

Chicago Department of Transportation

**Surface Transportation Program (STP)
Project Selection Guidelines and Scoring Criteria**

Revised January 2022

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PROJECT SELECTION GUIDELINES

Introduction

The following STP Project Selection Guidelines and Scoring Criteria were developed in order to further CDOT's mission to keep the city's surface transportation networks and public way safe for users, environmentally sustainable, in a state of good repair and attractive, so that its diverse residents, businesses and guests all enjoy a variety of quality transportation options, regardless of ability or destination. These guidelines and associated scoring criteria are to be used going forward for the development of CDOT's STP program.

Project Types

All federally STP eligible project types are eligible. These include, but are not limited to,

- Structure Projects - including rehabilitations, reconstructions, preservation, and inspections.
- Roadway Projects – including resurfacings, reconstructions, streetscapes with resurfacing or reconstruction of the roadway, and intersection improvements/reconstructions.
- Complete Streets and Off-Street Trail Projects including bikeways, pedestrian improvements, shared-use paths, shared-use trails, bike/ped bridges, and streetscapes without resurfacing.
- Grade Separations and Vertical Clearance Projects
- Traffic Signal Modernizations - generally completed as an annual program containing multiple intersections; projects to be considered on a case-by-case basis.
- Transit Priority Projects - to be considered on a case-by-case basis

Other federally eligible project types that do not fit within the above categories can be considered on a case-by-case basis. Additional scoring criteria may be developed as needed.

Eligible Phases

All phases of a project are eligible for STP funding. Projects can request funding for multiple phases with the exception of Phase I projects with stand-alone Phase I UIGAs. These projects should not request funding for phases beyond Phase I when requesting Phase I funding.

Structure Preservation and Inspections

CDOT maintains 417 structures of which 316 are owned by CDOT and 101 are owned by IDOT but maintained by CDOT. Structure preservation and inspection is a program priority due to the sheer number of structures maintained by CDOT and the overwhelming need for preservation and inspection. CDOT will set-aside a portion of its STP funds for structure preservation (i.e., structure painting) and for structure inspections. These set-asides will not go through the evaluation process.

Project Grandfathering

All project phases programmed with STP funds as of December 31, 2019 will be considered grandfathered into Chicago's STP Program.¹ These project phases will not be required to apply for STP funds. However, they will need to adhere to the requirements of Active Program Management.

Transportation Development Credits for Highways

CDOT's use of TDCH will adhere to CMAP's policy as adopted by the STP Project Selection. TDCH should only be considered when other match options have been exhausted.

Cost Increases and Changes in Funding Percentages

Projects with Open Bids Needing Funding to Award

At the Commissioner's discretion, STP funds can be programmed to federally funded projects needing additional funds in order to award the project. These projects will not need to go through the evaluation process and can be awarded funding as needed and at the Commissioner's discretion.²

Projects in Active Design or Construction

At the Commissioner's discretion, STP funds can be programmed to federally funded projects with current federal obligations needing additional funds to be added to the project through a UIGA amendment. These projects will not need to go through the evaluation process and can be awarded funding as needed and at the Commissioner's discretion.³

Changes in STP Funding Levels to Projects in the Program

STP funded projects in CDOT's program can contain a mixture of federal, state, and local funds. The ability to increase or decrease the percentage of a project funded with STP funds is vital to CDOT's ability to responsibly and effectively manage its overall federal program and ensure the maximum benefit to the city's and region's transportation network. CDOT programming staff can increase or decrease the percentage of STP funds programmed for a project in the active program as needed for the benefit of CDOT's overall capital program, subject to match requirements and fiscal constraint. Changes in the percentage of a project in the active program funded with STP made after the publication of the draft program will not alter a project's score.

Initial Program Development

Preliminary Timeline for the Initial Call for Projects

January – Internal Call for Projects

March 1 – Application Period Closes

March – Scoring of Projects and Draft Program Prepared

¹ TIP amendments for grandfathered projects to be submitted by the deadline for the January 2020 Transportation Committee meeting.

² Modifications to CDOT's overall program may be required to ensure fiscal constraint. Modifications will be documented and a copy of the revised program will be forwarded to CMAP in conjunction with any TIP changes required for program modification.

³ See above footnote #2.

