

***Instructions
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Dallas County
Major Capital Improvement Program (MCIP)
2008 Application Instructions

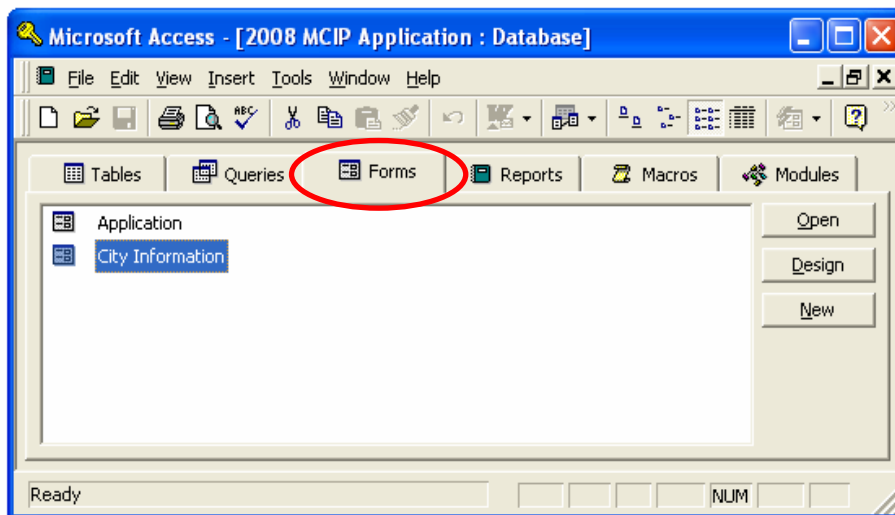
Overview

The following instructions provide a detailed description of the information requested for each field within the MS Access 97™-based Project Application. The application was designed to solicit sufficient information to convey a thorough understanding of each proposed project. It is recommended that a team composed of Planners, Engineers, and Right Of Way agents be assembled to completely fill-out the application for each proposed project. Additionally, cities are strongly encouraged to submit all available documents on the proposed project such as design plans, ROW parcel acquisition/donations, and preliminary engineering specifications, in order to assist the County in the project cost estimation, evaluation, and selection process.

Step 1: Accessing the Application

The 2008 MCIP Application is available from the Dallas County Website. It can be accessed at the following link: http://www.dallascounty.org/department/pubworks/media/2008_MCIP_Application.mdb Download a copy of the application to your hard drive or network computer in order to save any entries you make to the form. It is also recommended that you save these instructions in the same folder for quick reference.

Step 2: Entering Contact Information and Navigating MS Access 97™



After you copy the application onto your hard drive, you are ready to launch the '2008 MCIP Application' Database. Open it up and find the Forms tab (red circle). Click on the Forms tab. In the Forms tab you will see a form called "City Information". Point the cursor to this form and double click on it to open it.

Once you open the "City Information" form, you will see a space to enter your city's name, the project contact person's name, email, mailing address, and phone numbers. You can advance along the form by using your keyboard "Tab" key or the point-and-click method. Upon completion of this form, you may close the 'City Information' form by clicking on the "X" in the upper right corner of the form window. The data you entered will automatically be saved. Be sure to click on the lower "X" as clicking on the upper "X" will close the MS Access application.

Step 3: Entering Project Information

You are now ready to begin filling out the project information. The highlighted fields in the application will be automatically calculated, so you don't have to enter any information in them. Once again, looking at the Forms tab, you want to open up the 'Application' form. Upon double clicking on 'Application', the following should appear:

The screenshot displays a Microsoft Access form titled "Application : Form". It is divided into two main sections: "Part 1. Project Identification" and "Part 2. Pavement and Centerline Alignment".

Part 1. Project Identification

- MCIP Number: 1
- District: 3
- City: Dallas County
- Project Name/Location: Example Lane Widening
- Beginning: Intersecting Road 1
- Ending: Intersecting Road 2
- MAPSCO: 46B
- Project Length: 1.875 Miles
- Functional Class: Not on Regiona
- Ave Num of Accidents for last 3 years: 7
- Condensed Description of Proposed Improvements: Widen from 2 to 4 lanes, with storm sewer improvements. Add 6' wide sidewalks to both sides.

