the executive director.

Purpose

Under 23 USC §134 and 49 USC §5303, as implemented by 23 CFR Part 450, Subpart C, a metropolitan planning organization must be designated in each urbanized area, and each MPO must have a continuing, cooperative, and comprehensive transportation planning process within specified boundaries that results in plans and programs which consider all transportation modes and support metropolitan community development and social goals.

Responsibility

The Transportation Planning and Programming Division is responsible for disseminating information necessary to implement the requirements 23 CFR Part 450. Upon request for boundary revisions by the MPO, the division will initiate the necessary review and approval by the Texas Department of Transportation (TxDOT) Executive Director.

Reference

Current Policy: 43 TAC §15.3(c)

Supersedes:

Reference: 23 CFR Section 450.308

Section 4

Metropolitan Planning Area Agreements

Summary

Each metropolitan planning organization will enter into an agreement with TxDOT, major municipalities, counties, and transit operators to determine the responsibilities for carrying out the planning process in that metropolitan area. The agreement should include the structure of the MPO policy board and the responsibilities of the various agencies involved.

Purpose

Under 23 USC §134 and 49 USC §5303, as implemented by 23 CFR Part 450, Subpart C, a metropolitan planning organization must be designated in each urbanized area, and each MPO must have a continuing, cooperative, and comprehensive transportation planning process.

Responsibility

The Transportation Planning and Programming Division is responsible for disseminating information necessary to implement the requirements 23 CFR Part 450. The MPO and the TxDOT district involved will initiate the agreement and/or revisions. The division will initiate the necessary review and approval by the TxDOT Executive Director.

Reference

Current Policy: **43 TAC §15.3(d)**

Supersedes:

Reference: 23 CFR Section 450.310

Section 5

MPO Unified Planning Work Program

Summary

Planning activities conducted by the MPO shall be documented in a Unified Planning Work Program (UPWP). The UPWP shall adhere to standardized format developed by the department. The UPWP shall reflect the MPO's transportation planning activities funded with Federal Transportation Planning Funds. The Federal Transportation Planning Funds are allocated to the MPOs based on a formula mutually agreed to by the department and the Federal Highway Administration (FHWA)/FTA.

The department shall monitor expenditures incurred by the MPOs based on the funding information outlined in the UPWP. Each MPO is required to develop an annual performance and expenditure report. The report shall reflect the MPO's actual work activities and expenditures during the fiscal year.

Purpose

The UPWP is the funding document used as the basis for approval of the MPO's annual transportation planning budget.

Responsibility

The Transportation Planning and Programming Division is responsible for disseminating information necessary to implement the requirements of 23 U.S.C. 134. The MPOs and the department districts located within the MPO boundaries are responsible for the development of the UPWP. The Transportation Planning and Programming Division, in consultation with the MPOs, is responsible for developing the funding allocation formula.

Reference

Current Policy: **43 TAC §15.4(a)**

Supersedes:

Reference: 23 CFR Section 450.314

Section 6

MPO Metropolitan Transportation Plan

Summary

The MPO shall develop a long-range Metropolitan Transportation Plan (MTP). The plan shall:

- ◆ address at least a 20-year planning horizon
- ◆ address all transportation planning elements as outlined by federal regulations
- ◆ be financially constrained to the available and projected funds
- ◆ adhere to a public involvement process adopted by the MPO policy board
- ◆ be updated at least every three years for nonattainment areas and every five years for attainment areas.

Purpose

The approved MTP will constitute the basis for future project development within the MPO boundaries.

Responsibility

The Transportation Planning and Programming Division is responsible for disseminating information necessary to implement the requirements of 23 U.S.C. 134. The MPO, in cooperation with the department and the publicly owned transit operators, is responsible for developing the MTP.

Reference

Current Policy: 43 TAC §15.6

Supersedes:

Reference: 23 CFR Part 450

Section 7

Urban Transportation Planning Process Contract Procedures Manual

Summary

The urban transportation planning process is a federally mandated and federally funded prerequisite for the approval of programs of projects in urbanized areas. The metropolitan planning organization is a significant partner in the department's planning activities in urbanized areas (cities with populations of 50,000 or more). The *Urban Transportation Planning Process Contract Procedures Manual* was developed to assist district staff in the daily management of the planning process.