April – CDOT Evaluation Committee reviews Draft Program and revises as needed
May – Ranked listing and Recommended Draft Program published on CMAP’s website for public comment for at least 30 days
June – Comments reviewed and CDOT Evaluation Committee finalizes program
September – TIP changes encompassing program considered by CMAP Transportation Committee
October – TIP changes encompassing program considered by MPO Policy Committee

Note: CDOT may adjust the schedule depending on when the annual mark is made available by CMAP.

Evaluation Committee

The CDOT STP Evaluation Committee will consist of the following CDOT staff members (or their equivalent as determined by the Commissioner):

- Capital Programming Unit Head
- Managing Deputy Commissioner / Chief Engineer
- Deputy Commissioner of the Division of Engineering
- Deputy Commissioner of the Division of Project Development
- Director of Transportation Planning and Programming
- Managing Deputy Commissioner of Project Development and Traffic Safety
- CDOT Commissioner

Project Ranking and Program Development Process

1. CDOT staff will score projects using scoring criteria based on project type. A ranked listing of all projects will be developed. CDOT staff will also develop a ranked listing of the projects by project type for reference by the Evaluation Committee.
2. The Evaluation Committee will review the program, adjust if needed, and prepare a proposed 5-year active program and contingency program.
3. The draft program will be released for 30 days of public comment.
4. After the public comment period, the Evaluation Committee will review all public comments. Final adjustments to the program may be made at this time.
5. The Evaluation Committee will recommend a 5-year active program and contingency program to the CDOT Commissioner for approval.
6. Final approval of the 5-year program will be by the CDOT Commissioner.

Development of Subsequent Programs

CDOT anticipates completing an internal call for projects every two years.

Active Program Management

All projects in the active and contingency programs will be subject to the active program management requirements adopted by the STP Project Selection Committee.

Questions

Questions regarding these guidelines and scoring criteria should be directed to Grant Davis at 312.744.3528 or grant.davis@cityofchicago.org.

Structure Projects

Scoring Criteria

Category	Max Score	Description
Project Readiness – 25 Points		
Phase Readiness	10	<ul style="list-style-type: none"> • If requesting (a) Phase I or (b) Phase I/II funding or (c) Phase I/II and Construction funding: 10 points if Phase I or Phase I/II consultant engineering firm selected; 5 if RFP issued for consultant; 2 if project is task order eligible • If requesting (a) Phase II or (b) Phase II and Construction: 5 points if PDR approved or 2.5 points if submitted, plus 5 points if Phase II consultant engineering firm selected or 2.5 if RFP issued • If requesting Construction only: <ul style="list-style-type: none"> ○ 5 points if PDR approved plus ○ 2.5 points if no ROW required or if ROW is complete plus ○ 2.5 points if 60% plans complete
Match	10	<p>A project can only receive a maximum of 10 points for this category.</p> <ul style="list-style-type: none"> • 10 points if match secured • 5 points if SOCC eligible • If full match is not secured, then points will be awarded based on percent secured: <ul style="list-style-type: none"> ○ 8 points if at least 80% of match secured ○ 6 points if at least 60% of match secured ○ 4 points if at least 40% of match secured ○ 2 point if at least 20% of match secured <p>Note: a project without its full match secured cannot receive more than 8 points for this category.</p>
Financial Commitment	5	<p>Based on percent of fed eligible share requested:</p> <ul style="list-style-type: none"> • 5 points if <= 20% • 4 points if <=40% • 3 points if <= 60% • 2 points if <= 80%

CMAQ Regional Priorities / Planning Factors – 25 Points		
Freight Movement	5	<p>Based on percent of heavy-duty vehicles</p> <ul style="list-style-type: none"> • 5 points if >= 25% • 4 points if >= 20% • 3 points if >= 15% • 2 points if >= 10% • 1 point if >= 5%
Inclusive Growth	5	<p>Based on CDOT's Combined Mobility and Economic Hardship (MOBEC) Index converted to a five point scale and rounded to the nearest whole number.</p>