Part 2. Pavement and Centerline Alignment

- Proposed Pavement Section: 4 lane divided.
- Current Pavement Conditions: Fair
- Pavement Design Criteria: City of Dallas, TxDOT
- Existing** (eg. 2-12' lanes): 2 - 11' lanes, 3' shoulders
- Proposed**: 4 - 12' lanes with C&G
- Pavement Surface Type_Thickness: Asphaltic Surface, 2"
- Pavement Base Type_Thickness: Flexible Base, 8"
- Proposed**: AC, 4"

At the bottom of the form, there is a record navigation bar showing "Record: 1 of 1". A green circle highlights the first record button (left arrow), and a yellow circle highlights the last record button (right arrow).

Notice that the **first record** has been filled out. This has been provided as an example only of the kinds of responses requested for each question. Whenever you are unsure of what to enter into a field, you can press the button on the bottom left corner of the screen that has a green circle around it above. It is a bar line with a left arrow next to it. This button brings you back to the first record, which in this case is the example record. Once you have looked at the field in question, press the right arrow bar line (yellow circle) and it will take you to the last record in the database, which in a sequential order of input would be the one you were just working on.

Additionally, the button with the left and right arrows alone allow you to go through your applications in order of input either backwards or forwards respectively

The **scroll bar** on the right side of the form allows you to go up and down on the application form. Take a moment to scroll down to the end of the example application noticing the number of parts (sections) in this application and the types of questions requested in each. Upon becoming familiar with the application you are now ready to enter the information for your first application.

Press the Right Arrow Star button that is located to the right of the yellow circle above. This button means a new record will now be entered. At this point the number between the arrows we have been looking at will change to 2. This number will change sequentially as more projects are added. The screen at this point should show the following:

Application : Form

Part 1. Project Identification

MCIP Number: [Auto] District: [0] City: []

Project Name/Location: []

Beginning: [] Ending: [] MAPSCO: []

Project Length: [0] Miles Functional Class: [] Ave Num of Accidents for last 3 years: []

Condensed Description of Proposed Improvements: [(Is project a widening, extension, new construction, rehabilitation, etc.?)]

Part 2. Pavement and Centerline Alignment

Proposed Pavement Section: []

Current Pavement Conditions: [] Pavement Design Criteria: []

	Existing	Proposed
Pavement Width:	[]	[]
Pavement Surface Type_Thickness:	[]	[]
Pavement Base Type_Thickness:	[]	[]

Record: 1 | 2 | * of 2

Point your cursor to the District field and begin entering your project-specific information. After entering the number of the Dallas County district in which the project is located, you can move ahead by pressing the 'Tab' key. Once you have tabbed your way to the bottom of the application and filled in all of your project information, pressing tab again will automatically start a new record for you. At that point you will see that the number in the bottom of the screen between the arrow boxes (purple circle) increased by one.

Continue filling in all project information. You can leave off and come back to any and all applications as time permits. If the example alone (record 1) does not provide a clear enough explanation of the desired input, you can also access explanations to each field in the "Individual Field Identification" instructions provided below. If after looking at those instructions you are

still unclear about the information required based on your particular project, you may contact the following people for each section by dialing (214) 653-7151:

MCIP Selection Process	Clifford Gholston
MCIP Application Function	Jonathan Toffer
Design	Jack Hedge
ROW	Selas Camarillo

Step 4: Submitting Your Applications to Dallas County

Congratulations! You have now entered all of your project information and saved it to your hard drive, or network computer. The task at hand now is to get the information back to Dallas County in time for the submission deadline. The following two things should be provided to Dallas County:

1) Paper Submittal of all Applications and Cover Sheet:

