Regional Project Evaluation Committee (RPEC)

May 24, 2018 • 9:00a.m. – 5:00p.m.
PSRC Board Room • 1011 Western Avenue, Suite 500 • Seattle, WA 98104

9:00  1. **Introductions and Announcements** – Don Cairns, Chair

2. **Public Comment**

9:10  3. **Discussion/Action: Project Recommendations - 2018 FHWA Regional Competition**

   Staff will provide an overview of the process the committee will follow to prepare a funding recommendation to the Transportation Policy Board, including a prioritized contingency list of projects. The scoring results and project information will be sent out separately prior to the meeting.

   Kelly McGourty, PSRC, will facilitate the committee discussion and recommendation of projects per the attached meeting procedures.

   All project applications, attachments, presentations and follow-up information may be found on PSRC’s website at: [https://www.psrc.org/our-work/funding/project-selection/fhwa-and-fta-regional-funding](https://www.psrc.org/our-work/funding/project-selection/fhwa-and-fta-regional-funding)

   **Note:** There will be a 15-minute break at 10:30a.m. and 2:30p.m. In order to maintain the schedule, lunch will be provided during a 30-minute break at 12:00p.m.

4. **Next Meeting:**
   - Friday, May 25, 2018, 9:00 a.m.-5:00 p.m., if needed to conclude the project selection recommendations
   - Friday, June 22, 2018, 9:30a.m.-11:00a.m. – regular meeting schedule resumes

5:00  5. **Adjourn**

*Supporting materials attached*

For more information, contact Kelly McGourty, Senior Program Manager, at (206) 971-3601 or kmcgourty@psrc.org.

Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711. 中文 | Chinese, 한국 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese call 206-587-4819.
2018 FHWA Regional Competition Project Recommendations
RPEC Meeting Procedures

The meeting will begin promptly at 9:00 a.m. on Thursday, May 24th. There will be a 15 minute break at 10:30am and at 2:30pm. In order to maintain the schedule, PSRC will provide a catered lunch for the committee, to be provided during a 30-minute break at 12:00pm. The meeting will continue as needed until 5:00p.m. and resume at 9:00am on Friday, May 25th, if necessary.

PURPOSE AND OUTCOMES:

1. The committee will recommend projects to receive funding from PSRC’s FHWA Regional Competition. The list will be balanced by year, and by funding source.

2. The committee will recommend a prioritized contingency list of projects.

3. The committee will submit their recommendation to PSRC’s Transportation Policy Board (TPB). Final approval is made by the Executive Board.

EXPECTATIONS

Meeting Decorum

a) Committee members agree to keep an open mind and identify their interests and objectives.

b) Committee members agree to respect each other’s opinions and make an effort to understand and accurately characterize the views of other members. Members will operate in a consistently constructive manner.

c) Discussion will be conducted in a professional way with a focus on project merits.

d) Only committee members or their alternate may be seated at the table and participate in the discussion. No questions or comments will be permitted from other participants, other than PSRC staff, during the committee deliberations. There will be a public comment period at the beginning of the meeting.

e) The committee will conduct their deliberations in an open discussion with no pre-determined outcome. Projects will be discussed and recommended on an individual basis, and no packages will be considered.

f) During breaks, participants will not discuss project funding recommendations.

g) The committee shall strive to reach informed consent on the issues before them, through a cooperative problem-solving process. Consensus is not unanimity, but substantial agreement that the group can move forward. Voting shall be transacted by motion that may be made by any member in attendance, including the chair, and shall require a second. Voting on all motions shall be by a voice vote unless a member calls for a roll. Then the facilitator shall call for the vote of each member and the vote shall be recorded.
Meeting Procedures

a) The facilitator will manage the meeting, to enable the chair and vice-chair to participate in discussions.

b) The committee will adhere to PSRC’s adopted policy framework, and comply with federal funding guidelines.

c) PSRC staff will provide the scoring results to the committee. The scores are final and there will be no discussion or debate on individual project scores.

d) The facilitator will ask if any project sponsors wish to voluntarily withdraw any projects, reduce the funding requested, or provide any other relevant information to inform the funding discussion.

e) The facilitator will ask the committee before beginning the project recommendation discussion if there are other criteria the committee wishes to use to help in their decisions, for example: geographic equity, project completion or phasing, safety, innovations, etc.

f) The committee may choose to establish a “cut off” line from the scoring array for project and funding discussion with input from PSRC staff. The committee will then openly discuss and require rationale to consider funding any projects that fall below the cut-off line. Consensus or a vote may be required to add a project for consideration. If a high scoring project is skipped over, an explanation will be required.

g) Sponsors of any projects recommended for a funding reduction below the amount requested will be required to confirm that either local funds will be provided to fill the gap, or the scope of the project will be reduced to meet the adjusted amount. This confirmation will need to occur prior to final recommendation; if a sponsor is not in the room, staff will attempt to reach them for consensus, otherwise a funding reduction would not be considered.

h) A prioritized contingency list will be developed from projects not recommended for funding, as well as projects that are recommended for partial funding to achieve a reduced scope. The balance of funding for the remaining scope may be added to the contingency list, however, projects whose sponsors have accepted partial funding but who have committed local funding to complete the phase will not be added to the contingency list.

Post-Meeting Expectations and Outcomes

a) PSRC staff will follow up with any sponsor who voluntarily accepted a reduction in funding and agreed to fill the gap with local funds, to confirm that those funds are reasonably available and documentation provided.

b) PSRC staff will prepare the meeting summaries, including the scoring results and committee recommendations, and forward to the committee prior to the TPB.