Purpose

The manual is intended to assist in the transportation planning process by establishing and describing department responsibilities and interpreting federal regulations associated with the process. It is a district user manual and not an MPO manual.

Responsibility

Transportation Planning and Programming Division

Reference

Current Policy: Administrative Circular No. 17-89

Supersedes:

Reference: 23 USC 134
Administrative Order 7-86

Section 8

Urban Street Program

Summary

This policy establishes the project selection criteria for the Urban Street Program. It also provided the distribution of \$18,000,000 to the districts for the 1996 Urban Street Program.

Urban Street Program Criteria

- ◆ Certain city streets in urbanized areas with populations of 50,000 or more are eligible for this program.
- ◆ Streets must be classified as collectors or higher to be eligible.
- ◆ The metropolitan planning organization will select the projects with TxDOT district concurrence.
- ◆ Distribution of program allocation will be based on the urbanized area population from the current official U.S. Census.
- ◆ The program will be a bank balance program, with the program's authority lapsing in four years.
- ◆ American Association of State Highway and Transportation Officials (AASHTO) standards will be applied to reconstruction or added-capacity projects. Pavement restoration projects will be developed to existing or higher pavement standards based on current traffic.
- ◆ The city will pay 100 percent of storm sewer, curb and gutter, sidewalks, driveways, right of way, utility adjustments, and environmental mitigation (i.e., sound walls, etc.).
- ◆ Texas Department of Transportation will pay 80 percent of grading, base, pavement (no preventive maintenance projects, such as thin overlays and seal coats), cross drainage, pavement markings, guard fence, and other safety features. The city will pay 20 percent of the above items.
- ◆ Consultants will be used for plans, specifications, and estimates preparation. The cities will escrow funds for Texas Department of Transportation to select, manage, and pay the consultants.

1996 Urban Street Program			
\$18,000,000 distributed to districts as follows:			
Study Area	1990 Urbanized Population	Percent Population	Distribution \$18 million
Abilene	107,836	0.948	\$170,640
Amarillo	157,934	1.389	\$250,020
Austin	592,008	4.942	\$889,560
Brownsville	117,676	1.035	\$186,300
Bryan-College Station	107,599	0.946	\$170,280
Corpus Christi	270,006	2.374	\$427,320
Dallas-Fort Worth	*3,344,137	29.406	\$5,293,080
El Paso	562,838	4.949	\$89,820
Harlingen-San Benito	79,309	0.697	\$125,460
Houston-Galveston	3,088,325	27.157	\$4,888,260
Jefferson-Orange	232,401	2.044	\$367,920
Killeen-Temple	196,586	1.729	\$311,220
Laredo	123,651	1.087	\$195,660
Longview	76,429	0.672	\$120,960
Lubbock	187,906	1.652	\$297,360
McAllen-Pharr	263,192	2.314	\$416,520
Midland-Odessa	205,671	1.809	\$325,620
San Angelo	85,408	0.751	\$135,180
San Antonio	1,129,154	9.929	\$1,787,220
Sherman-Denison	55,522	0.488	\$87,840
Texarkana (Texas only)	42,310	0.372	\$66,960
Tyler	79,703	0.701	\$126,180
Victoria	55,122	0.485	\$87,300
Waco	144,372	1.270	\$228,600
Wichita Falls	97,151	0.854	\$153,720
TOTALS	11,372,246	100.000	\$18,000,000
* This number includes the population of the cities of Denton and Lewisville			

Purpose

To establish the project selection criteria and allocate the funds to the various districts for the Urban Street Program that provides reconstruction and restoration of certain city streets.

Responsibility

Transportation Planning and Programming Division - programming

Design Division - plan approval and letting

Reference

Current Policy: Minute Order 104774, December 21, 1994

Supersedes:

Reference: Minute Order 104479. October 27, 1994

Chapter 2

Regional and State Policy

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Section 1

Transportation Improvement Program

Summary

The metropolitan planning organization (MPO) shall develop a metropolitan Transportation Improvement Program (TIP) containing a list of projects which have been approved for development in the near term. The metropolitan TIP shall cover projects within the metropolitan planning area.

Each Texas Department of Transportation (TxDOT) district shall develop a rural Transportation Improvement Program containing a list of projects which have been approved for development in the near term. The rural TIP shall cover projects outside the metropolitan area boundaries.