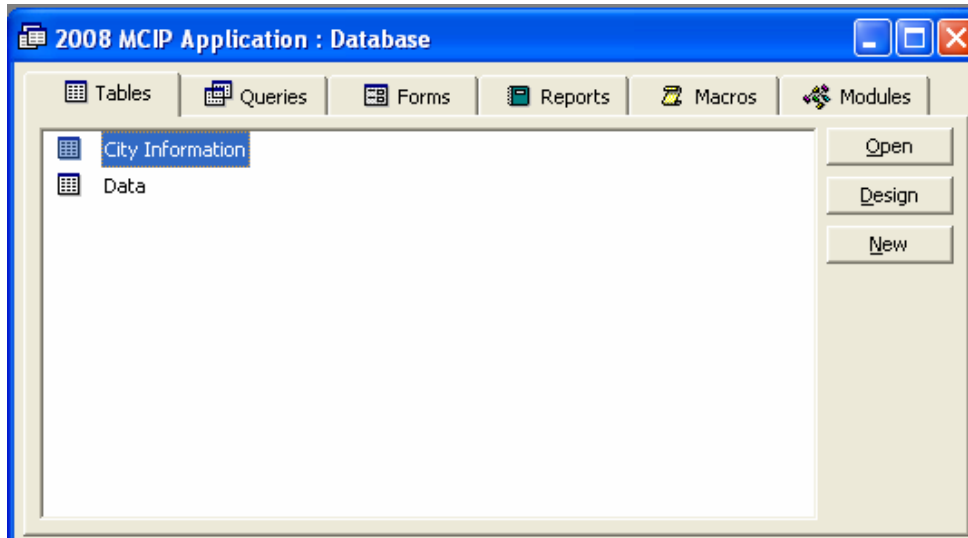
Go to the “Reports” Tab in the Access Application. You will see two reports labeled ‘2008 MCIP Application’ and ‘Application Cover Page’. For your application, and to view your cover page, go to page 2. Open each up one at a time and print both out. Be sure to Preview each report to ensure the margins are set correctly on your computer so that you do not end up with wasted paper. Each application should print out on three sheets of paper. Some of the fields may not print out the inputted text in its entirety. Do not worry about those fields, part two of the submittal will provide us with the hidden information.

The ‘Application Cover Page’ will show your main contact information and should display the correct number of applications you are submitting. You are required to forward us five (5) paper copies of each application that you will be submitting. Upon verification of those items, preview the report and print it out. If there are any errors in the data, they can be corrected in the Forms tab where you originally entered your city’s contact information. If the number being represented as number of submittals is incorrect, simply cross it out on your paper copy and write the correct number in. You will be mailing in this packet of information, together with any supporting data such as maps, titles, etc. to Dallas County Public Works, care of Clifford Gholston. The address should have printed out with your ‘Application Cover Page’ as a separate sheet, and is 411 Elm Street, Suite 400. Dallas, TX 75202

2) Electronic Submittal of Database

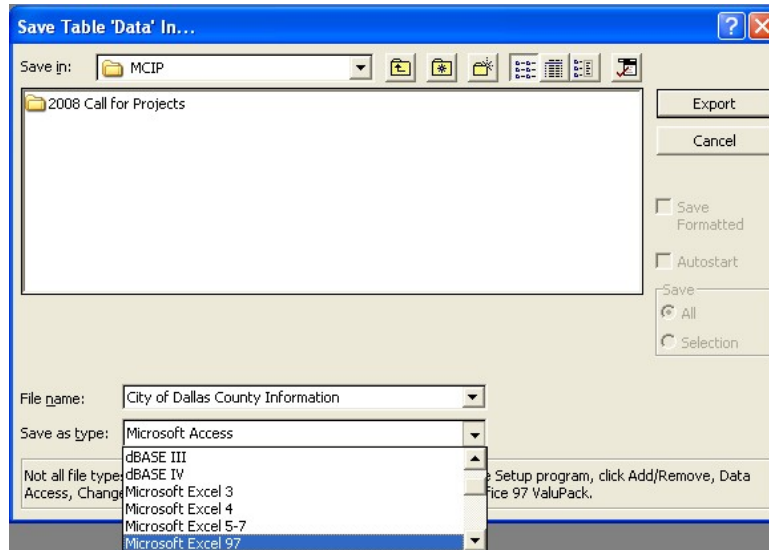
Dallas County also needs to receive the database in an electronic format along with five (5) paper copies. Since the application file will be too large to email, you can burn it onto a CD if you are using MS Access 97. Those cities with CD burners will be able to burn their

completed copy of the 2008 MCIP Application onto a CD for submittal to Dallas County and include it in the same package as the five (5) paper copies.