		<ul style="list-style-type: none"> • 5 points if MOBEC ≥ 90 • 4 points if MOBEC ≥ 70 • 3 points if MOBEC ≥ 50 • 2 points if MOBEC ≥ 30 • 1 point if MOBEC ≥ 10
Complete Streets	15	<p>While 20 points are available, a project can only receive a maximum of 15 points.</p> <ul style="list-style-type: none"> • 5 points for providing or maintaining non-slip surface on edge of bridge roadway (min of 5' wide) • 5 points for providing or maintaining a marked bike lane (must provide non-slip surface to receive points) • 5 points for providing a pedestrian facility improvement • 5 points for providing or maintaining pedestrian traffic control or pedestrian safety infrastructure (e.g., curb extensions or refuge islands)

Transportation Impact – 50 Points			
Condition Rating	40	Rating	Points
		0	40
		1	40
		2	40
		3	40
		4	35
		5	30
		6	27
		7	0
		8	0
		9	0
Operating Factor	10	10 points if Operating Factor ≤ 0.9 8 points if Operating Factor ≤ 1.0 6 points if Operating Factor ≤ 1.1 4 points if Operating Factor ≤ 1.2 2 points if Operating Factor ≤ 1.4	

Roadway Projects

Scoring Criteria

Category	Max Score	Description
Project Readiness – 25 points		
Phase Readiness	10	<ul style="list-style-type: none"> • If requesting (a) Phase I or (b) Phase I/II funding or (c) Phase I/II and Construction funding: 10 points if Phase I or Phase I/II consultant engineering firm selected; 5 if RFP issued for consultant; 2 if project is task order eligible • If requesting (a) Phase II or (b) Phase II and Construction: 5 points if PDR approved or 2.5 points if submitted, plus 5 points if Phase II consultant engineering firm selected or 2.5 if RFP issued • If requesting Construction only: <ul style="list-style-type: none"> ○ 5 points if PDR approved plus ○ 2.5 points if no ROW required or if ROW is complete plus ○ 2.5 points if 60% plans complete
Match	10	<p>A project can only receive a maximum of 10 points for this category.</p> <ul style="list-style-type: none"> • 10 points if match secured • 5 points if SOCC eligible • If full match is not secured, then points will be awarded based on percent secured: <ul style="list-style-type: none"> ○ 8 points if at least 80% of match secured ○ 6 points if at least 60% of match secured ○ 4 points if at least 40% of match secured ○ 2 point if at least 20% of match secured <p>Note: a project without its full match secured cannot receive more than 8 points for this category.</p>
Financial Commitment	5	<p>Based on percent of fed eligible share requested:</p> <ul style="list-style-type: none"> • 5 points if <= 20% • 4 points if <=40% • 3 points if <= 60% • 2 points if <= 80%

CMAQ Regional Priorities / Planning Factors – 25 points		
Inclusive Growth	5	<p>Based on CDOT’s Combined Mobility and Economic Hardship (MOBEC) Index converted to a five point scale and rounded to the nearest whole number.</p> <ul style="list-style-type: none"> • 5 points if MOBEC >=90 • 4 points if MOBEC >=70 • 3 points if MOBEC >=50 • 2 points if MOBEC >=30 • 1 point if MOBEC >=10

Complete Streets	20	<p>A project can receive a maximum of 20 points for complete streets.</p> <ul style="list-style-type: none"> • 5 points if bus priority treatments are included or other transit-related improvements that address existing deficiencies are included • 10 points if project is within a Streets for Cycling Corridor and a bikeway is proposed (points can also be awarded if project is parallel to corridor and will fulfill a goal of the SFC Corridor). • 5 points for incorporating pedestrian traffic control or pedestrian safety infrastructure (e.g., curb extensions or refuge islands) across major streets • 5 points for incorporating pedestrian traffic control or pedestrian safety infrastructure (e.g., curb extensions or refuge islands) across minor streets • 5 points for providing a pedestrian sidewalk where one did not exist before • 5 points for (a) widening sidewalks on the project's main street or (b) provides additional pedestrian open space or (c) is located on and enhances a Pedestrian Street, Pedestrian Retail Street, or Pedestrian Six Corner as designated in the Zoning Code or meets the criteria of the designation.
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Transportation Impact – 50 points			
Pavement Condition	40	PCI	Points
		<40	40
		40 – 50	30
		50 – 60	20
		60 – 70	15
		70 – 80	10
		80 – 100	0
		Vision Zero	10