The process for developing both metropolitan and rural TIPs shall adhere to the following:

- ◆ all TIPs shall be financially constrained to the available and projected funds
- ◆ all TIPs shall include a financial plan
- ◆ projects in metropolitan TIPs shall be derived from an approved metropolitan transportation plan
- ◆ projects in rural TIPs must be consistent with the Statewide Transportation Plan
- ◆ development of all TIPs shall follow approved public involvement processes
- ◆ projects selected in nonattainment areas must conform with the Clean Air Act Amendments (CAAA) and the state implementation plan.

Purpose

The approved TIPs will constitute the basis for the Statewide Transportation Improvement Program. They are also used as the basis for advancing projects to construction within and outside the metropolitan boundaries.

Responsibility

The Transportation Planning and Programming Division (TPP) is responsible for disseminating information necessary to implement the requirements of 23 U.S.C. 134. The MPO, in cooperation with the department and the publicly owned transit operators, is responsible for developing the metropolitan TIP. Each TxDOT district office is responsible for its rural TIP.

Reference

Current Policy: 43 TAC 15.7

Supersedes:

Reference: 23 CFR 450.324 & 450.200

Section 2

Statewide Transportation Plan

Summary

TxDOT will develop a statewide planning process that will result in a Statewide Transportation Plan for all areas of the state. The plan shall:

- ◆ address all the planning elements outlined in the federal regulations
- ◆ be intermodal in character
- ◆ cover a period of at least 20 years
- ◆ be coordinated with metropolitan transportation plans developed by the MPOs
- ◆ provide for public involvement
- ◆ include a financial plan.

Purpose

To implement 23 U.S.C. 135 and to ensure that transportation needs of the citizens of Texas are adequately addressed.

Responsibility

The Transportation Planning and Programming Division is responsible for implementing the requirements of 23 U.S.C. 135.

Reference

Current Policy: 23 CFR 450.214

Supersedes: Transportation Code, Section 201.601

Reference: 23 CFR 450.214

Section 3

Statewide Transportation Improvement Program

Summary

TxDOT will develop a Statewide Transportation Improvement Program (STIP) for all areas of the state. The STIP will consist of the metropolitan and rural TIPs. The STIP will:

- ◆ include a list of projects for a three-year period
- ◆ adhere to a public involvement process adopted by the department
- ◆ contain projects consistent with the Statewide Transportation Plan and the individual metropolitan transportation plans
- ◆ be financially constrained
- ◆ be updated every two years.

Purpose

To implement 23 U.S.C. 135 and to ensure that transportation projects are eligible to move toward the construction phase.

Responsibility

The Transportation Planning and Programming Division is responsible for implementing the requirements of 23 U.S.C. 135. The Texas Transportation Commission approves the STIP on behalf of the governor.

Reference

Current Policy: 43 TAC 15.8

Supersedes:

Reference: 23 CFR 450.216

Section 4

Local Participation

Summary

The policy outlines the rules for local, state, and federal participation for the various highway programs administered by TxDOT.

Purpose

To ensure that local units of government become familiar with the necessary local matching participation for the various highway projects within their jurisdictions. The policy is to be used as the basis of agreements between TxDOT and the local governments.

Responsibility

The Design Division has overall responsibility for administering the rules as published. Each district office will be responsible for implementing the policy/rules when revising existing or negotiating new agreements with the local units of governments.

Reference

Current Policy: 43 TAC 15.50-15.56

Supersedes:

Reference:

Section 5

Gulf Intracoastal Waterway

Summary

This policy states that the department will administer the Texas Coastal Waterway Act of 1975 as the non-federal sponsor of the main channel of the Gulf Intracoastal Waterway from the Sabine River to the Brownsville Ship Channel.

Purpose

The purpose of this policy is:

- ◆ to comply with the Texas Coastal Waterway Act of 1975
- ◆ to clarify the role of organizational units pertaining to the acquisition of dredge disposal sites.