If you **do not** have a CD burner, the next option is to convert the individual tables into an Excel spreadsheet and email them to Dallas County (CGholston@dallascounty.org). You can convert the tables into Excel by doing the following:

Go to the Tables Tab. You will see two tables in this tab called 'City Information' and 'Data'. Highlight the 'City Information' tab as shown above. Right click on 'City Information' once. Next, select "Save As/Export". Make sure the "To an External File or Database" button is selected and click OK. Change the file name to "City of [Your City Name] Information" and the file type to Excel 97 as shown below:



Click Export and repeat for the 'Data' Table as well, renaming it 'Data for the City of [Your City Name]'. The Excel spreadsheets created should be substantially smaller and fit into a diskette or email format.

Don't forget to mail in your supporting documents!

Frequently Asked Questions:

1) My agency does not have MS Access 97. What should I do?

It is likely that your agency will have a newer version of MS Access. Upon opening the file, upgrade it to your current version. Upon completion, convert the data tables into Excel 97 as outlined in the submittal section (Step 4, part 2) and email them in.

2) When are the applications due?

August 29, 2008

3) What do the highlighted fields mean?

These are fields that are automatically calculated and do not require anything to be entered into them.

Individual Field Identification

Part 1. Project Identification

MCIP Number:	This field will be populated automatically and requires no input on the part of the City.
District:	Dallas County Commissioners' District in which project is located (1-4)
City:	The City submitting the application
Project Name/Location:	Street on which project is located and an explanation.
Beginning:	For linear projects, enter the point of beginning; for intersections, enter the cross-street
Ending:	For intersections, enter N/A
MAPSCO:	Give the project location in the MAPSCO
Project Length:	Length in miles. For intersections, enter 0.25 miles
Functional Class:	Select 2001 Regional Thoroughfare Plan classification According to NCTCOG of project street from the drop down menu: Freeway; Regional Arterial; Other Arterial; Not on Regional Thoroughfare Plan
Average Number of Accidents:	Based on police accident records, state the average number of accidents occurring in the proposed project location during the last 3 years.
Condensed Description of Proposed Improvements:	Fully describe the proposed project concisely. Indicate if the project is a widening, repaving, etc.

Part 2. Pavement and Centerline Alignment

Proposed Pavement Section:	Number and width of lanes. If known, indicate if the road is to be divided (D) or undivided (U).
Current Pavement Condition:	Select the condition of the roadway from the drop down list - Excellent, Good, Fair, or Poor.
Pavement Design Criteria:	List the order of precedence of design standards. Some of the standards are TxDOT, NTCOG, City and AASHTO standards. An example would be City of Dallas, NTCOG and TxDOT. This example says that the City of Dallas standards are over NCTCOG which is over TxDOT. If a specific city standard is not used the county will assume to use the City of Dallas standards.

EXISTING AND PROPOSED:

Pavement Width:

For existing roadway – list the width of pavement. Examples are 2- 11 ft. lanes or 3- 10 ft. lanes or 24 ft. For proposed roadway – list the number and width of the lanes. The width should be in feet.

Pavement Surface Type & Thickness:

For the existing roadway – list the surface type of the road and its thickness in inches. Examples are asphalt, asphalt over concrete or concrete pavement. For the proposed roadway – Enter the type of pavement surface desired and its thickness.

Pavement Base Type & Thickness:

For the existing roadway, enter the thickness in inches of the base pavement and its type. If the current pavement thickness is unknown, state unknown. For the proposed roadway enter the minimum pavement thickness and type (flexible base or none).

Pavement Subgrade Type & Thickness:

For the existing roadway, enter the thickness in inches of the pavement subgrade and its type. If the current pavement thickness and material are unknown, state unknown. For the proposed roadway enter the minimum subgrade pavement thickness and type (lime or cement stabilized base).

Parkway Width:

In feet, state the width of Right of Way from the back of the curb to the Right of way line. If no curbs, state the distance from the edge of the pavement to the Right of Way line along with no curbs. The parkway usually contains the sidewalk and the utilities such as electric, gas, water meters and cleanouts. If the parkway width is not the same on each side of the road state such. An example is 10 ft E and 14 ft. W (10 feet on the East side and 14 feet on the West side of the road).