Complete Streets Projects

Scoring Criteria

Category	Max Score	Description
Project Readiness – 25 points		
Phase Readiness	10	<ul style="list-style-type: none"> • If requesting (a) Phase I or (b) Phase I/II funding or (c) Phase I/II and Construction funding: 10 points if Phase I or Phase I/II consultant engineering firm selected; 5 if RFP issued for consultant; 2 if project is task order eligible • If requesting (a) Phase II or (b) Phase II and Construction: 5 points if PDR approved or 2.5 points if submitted, plus 5 points if Phase II consultant engineering firm selected or 2.5 if RFP issued • If requesting Construction only: <ul style="list-style-type: none"> ○ 5 points if PDR approved plus ○ 2.5 points if no ROW required or if ROW is complete plus ○ 2.5 points if 60% plans complete
Match	10	<p>A project can only receive a maximum of 10 points for this category.</p> <ul style="list-style-type: none"> • 10 points if match secured • 5 points if SOCC eligible • If full match is not secured, then points will be awarded based on percent secured: <ul style="list-style-type: none"> ○ 8 points if at least 80% of match secured ○ 6 points if at least 60% of match secured ○ 4 points if at least 40% of match secured ○ 2 point if at least 20% of match secured <p>Note: a project without its full match secured cannot receive more than 8 points for this category.</p>
Financial Commitment	5	<p>Based on percent of fed eligible share requested:</p> <ul style="list-style-type: none"> • 5 points if <= 20% • 4 points if <= 40% • 3 points if <= 60% • 2 points if <= 80%

CMAQ Regional Priorities / Planning Factors – 35 points		
Transit-supportive projects	5	<p>Projects can receive a total of 5 points in this category</p> <ul style="list-style-type: none"> • 2.5 points if within 0.25 miles of a CTA/Metra rail station • 2.5 points if along or connecting to a bus route
Inclusive Growth	5	<p>Based on CDOT's Combined Mobility and Economic Hardship (MOBEC) Index converted to a five point scale and rounded to the nearest whole number.</p> <ul style="list-style-type: none"> • 5 points if MOBEC >=90 • 4 points if MOBEC >=70

		<ul style="list-style-type: none"> • 3 points if MOBEC >=50 • 2 points if MOBEC >=30 • 1 point if MOBEC >=10
Complete Streets	25	<p>A project can receive a maximum of 25 points for this category.</p> <ul style="list-style-type: none"> • 25 points if barrier separated bikeway provided • 25 points if project is an off-street trail or bike/ped bridge • 12.5 points if dedicated bike lane provided • 12.5 points for incorporating pedestrian traffic control or pedestrian safety infrastructure (e.g., curb extensions or refuge islands) across major streets • 12.5 points for incorporating pedestrian traffic control or pedestrian safety infrastructure (e.g., curb extensions or refuge islands) across minor streets • 12.5 points if project (a) widens sidewalks on the project's main street or (b) provides additional pedestrian open space or (c) provides a sidewalk where one did not previously exist or (d) is located on and enhances a Pedestrian Street, Pedestrian Retail Street, or Pedestrian Six Corner as designated in the Zoning Code or meets the criteria of the designation. <p>Note: the above points can be awarded if a project is installing new facilities or improving existing facilities. At the evaluation committee's discretion, points can also be awarded if a project is maintaining existing facilities and those existing facilities meet current department standards.</p>

Transportation Impact – 35 Points		
Vision Zero	15	10 points if project is in a High Crash Area or 15 points if in a High Crash Corridor. Project must address safety deficiencies if it is to receive points.
Network Connectivity	10	<p>A project can only receive a maximum of 10 points for this category.</p> <ul style="list-style-type: none"> • 10 points if it is a bikeway and connects to an existing bikeway • 10 points if project is a segment of a larger project • 10 points if project is an off-street trail and connects to an existing off street or on-street facility
Inclusion in Plan	10	10 points if project implements a recommendation of a plan.