Responsibility

Transportation Planning and Programming Division has responsibility for:

- ◆ local sponsorship requirements for evaluation, planning, maintenance, preservation, enhancement, and future improvements of the Gulf Intracoastal Waterway
- ◆ evaluation and selection of sites for the disposal of dredged material
- ◆ coordination with Corps of Engineers and state and federal agencies for environmental impact sites, if required
- ◆ conducting public meetings and commission hearings

Right of Way Division has responsibility for the acquisition including:

- ◆ negotiation and purchase of sites for the disposal of dredged material in conjunction with the Transportation Planning and Programming Division
- ◆ acquisition work schedule adherence related to the title search phase, surveying, negotiation, and purchase of sites.

Houston, Yoakum, Corpus Christi, Beaumont, and Pharr Districts will appoint a liaison to assist:

- ◆ the Right of Way Division in all phases of site acquisition
- ◆ the TPP Division in all phases of sponsorship requirements.

Reference

Current Policy: Executive Order 4-90

Supersedes: Administrative Order 20-83

Reference: Texas Coastal Waterway Act, Transportation Code, Chapter 51
43 TAC §2.45

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Section 1

Traffic Monitoring Guide

Summary

The *Traffic Monitoring Guide* (TMG) provides direction for improved statewide traffic counting, vehicle classification, and truck weighing. It was written to be a statement of good practice and is not to be considered a federal standard. The guidances provided in this document are meant to supplement other traffic monitoring guidelines for federal initiatives. The guide states that “data collection agencies are encouraged to consider the methods presented in their administration of a data collection program and to compare the cost-effectiveness of this methodology to procedures they presently use.”

The TMG provides detailed direction for using statistical procedures (sample size and sample frequency), which gives traffic data managers tools to determine what level of monitoring effort is required to achieve desired confidence and precision levels for their statewide traffic data. The design of the data monitoring system, as described in the guide, is interrelated and hierarchical.

A unifying element of the TMG is the concept of the direct, hierarchical relationship of the volume counts, vehicle classification, and truck weight measurements. Truck weight is a subset of vehicle classification, which is a subset of volume counts. Volume counts are a subset of the Highway Performance Monitoring System and so on until you reach the universe of roads.

Purpose

The TMG is used as guidance to improve the accuracy and precision of statewide traffic data through recommended data collection, analysis, and reporting methods. The guide contains several chapters detailing sample design for traffic monitoring, followed by detailed discussions on traffic volume monitoring, vehicle classification, truck weighing, and traffic monitoring data formats.

Responsibility

Transportation Planning and Programming Division (TPP)

Reference

Current Policy: Traffic Monitoring Guide, U.S. Department of Transportation, Federal Highway Administration, 1993.

Supersedes:

Reference:

Section 2

Highway Performance Monitoring System Field Manual

Summary

The Highway Performance Monitoring System (HPMS), initially implemented in 1978, is used to serve the data and informational needs of the Federal Highway Administration (FHWA) in using and providing data to Congress relating to the nation's streets and highway system. The HPMS data set is the nationwide inventory system of all of the nation's public road mileage, which includes all facilities both on and off the state highway systems, as certified by the states' governors on an annual basis. The HPMS data set is used throughout the transportation profession and has become an integral part of the policy planning process and guides how federal funding is apportioned and allocated.

The data collected for and contained in the HPMS assesses the system length, use, condition, performance, and operating characteristics of the highway infrastructure. HPMS is a cooperative effort among state departments of transportation, local governments, and metropolitan planning organizations to assemble and report the necessary information. The roles of FHWA headquarters, FHWA field offices, and state departments of transportation are defined within the manual.

Purpose

The *HPMS Field Manual* details the collection and reporting methods to be used for the HPMS data set. The field manual provides guidance on the following areas:

- ◆ data summary and reporting requirements
- ◆ areawide data requirements
- ◆ universe and sample data items required for certain functional systems, the National Highway System, and rural, small urban, and urbanized areas
- ◆ geographic Information System reporting requirements
- ◆ data item and sample panel update cycles
- ◆ software used to prepare, edit, and submit the HPMS products
- ◆ several appendices covering sample selection processes, details on specific data, or coding procedures.