Sidewalks & Width:

If no sidewalks, enter "0"; if sidewalks on one side, indicate which side (L,R,N,S,E,W) and width in feet; if sidewalks on both sides, enter "2" and width of each in feet. e.g. 2, 6' means there are 6 foot sidewalks on both sides.

Through Lanes & Width:

For corridors, use the minimum number of through lanes in both directions anywhere within the project limits. For example, a roadway that at its narrowest provides for one lane of through traffic in each direction would be encoded as "2". Note that dual left turn lanes or auxiliary lanes are not included. For intersections, use the maximum number of lanes available for through traffic for the direction with the minimum number of lanes, including shared lanes. For example, an intersection that provides for 3 through or shared /through lanes in one direction but only two in the other would be encoded as "2". Note that exclusive turn lanes are not included in this count.

Left Turn Lanes & Width:

For corridors: reflects the presence of continuous left turn lanes or bays at every intersection. **For intersections:** this value is the maximum number of exclusive or shared left lanes on the approach with the minimum number of left turn lanes. (See comment for through lanes)

Left Turn Storage Length:

What is the length of the left turn storage bay in feet?

Right Turn Lanes:

For corridors: reflects the presence of auxiliary accel/decel and right turn lanes. **For intersections:** enter the maximum number of right turn lanes (exclusive and shared) on the approach with the minimum number of such lanes.

Median Width:

For the existing roadway, state the width in feet of the median from the inside edge of the pavement to the other inside edge of the pavement. If there is not a median then state 0. For the proposed roadway state the desired width of the median in feet.

Bicycle Lanes & Width:

If no bicycle lanes, enter "0"; if bicycle lanes on one side, indicate which side (L,R,N,S,E,W); if bicycle lanes on both sides, enter "2". After determining side, enter width of lanes in feet. Eg.: 1 N, 12' (Bicycle facility on the north that is 12' wide.)

Grade Requirements

Average Expected Cut:

If known state the average amount of material to be removed in feet.

Average Expected Fill:

If known state the average amount of material to be added in feet.

For Projects With Repairs

Type of Repair:

Identify the type of repair to be done by selecting from the drop down list. If your repair type does not fall into any of the drop down list categories, type it in.

Actual Repair Size:

State the size of the area to be repaired in square feet and linear feet of edge.

Is centerline aligned in center of ROW? If not, how much is it offset from the center and to which side?:

Yes / No. Check the box for yes. If it is not aligned, state in feet the distance from the roadway centerline to the midpoint of the Right of Way.

Part 3. Traffic

Design Speed:

Speed the roadway was designed for.

Average Posted Speed:

For corridors with more than one speed limit, the average posted speed (in miles per hours) is the weighted average of the posted speeds. For intersections, enter the highest posted speed of the intersecting roads.

Average Operating Speed:

Operating speed at period of peak demand, in miles per hours.

Traffic Volume:

The average daily traffic (ADT) of the facility to be improved. For new roadway facilities, enter "N/A"

Traffic Volume Source:

The source of traffic volume information. For estimates, enter "Estimate"; for real world data, enter "Count" and the month and year of the count.

Presence of Bus and/or Heavy Truck Traffic:

Check the box if the project is on a roadway that experiences bus or heavy traffic. Leave box unchecked if it does not have heavy vehicles on it.

Part 4. Drainage

Storm Sewer Design Criteria:

Enter the name of the City’s adopted Drainage Design Manual and the year adopted. If no storm sewer is needed then state N/A. Identify the design return period of the existing storm sewer system vs. the return period of the proposed new storm sewer system as required by city drainage design criteria

Existing And Proposed

Number of culverts and dimension of culverts:

State number and dimension of existing and proposed culverts. Also add if they are concrete boxes or pipes, or metal corrugated pipes. If none exist and/or are being proposed, enter “N/A”. Eg. 2 concrete box barrels, 11'x5'x55'

Bridge length and width :

State length and width of existing and proposed bridge. If none Exists and/or is being proposed, enter “N/A”

Is any section of the road under the 100 year flood plain?:

Check box for “Yes”, Leave blank for ”No”

City’s adopted Drainage Design Manual:

Enter the name of the City’s adopted Drainage Design Manual and the year adopted. If there is no adopted manual, just enter “None”

Part 5. Utilities

For each of the following utilities, please check if it exists in the proposed project.