Grade Separations and Vertical Clearance Projects

Scoring Criteria

Category	Max Score	Description
Project Readiness – 25 points		
Phase Readiness	10	<ul style="list-style-type: none"> • If requesting (a) Phase I or (b) Phase I/II funding or (c) Phase I/II and Construction funding: 10 points if Phase I or Phase I/II consultant engineering firm selected; 5 if RFP issued for consultant; 2 if project is task order eligible • If requesting (a) Phase II or (b) Phase II and Construction: 5 points if PDR approved or 2.5 points if submitted, plus 5 points if Phase II consultant engineering firm selected or 2.5 if RFP issued • If requesting Construction only: <ul style="list-style-type: none"> ○ 5 points if PDR approved plus ○ 2.5 points if no ROW required or if ROW is complete plus ○ 2.5 points if 60% plans complete
Match	10	<p>A project can only receive a maximum of 10 points for this category.</p> <ul style="list-style-type: none"> • 10 points if match secured • 5 points if SOCC eligible • If full match is not secured, then points will be awarded based on percent secured: <ul style="list-style-type: none"> ○ 8 points if at least 80% of match secured ○ 6 points if at least 60% of match secured ○ 4 points if at least 40% of match secured ○ 2 point if at least 20% of match secured <p>Note: a project without its full match secured cannot receive more than 8 points for this category.</p>
Financial Commitment	5	<p>Based on percent of fed eligible share requested:</p> <ul style="list-style-type: none"> • 5 points if less than 20% • 4 points if less than 40% • 3 points if less than 60% • 2 points if less than 80%

CMAQ Regional Priorities / Planning Factors – 35 points		
Green Infrastructure	5	5 points if project contains green infrastructure components
Freight Movement	5	<p>Based on percent of heavy-duty vehicles</p> <ul style="list-style-type: none"> • 5 points if $\geq 25\%$ • 4 points if $\geq 20\%$ • 3 points if $\geq 15\%$ • 2 points if $\geq 10\%$ • 1 point if $\geq 5\%$
Inclusive Growth	5	Based on CDOT's Combined Mobility and Economic Hardship

		<p>(MOBEC) Index converted to a five point scale and rounded to the nearest whole number.</p> <ul style="list-style-type: none"> • 5 points if MOBEC >=90 • 4 points if MOBEC >=70 • 3 points if MOBEC >=50 • 2 points if MOBEC >=30 • 1 point if MOBEC >=10
Complete Streets – Bikeways	10	10 points if barrier separated provided; 7.5 points if buffer separated provided; 5 points if bike lane only provided
Complete Streets – Pedestrians	10	<p>A project can receive 10 points for this category:</p> <ul style="list-style-type: none"> • 5 points if geometric and/or traffic control crossing treatments incorporated at minor streets • 5 points if incorporated at major streets.

Transportation Impact – 40 Points		
CREATE or Viaduct Rating	30	<ul style="list-style-type: none"> • If a Grade Separation project, 30 points if it is a CREATE Project and/or on the “Northeastern Illinois Priority Grade Crossings” list maintained by CMAP • If a Viaduct Project, 15 points if on CDOT’s Viaduct Clearance Improvement Priority Listing plus: <ul style="list-style-type: none"> ○ 15 points if in top 25% of list ○ 10 points if in top 50% of list ○ 5 points if in top 75% of list
Vision Zero	10	5 points if project is in a High Crash Area or 10 points if in a High Crash Corridor. Project must address safety deficiencies if it is to receive points.

Notes on Scoring Criteria

- For Complete Streets related points, points can be awarded if a project is installing new facilities or improving existing facilities. At the Evaluation Committee's discretion, points can also be awarded if a project is maintaining existing facilities and those existing facilities meet or exceed current department standards.
- Discrepancies and/or ambiguity in the scoring criteria or its intent after the call for projects will be resolved by the Evaluation Committee.
- For resurfacing projects with multiple locations, PCI will be calculated based on the average PCI for each location adjusted for mileage.

Acronyms

APM – Active Program Management

CDOT – Chicago Department of Transportation

CMAP – Chicago Metropolitan Agency for Planning

CREATE – Chicago Region Environmental and Transportation Efficiency Program

CTA – Chicago Transit Authority

MOBEC – Combined Mobility and Economic Hardship Index

PCI – Pavement Condition Index

PDR – Project Development Report

RFP – Request for Proposal

ROW – Right of Way

SOCC – State Only Chicago Commitment

STP – Surface Transportation Program

TDCH – Transportation Development Credits for Highways

UIGA – Uniform Intergovernmental Grant Agreement