Responsibility

Transportation Planning and Programming Division

Districts

Reference

Current Policy: Highway Performance Monitoring System Field Manual for the Continuing Analytical and Statistical Database, U.S. Department of Transportation, Federal Highway Administration, August 1993

Supersedes:

Reference:

Section 3

AASHTO Guidelines for Traffic Data Programs

Summary

The objective of the *American Association of State Highway and Transportation Officials (AASHTO) Guidelines* is to improve the quality of the traffic information that supports decisions at all levels of the transportation profession. The guidelines were developed by a joint task force on traffic monitoring standards representing federal and state government, institutions of higher education, and the private sector. State agency experiences with the *Traffic Monitoring Guide* were used to develop many of the guidelines in the *AASHTO Guidelines*. The goal of the document is to establish a process for adoption of national traffic monitoring standards.

The guidelines identify the importance of common and consistent practice, from field equipment to traffic reports, within and among transportation agencies. State transportation agency concerns and the basic national concern for equivalent and comparable traffic data are specifically addressed. The recommendations in the guidelines are flexible, which encourages states to implement them regardless of the condition of a state's traffic monitoring program.

Purpose

The *AASHTO Guidelines* should be used as a tool to improve the quality of traffic data and to standardize traffic monitoring practice. The document contains both near-term and long-range procedures for improving and standardizing the traffic monitoring system on a range of topics from field equipment to quality control.

The document provides specific recommendations for the following areas of a traffic monitoring program:

- ◆ traffic data collection needs
- ◆ field equipment and procedures
- ◆ editing traffic data
- ◆ summarizing traffic data
- ◆ reporting traffic data
- ◆ retaining traffic data
- ◆ quality control
- ◆ data definition.

Responsibility

Transportation Planning and Programming Division

Reference

Current Policy: *AASHTO Guidelines for Traffic Data Programs*, American Association of State Highway and Transportation Officials, 1992

Supersedes:

Reference:

Section 4

Single Source Traffic Data Operating Procedures

Summary

Policy — The department will maintain a single source of all traffic data reported to the commission, legislature, governor, and the public.

Transportation Planning Division Contact — The districts and divisions may call the Traffic Analysis Section of TPP concerning traffic data requests.

Types of Traffic Data — The following chart shows both traffic data for possible review and the Traffic Analysis Section's current projects which may entail later review.

- ◆ Part A of the chart shows the different types of traffic data, whether data are furnished by TPP, whether they require review by TPP, and if the data may be distributed outside the department.
- ◆ Part B of the chart shows traffic data furnished by TPP to the department that are subject to standard workload restraints and may entail a longer response period than data only under review. This is due to the level of detail required and the initial assessment. If this traffic data is needed later for use outside the department it will require a subsequent review.

Types of Traffic Data			
	Furnished by TPP	Requires TPP Review	May Be Used Outside TxDOT
Part A – Type of Traffic Data			
1. ♦ State, district, urban, and county traffic maps <i>Note:</i> Be careful to differentiate between weekday unadjusted volumes and those volumes adjusted to annual average daily traffic. ♦ Annual Report of Vehicle Classification ♦ Annual ATR Report (permanent automatic traffic recorders) ♦ Vehicle miles of travel and mileage from Texas Travel (TT) tables ♦ Published route and feasibility studies	Yes	No	Yes
2. ♦ Unadjusted 24-hour traffic counts ♦ Urban area forecast modeled traffic volumes ♦ Traffic signalization volumes	Yes	No	No
3. ♦ Current traffic estimates derived from previously furnished data such as traffic counts ♦ Projected traffic from traffic log ♦ Urban area final forecast year model assignments ♦ Previously furnished traffic data from corridor analysis projects	No Yes Yes Yes	Yes Yes Yes Yes	Yes Yes Yes Yes
Part B – Current Projects			
4. ♦ Geometric design volumes ♦ Pavement analysis ♦ Environmental impact air/noise studies ♦ Program calls (i.e., UTP)	Yes	Yes	Yes, with subsequent review by TPP

Traffic Data Requiring Review by TPP — The following procedure outlines the process for traffic data that require review by TPP:

- ♦ District/Division Personnel – Forward traffic data requiring review by TPP through the appointed district/division staff liaison to TPP with the following information attached:
 - if the traffic data are needed urgently and require an immediate response
 - how the traffic data will be used (i.e. community speech, road design, etc.)
 - project location map of immediate area (part of a district traffic map may be sufficient)
- ♦ District/Division Staff Liaison -- Reviews the traffic data request for completeness and forwards to TPP

- ◆ Transportation Planning and Programming Division – Upon receipt of the traffic data:
 - stamps the date received
 - reviews, analyzes, and prioritizes the data
 - acknowledges receipt of the data notifying the originating office of approval to use the traffic data as submitted or that TPP must review and analyze the traffic data further

Note: TPP notifies the originating office of approval or further review within two weeks of the date of receipt unless the review is marked urgent requiring TPP to respond immediately.