Water Lines:

Railroad Lines:

Gas Lines:

TRA Lines:

Storm Sewer:

Transmission Lines:

Sanitary Sewer:

Underground Vaults:

Cable:

Electricity Lines:

Other Underground Utilities:

Please state any other utilities not listed above that exist in the proposed project location (such as fiber optics)

Document known risks for utility partners:

State any known risks for utility partners.

Utilities are on existing street ROW:

Check if utilities exist on street ROW and leave blank if not.

Utilities own their ROW or have previous easements:

Check the box if utilities are located on their own ROW or have an existing easement and leave blank for “No” if utilities are located on street ROW

SUE (Subsurface Utility Engineering) will be needed:

Check the box if SUE will be needed

Any Special Considerations:

Please state any other concerns or special considerations for utility relocation from the project ROW

Part 6. ROW Acquisition

A. Safety

Check if the following exist or are proposed as part of the project. Transit (DART Lines):

School:

Church:

Municipal Buildings:

Other: State any other safety issue that might exist in the proposed project location

B. Environmental

Check if the following exist / apply in the proposed project.

Floodplain: Please indicate the FIRM Panel number in the “Comments of ROW Availability/Easements” Box

Lake: If present, indicate proximity (in feet) of a lake to the project in the “Comments of ROW Availability/Easements” Box. If project crosses lake, please say so.

Historical Designation: Please indicate location and organization that bestowed the designation in the “Comments of ROW Availability/Easements” Box

Cemetery: Please indicate name of cemetery and contact person if known in the “Comments of ROW Availability/Easements” Box

Junkyard: Please indicate if junkyard is present and any contact information known in the “Comments of ROW Availability/Easements” Box

Other: State any other environmental issue that might exist in the proposed project location and contacts if known

C. Right of Way

ROW Contact Person:	Who is the person to contact for ROW questions in your organization?
Phone Number:	What is the ROW contact's phone number?
Existing ROW width:	This is the current width in feet of the road right of way. If the width is variable please include a map to indicate the varied widths with your project submittal.
Proposed ROW width:	This is the amount of right of way in feet that the project will require
Number of ROW parcels:	Number of Properties that will be impacted by the project. Please include easements in this number.
Area of ROW Required	
Fee Acquisition:	Fee acquisition is the portions of the right of way that will need to be purchased in Fee Simple. This is normally the area that the road will be built upon. This should be an area not money.
Permanent Easement:	State if there is a permanent easement
Temporary Easement:	State if there is a temporary easement
Number of Bisected:	
Houses:	Enter the number of houses being bisected.
Commercial Bldg:	Enter the number of commercial buildings being bisected.
Comments on ROW Availability:	Please indicate any properties that may be a dedication possibility or that are known to be against the project being completed.

D. General Acquisition Costs

Est. Cost of Land Only:	Estimate of the consideration due the land owners for the land to be acquired without regard to improvements or damages
Cost of Imp. in ROW:	The compensation due to the land owners for the improvements within the acquisition area. This will include landscaping, driveways and other flatwork, fencing, and all other improvements in the acquisition area.
# of parcels with damage:	List the number of parcels with damage
Cost of damages:	State cost of damages
# of bisected improvements:	List number of bisected improvements
Cost of Bisections:	State cost of bisection

ROW Subtotal:	Subtotal of all above costs (Automatically adds up). If nothing is shown, be sure \$0 is entered where no costs will accrue above.
Inflation Factor (6 years):	Cost of inflation over 6 years (automatically calculated)
Total ROW Cost:	Total costs of all ROW items above, plus inflation (6% inflation rate automatically calculated)
List and explain any non-conformity issues:	Ex. Contaminated Soil, service stations, fuel tanks, landfills noise walls, trailer parks, tree ordinances, etc.
Estimated percentage of Right-of-Way Already available for this project:	Enter the percentage of ROW that has already been acquired for this project, if any. If ROW has been acquired, please enter that estimated percentage up to 100%. If no ROW has been purchased for the project at this time, just enter "None."

Part 7. Other Amenities to the Project

Please check if the following amenities are proposed as part of the project. The cost of items with asterisks may not be covered by Dallas County.

Landscaping:

Exposed Aggregate Driveways, Sidewalks:

Stamped/Colored Concrete:

Irrigation:

Brick Pavers:

Street Lighting:

Traffic Signals:

Pavement Markings:

DART Bus Turnout:

Bus Stops or Shelters:

Water Utility Improvements:

Water Utility Relocation:

Sanitary Sewer Improvements:

Sanitary Sewer Relocation:

Retaining Walls:

Sod, Seeding, Topsoil:

Drainage Improvements:

RR Crossing Improvements:

Grade Separations:

Ramps or Connectors to TXDOT Facilities

Part 8. Multi-Modal/Intermodal Solutions

Is the project located within a 1/2 mile radius of a DART Station, or community institutions?

Check if Yes. This is required for all projects. (institutions could include hospitals, schools, parks etc.)

Is the project located in a COG Sustainable Development Area?

Check if Yes. This is required for all projects

Is the project in the Mobility 2030 Plan or the Regional Veloweb?

Check if Yes. This is required for all projects.

Does the project provide an alternative mode of transportation along a congested roadway corridor?

Check if Yes. This is required for all projects

Details of multi-modal/Intermodal projects:

Give a description of the proposed project, including location, boundaries, connectivity. Also identify any other plans that this project may be a part of (i.e., county trail plan, any city comprehensive or trail plan etc.)

Part 9. Public Involvement

**Has your City Council Approved the Project?
Has any Opposition been encountered?
Comments on Opposition:
Other General Comments:**

Check if Yes.
Check if Yes
State the nature of the opposition
State any additional comments you may have

Part 10. Total Project Cost

Paving and Drainage Cost :	Includes paving, drainage, sidewalks, bike lanes, and handicap ramps
Bridge:	Cost of bridge (Typically \$80/Sq. Ft.)
Lighting:	Cost of lighting (Typically \$3800 / light based on one light per 200 feet)
Signal:	Cost of signals
Railroad:	Railroad cost (Typically \$200,000 for 4 lanes or \$300,000 for 6 lanes)
Subtotal 1:	Cost of paving and drainage + Bridge Cost + Lighting Cost + Signal Cost + Railroad Cost (if any).
Inflation:	3% / year X 6 years X Subtotal 1 (automatically calculated)
Materials Testing:	2% X Subtotal 1 (automatically calculated)
Construction Total:	Subtotal 1 + Inflation + Material Testing (automatically calculated)
Design:	Cost of design (11% X Construction Total if Construction Total is \$1 million or less 9.5% X Construction Total if Construction Total is between \$1 million and \$5 million)

7% X Construction Total if Construction Total is between \$5 million and \$25 million)

ROW Cost:

Total cost of ROW, carried over from ROW section automatically

SUE:

Cost of Sub-surface Utility Engineering
(Typically 0 to 1.5%, depending on utilities involved in the project, X Construction Total.)

Utility/Amenities:

Cost of utility will be added to only city share of total project cost

Subtotal 2:

Subtotal 1 + Construction Total (automatically calculated)

Project Delivery Cost:

10% X Subtotal 2 (automatically calculated)

Total Project Cost:

Total of all project costs above (automatically calculated)

Shared Cost:

Total project cost less cost of Utility/Amenities (automatically calculated)

**Percent of
Local Cost Contribution:**

The percent of the total project cost your city is willing to contribute

City's Share:

The share of total cost borne by the city, based on percent of local contribution (automatically calculated)

**Are City funds currently
Available:**

Check if Yes.

**If not, when will City
funds be available?**

Enter month and year funds will be available for this project (ex. 8/2012)

Other Funding Source:

Identify other funding source(s) for this project and the amount it will contribute towards the projects

**Supporting Comments
Regarding Cost:**

State any other supporting comments regarding project cost. For example, if city has already paid for design cost and plans exist, or city will pay for the entire cost of utility relocation, etc.