 - performs further analysis of traffic data to be used outside the department. This normally requires four weeks but sometimes requires an extended review.

Purpose

The purpose of this policy is:

- ◆ to provide operating procedures for the districts and divisions to implement Executive Order 6-90, which established the TPP as the sole source of traffic data from the department
- ◆ to inform the districts and divisions of which traffic data provided by TPP are for use outside the department and what portion of that traffic data requires review by TPP.

Responsibility

Transportation Planning and Programming Division and districts and divisions

The Transportation Planning and Programming Division will:

- ◆ review, modify, and approve all traffic data used in any documents including reports sent to the commission, the legislature, the governor, and the public within a reasonable time of receipt
- ◆ coordinate with the districts and divisions to ensure consistent traffic data.

The districts and divisions will:

- ◆ appoint a staff person to be liaison with TPP for traffic data review and approval
- ◆ submit external documents that include traffic data developed in the district or divisions to TPP for review and approval.

Note: This submission should include a project location map of the immediate area.

Reference

Current Policy: Administrative Circular 17-90

Supersedes:

Reference: Executive Order 6-90

Section 5

Single Source for Traffic Data

Summary

This policy states that the department will maintain a single source of all traffic data reported to the commission, legislature, governor, and the public.

Purpose

The purpose of this policy is:

- ◆ to comply with the authorities cited under references
- ◆ to provide a reliable and accurate single source for traffic data from the department.

Responsibility

Transportation Planning and Programming Division will:

- ◆ review, modify, and approve all traffic data used in any documents including reports sent to the commission, the legislature, the governor, and the public within a reasonable time of receipt
- ◆ coordinate with the districts and divisions to ensure consistent traffic data.

Districts and divisions will:

- ◆ appoint a staff person to be the liaison with TPP for traffic data review and approval
- ◆ submit external documents that include traffic data developed in the district or division to TPP for review and approval, including a project location map of the immediate area.

Reference

Current Policy: Executive Order 6-90

Supersedes: Administrative Circular 48-86

Reference: TxDOT Memorandum (02/01/90), Highway Systems Functional Review Report

TxDOT Memorandum (08/30/85), Department Document Review Procedures for Commission Meetings

TxDOT Memorandum (11/14/85), Traffic Data Review Procedures

Transportation Code, Section 201.103

Transportation Code, Section 201.803

Chapter 4

Other Policy

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Section 1

Long-Range Projects Status

Summary

Approval of projects for Long-Range Projects (LRP) status will be determined by the completion of a programming feasibility study to be reviewed by the Transportation Planning and Programming Division.

The Long-Range Projects status is defined as the authority for advanced planning through right-of-way determinations, including necessary route and environmental studies, as well as public hearing requirements. During LRP status, right-of-way maps should be completed and any environmental permits, clearances, coordinations, etc., should be identified. No letting dates should be assigned while a project is in this status.

The following areas are recommended to be evaluated for each project:

- ◆ congruity with the Statewide Transportation Plan
- ◆ congruity with the Metropolitan Transportation Plan
- ◆ major environmental issues
- ◆ level of community support
- ◆ cost effectiveness
- ◆ safety issues
- ◆ level of service analysis
- ◆ other areas of interest
- ◆ conclusion.

The programming feasibility study should contain a brief project description, one or two paragraphs addressing each of the above areas, a project location map, and existing and proposed typical sections. Please note the programming feasibility study should be an abbreviated document of approximately five pages in length and not the equivalent in scope to the feasibility studies previously prepared for the Design Division.

The example provided in the memorandum makes no reference to the concurrence of the metropolitan planning organization (MPO) or the county in the case of rural projects.

Purpose

To ensure that the Project Development Plan (PDP)/Unified Transportation Program (UTP) be fiscally constrained to the forecasted available funds.

Responsibility

Transportation Planning and Programming Division (TPP)

Reference

Current Policy: TxDOT Memorandum (September 26, 1995)

Supersedes:

Reference:

Section 2

Award of Off-System Construction Contracts

Summary

Activities of the local government entity or state agency associated with the construction contract letting process must conform to applicable federal requirements for those processes.

The Executive Director or his designee(s) is authorized to act for the Texas Transportation Commission in concurring or not concurring in the award of off-system construction contracts let by others.

The contracting agency shall assume all cost responsibility and legal liability for activities that do not conform with said federal requirements.

The Executive Director shall report to the commission concerning award concurrence or non-concurrence of all off-state numbered highway route projects that are let by local governmental entities or state agencies.

Purpose

The purpose of this policy is:

- ◆ to transfer authorization from the commission to the Texas Department of Transportation (TxDOT) for concurrence with construction contract awards let by others but funded under various TxDOT funding categories
- ◆ to set forth the concurrence guidelines to TxDOT.

Responsibility

Executive Director

Reference

Current Policy: Minute Order 106803, April 25, 1996
43 TAC §15.52(8)B

Supersedes:

Reference:

Section 3

Establishment of a Highway Reference Marker Location System

Summary

A single highway reference marker system will be developed and implemented on the Texas Highway System. This reference marker system will include the following:

- ◆ reference markers will be physically located on the highway
- ◆ each marker will provide for unique location reference
- ◆ a consecutive numbering scheme from the beginning to the end of the highway will be used
- ◆ all current information management systems and other computer software which refer to highway locations shall be modified as practical to the new highway reference marker system; all future software development shall employ this new highway reference marking system

The Transportation Planning and Programming Division will be responsible for coordination of the implementation and continued support of the highway reference marker system and will issue procedures for its development and usage.

Purpose

The purpose of this policy is:

- ◆ to implement a department-wide single-location reference key
- ◆ to establish responsibilities for continued monitoring, support, and coordination.

Responsibility

Transportation Planning and Programming Division

Reference

Current Policy: Administrative Order 30-88

Supersedes:

Reference:

Section 4

International Bridge Applications

Summary

Transportation Code, Section 201.612, requires an entity authorized to construct or finance the construction of an international bridge over the Rio Grande to obtain approval from the Texas Transportation Commission prior to seeking a presidential permit for construction.

The director of the Transportation Planning and Programming Division is hereby designated as the department liaison for analyzing applications requesting permission to seek a presidential permit to construct an international bridge over the Rio Grande.

As the department liaison, TPP will develop a standardized application form and provide the form when requested to potential applicants. Upon receipt of this notice, the following divisions and special offices will provide TPP with a primary and alternate point of contact for analyzing International Bridge applications:

- ◆ Design (DES)
- ◆ Environmental (ENV)
- ◆ Budget and Finance (BUD)
- ◆ Right of Way (ROW)
- ◆ International Relations Office (IRO).

TPP responsibilities:

- ◆ Immediately upon receipt of an application and the requisite 20 copies date stamp the application and copies, forward one copy of the application to the designated points of contact, and set a ten working day deadline from the date stamp for the division points of contact to determine if the application is complete. (NOTE: All subsequent references to “the date stamp” refer to the TPP date stamp specified in the preceding sentence.)
- ◆ As soon as possible, but not later than the end of the ten working day period, if the application is deemed incomplete, TPP will return the application and copies with a written response specifying the deficiencies. A resubmitted application will be date stamped again and checked within ten working days to insure deficiencies were corrected.
- ◆ Once the determination is made that an application is complete or that a resubmitted application is no longer deficient, TPP will notify the applicant and the Governor’s Office, in writing, that the application meets the requirements of Title 43 TAC, Section 15.74 and begin the analysis.

TPP will take the following actions:

- ◆ Send a copy of the application to the following agencies and local government entities, requesting their comments be returned within 20 working days of receipt at that agency:
 - Department of Public Safety
 - Natural Resource Conservation Commission
 - Department of Agriculture
 - Historical Commission
 - Alcoholic Beverage Commission
 - Department of Commerce
 - Local government entities (county and municipal where applicable)
- ◆ Send a copy of the application to the Governor's Office, requesting comments be returned within 20 calendar days from receipt at the Governor's Office.
- ◆ Request analysis and the written results of that analysis from each division and special office named above be returned within 45 days of the date stamp.
- ◆ Send an application and request analysis and the written results of that analysis from appropriate district(s) and metropolitan planning organization(s) be returned within 20 working days of receipt at the district or organization.
- ◆ Coordinate with Office of General Counsel (OGC) to accomplish the following within 45 days of the date stamp:
 - schedule public hearing
 - advertise public hearing
 - conduct public hearing
- ◆ Compile and summarize public hearing comments within 65 days of the date stamp.
- ◆ Analyze compliance with the state transportation plan and, if appropriate, with the regional transportation plan developed by the metropolitan planning organization having jurisdiction over the project within 65 days of the date stamp.
- ◆ Compile and summarize responses from state agencies, divisions, district(s), MPOs, and/or local government entities within 65 days of the date stamp.
- ◆ Prepare and send staff response, along with recommendation for commission action, to the Executive Director through the Deputy Executive Director.
- ◆ Coordinate with OGC to prepare documents and include on the commission meeting agenda recommended action no later than 120 days of the date stamp (commission *must* act within 120 days of the date stamp).
- ◆ Notify applicant and Governor's Office in writing of commission action within two working days after the commission meeting.

DES will take the following actions:

- ◆ Provide a primary and an alternate point of contact for analyzing International bridge applications.
- ◆ Upon receipt of an application from TPP, screen applicable sections for completeness and respond in writing to TPP not later than ten working days from date stamp.
- ◆ Upon receipt of TPP request, analyze the design portion of the application to ensure bridge and roadway are designed to accepted standards and specifications.
- ◆ Provide written analysis and recommendations to TPP not later than 45 days from the date stamp.
- ◆ Assist TPP as required to prepare for commission meeting.

FIN will take the following actions:

- ◆ Provide a primary and an alternate point of contact for analyzing international bridge applications.
- ◆ Upon receipt of an application from TPP, screen applicable sections for completeness and respond in writing to TPP not later than ten working days from date stamp.
- ◆ Upon receipt of TPP request, analyze the financial portion of the application.
- ◆ Provide written analysis and recommendations to TPP not later than 45 days from the date stamp.
- ◆ Assist TPP as required to prepare for commission meeting.

ENV will take the following actions:

- ◆ Provide a primary and an alternate point of contact for analyzing international bridge applications.
- ◆ Upon receipt of an application from TPP, screen applicable sections for completeness and respond in writing to TPP not later than ten working days from date stamp.
- ◆ Upon receipt of TPP request, analyze the environmental portion of the application to ensure environmental considerations have been addressed or mitigated.
- ◆ Provide a written analysis and recommendations to TPP not later than 45 days from the date stamp.
- ◆ Assist TPP as required to prepare for commission meeting.

ROW will take the following actions:

- ◆ Provide a primary and an alternate point of contact for analyzing international bridge applications.
- ◆ Upon receipt of an application from TPP, screen applicable sections for completeness and respond in writing to TPP not later than ten working days from date stamp.
- ◆ Upon receipt of TPP request, analyze the design portion of the application to ensure ROW issues have been adequately addressed.
- ◆ Provide a written analysis and recommendations to TPP not later than 45 days from the date stamp.
- ◆ Assist TPP as required to prepare for commission meeting.

IRO will take the following actions:

- ◆ Provide a primary and an alternate point of contact for administrative and protocol coordination with Mexican officials and entities concerning international bridges and for analyzing international bridge applications.
- ◆ Provide to divisions review, comment, and analysis of any politically sensitive issues, protocol considerations, or other factors related to any Mexican documents or data submitted as part of an application.
- ◆ Upon receipt of TPP request, analyze the written commitments from Mexican federal, state, and local jurisdictions concerning their ability to provide necessary transportation infrastructure.
- ◆ Provide a written analysis and recommendations to TPP not later than 45 days from the date stamp.
- ◆ Assist TPP as required to prepare for commission meeting.

Purpose

To designate the TxDOT liaison for accepting and analyzing international bridge applications and to specify the procedures used by the department to analyze the applications.

Responsibility

Transportation Planning and Programming Division

Reference

Current Policy: Stand Alone Manual Notice 96-2
43 TAC Chapter 15, Subchapter G

Supersedes:

Reference: