Application Completeness and Project Delivery Considerations

Matthew Enders, P.E., Technical Services Manager
Ed Spilker, City Safety and Traffic Programs Manager
Paul Snow, Safety Analyst
WSDOT Local Programs Division

January 14, 2025

Agenda

- Local Road Safety Plans
- Project Application Form
- Supporting Documentation
- Project Delivery Updates
- Section 130 Program and Working with Railroads
- Open Q&A Session

2026 City Safety Program

- **Key Dates:**
  - Call for projects opened October 2025
  - Applications are due **March 6, 2026**
  - Funding to be awarded fall 2026
  - 100% funding for all phases authorized prior to 4/30/29

- **Estimated Funds**: $30 million in federal Highway Safety Improvement Program (HSIP) funds.

- **Call for Projects:**
  https://wsdot.wa.gov/business-wsdot/support-local-programs/funding-programs/highway-safety-improvement-program/highway-safety-improvement-program-call-projects

City Safety Program

Training Series:

Module 1: **Local Road Safety Plans**
November 12, 2025

Module 2: **Effective Safety Countermeasures and Project Development**
December 10, 2025

Module 3: **Application Completeness and Project Delivery Considerations**
January 14, 2026 (9:00am to 11:00am)

* Webinar recordings and copies of presentations will be posted on the City Safety Program Call for Projects webpage.

City Safety Program
Project Application Requirements

- **Local Road Safety Plan**
- **Application Form**
- **Cost estimates for each project being considered for funding**
- **Vicinity map showing the location(s) of each project**
- **Project conceptual plans***
- **Project cross sections***
- Cross jurisdictional letter(s) of concurrence (as applicable)
- Intersection traffic control justification (as applicable)

Local Road Safety Plans

Local Road Safety Plan Step		Plan Element
1	Analyze data to identify focus/priorities	List of crash priorities based on data
2	Analyze individual fatal/serious crashes to identify risk factors	Description of risk factors & selection process
3	Select most common risk factors	
4	Analyze roadway network for presence of risk factors	Prioritized list of roadway locations
5	Create a prioritized list of roadway locations	
6	Identify countermeasures to address prioritized locations	Description of countermeasures & selection process
7	Develop a prioritized list of projects	Prioritized list of projects

Local Road Safety Plans

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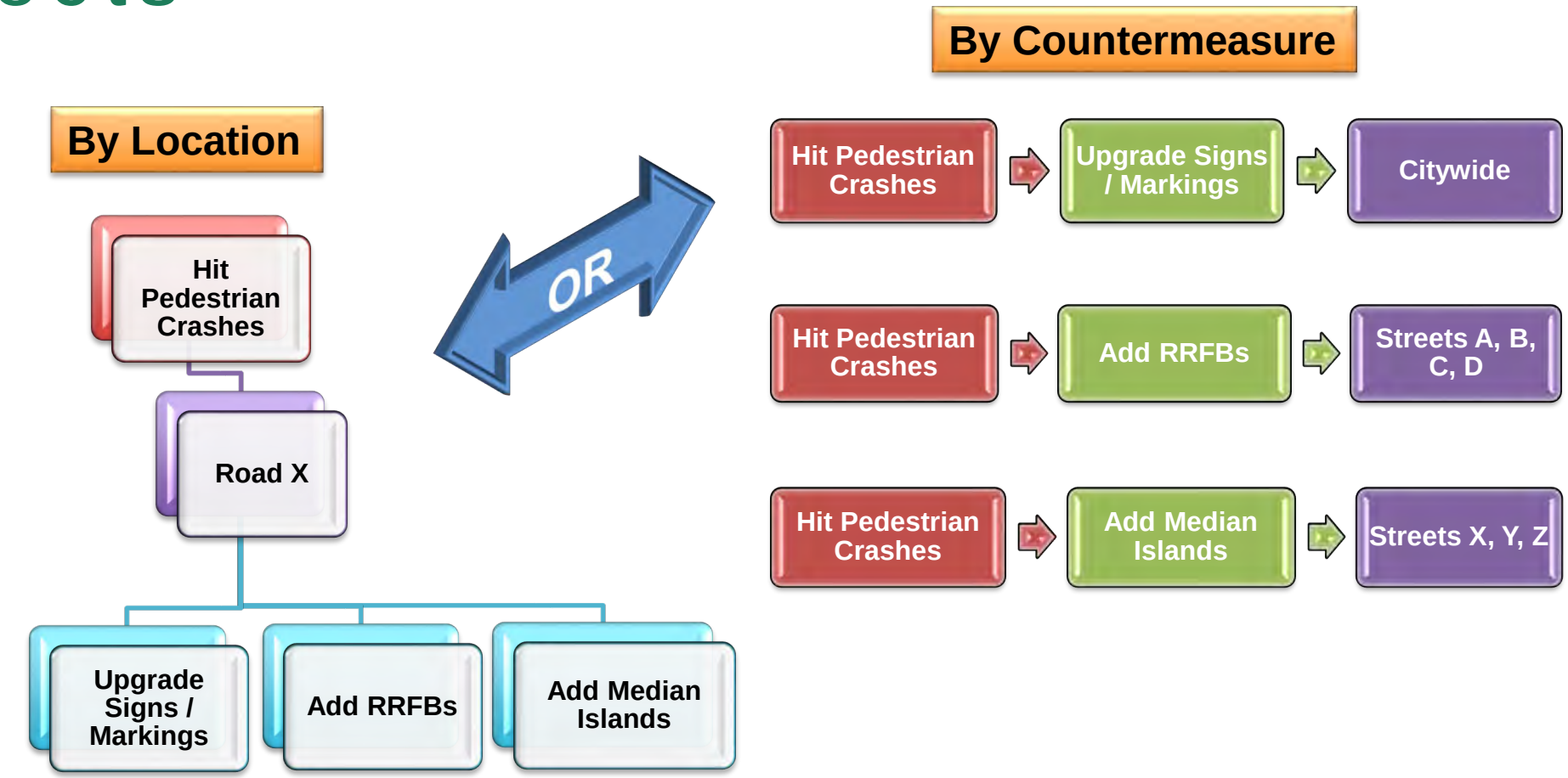
7	**Develop a prioritized list of projects**	**Prioritized list of projects**

Step 7: Develop a Prioritized List of Projects



Local Road Safety Plan: Prioritized Projects

LRSP:

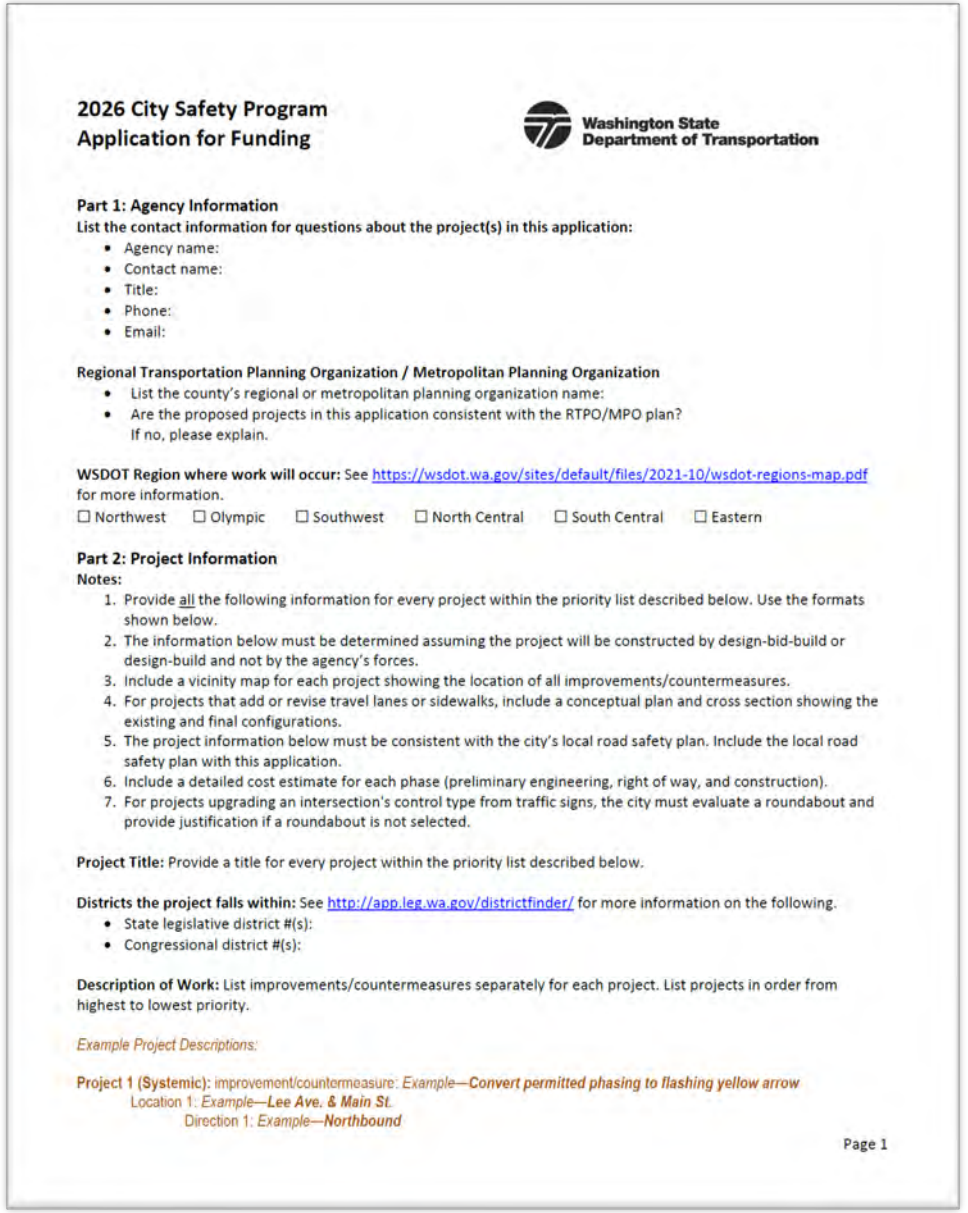
- **Project 1 (Systemic)**
- Project 2 (Spot)
- **Project 3 (Systemic)**
- **Project 4 (Spot)**
- Project 5 (Systemic)
- **Project 6 (Systemic)**

2026 HSIP Application:

- Project 1 (Systemic)
- Project 3 (Systemic)
- Project 4 (Spot)
- Project 6 (Systemic)

Application Form

- Part 1: Agency Information
- Part 2: Project Information
- Part 3: Active Project Information



2026 City Safety Program
Application for Funding

Washington State Department of Transportation

Part 1: Agency Information
List the contact information for questions about the project(s) in this application:

- Agency name:
- Contact name:
- Title:
- Phone:
- Email:

Regional Transportation Planning Organization / Metropolitan Planning Organization

- List the county's regional or metropolitan planning organization name:
- Are the proposed projects in this application consistent with the RTPO/MPO plan? If no, please explain.

WSDOT Region where work will occur: See https://wsdot.wa.gov/sites/default/files/2021-10/wsdot-regions-map.pdf for more information.

☐ Northwest ☐ Olympic ☐ Southwest ☐ North Central ☐ South Central ☐ Eastern

Part 2: Project Information
Notes:

1. Provide all the following information for every project within the priority list described below. Use the formats shown below.
2. The information below must be determined assuming the project will be constructed by design-bid-build or design-build and not by the agency's forces.
3. Include a vicinity map for each project showing the location of all improvements/countermeasures.
4. For projects that add or revise travel lanes or sidewalks, include a conceptual plan and cross section showing the existing and final configurations.
5. The project information below must be consistent with the city's local road safety plan. Include the local road safety plan with this application.
6. Include a detailed cost estimate for each phase (preliminary engineering, right of way, and construction).
7. For projects upgrading an intersection's control type from traffic signs, the city must evaluate a roundabout and provide justification if a roundabout is not selected.

Project Title: Provide a title for every project within the priority list described below.

Districts the project falls within: See http://app.leg.wa.gov/districtfinder/ for more information on the following.

- State legislative district #(s):
- Congressional district #(s):

Description of Work: List improvements/countermeasures separately for each project. List projects in order from highest to lowest priority.

Example Project Descriptions:

Project 1 (Systemic): improvement/countermeasure: *Example—**Convert permitted phasing to flashing yellow arrow***
Location 1: *Example—**Lee Ave. & Main St.***
Direction 1: *Example—**Northbound***

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Application Form Part 1

Part 1: Agency Information

List the contact information for questions about the project(s) in this application:

- Agency name:
- Contact name:
- Title:
- Phone:
- Email:

Regional Transportation Planning Organization / Metropolitan Planning Organization

- List the county's regional or metropolitan planning organization name:
- Are the proposed projects in this application consistent with the RTPO/MPO plan?
  If no, please explain.

WSDOT Region where work will occur: See https://wsdot.wa.gov/sites/default/files/2021-10/wsdot-regions-map.pdf for more information.

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Application Form Part 2: Project Information

- For each project provide the following:
  - Detailed scope including description of engineering improvements and location(s)
  - Estimated project delivery schedule
  - Budget details based on estimated authorization milestones
  - Fatal and Serious Injury Crashes for Spot Location Projects
  - Project Documentation

Application Form Part 2: Scope of Work

Project 1: Citywide Pedestrian Crossing Improvements at Uncontrolled Intersections (Systemic)

- State legislative district #(s): **99**
- Congressional district #(s): **9**

Description of Work: Install Rectangular rapid flashing beacons (RRFB), median refuge islands, high-visibility crosswalk markings, stop bars, signing, and ADA compliant curb ramps, at the following locations:

1. S. Main St. and E. 14th Ave.
2. S. Main St. and E. 5th Ave.
3. N. Elm St approximately 250 ft. south (midblock) of the intersection of N. Elm St and E. 20th Ave

Project 2: Compact Roundabout at N. Walnut St. and W. 7th Ave. (Spot)

- State legislative district #(s): **98**
- Congressional district #(s): **9**

Description of Work: Install a compact roundabout with bike ramps and sidepath at the intersection of N. Walnut St. and W. 7th Ave.

Application Form Part 2: Project Schedule

Estimated Project Delivery Milestones

Project added to the Statewide Transportation Improvement Program (STIP)	Mo./Yr.
Project agreement signed with WSDOT Local Programs	Mo./Yr.
Begin PE (**PE** phase authorized by FHWA through WSDOT Local Programs)	Mo./Yr.
Community/stakeholder engagement complete	Mo./Yr.
Environmental documents (required for every project) approved by WSDOT Local Programs	Mo./Yr.
Begin right-of-way (**RW** phase authorized by FHWA through WSDOT Local Programs)	Mo./Yr.
Right-of-way completed (certification by FHWA through WSDOT Local Programs)	Mo./Yr.
Contract advertised (**CN** phase authorized by FHWA through WSDOT Local Programs)	Mo./Yr.
Contract awarded	Mo./Yr.
Construction/project complete	Mo./Yr.

Application Form Part 2: Project Budget

Project Cost, Match Amount, and Requested Funding

Phase	Cost of entire phase	Match amount	Amount requested from this program
Preliminary Engineering (PE)	$	$	$
Right-of-Way (RW)	$	$	$
Construction (includes construction administration) (CN)	$	$	$
Total	**$**	**$**	**$**

Table notes:

1. Round all numbers to the nearest $1,000.
2. Projects are eligible for 100% federal HSIP funding for all phases authorized prior to April 30, 2029. Any phases not authorized by this date may be subject to the remaining funds being rescinded.

Application Form Part 2: Additional Project Information

- Detailed project location extents
- Project identified in adopted plans (beyond your LRSP)
- Project related community engagement
- Coordination with other jurisdictions
- Proposed project is part of an existing project
- Fatal and Serious Injury crashes for spot locations (2020-2024)

Project Documentation Cost Estimates

Concept/ Planning Level

Contingency

ROW Considerations

ADA Improvements

Buy America

CONSTRUCTION COST ESTIMATE

No.	Description	Quantity	Unit	% of Project Footprint	Unit Cost	Total
1	Construction Surveying (1.5% of Const. Subtotal)	1	LS	100%	$ 9,200.00	$ 9,200.00
2	Mobilization (10% of Const. Subtotal)	1	LS	100%	$ 62,300.00	$ 62,300.00
3	Project Temporary Traffic Control (Normal - 5% of Const. Subtota	0	LS	100%	$ 27,900.00	$ -
4	Project Temporary Traffic Control (Avg - 10% of Const. Subtotal)	1	LS	100%	$ 55,800.00	$ 55,800.00
5	Earthwork - High	0	SF	0%	$ 2.50	$ -
6	Earthwork - Medium	0	SF	0%	$ 1.50	$ -
7	Earthwork - Low	1,250	SF	100%	$ 1.00	$ 1,250.00
8	Removals	1,250	SF	100%	$ 3.00	$ 3,750.00
9	Roadway Improvements (Curb to Curb) incl. Roadway Exc.	0	SF	100%	$ 10.00	$ -
10	Sidewalk Width = 5'	58	SY	100%	$ 50.00	$ 2,883.33
11	Curb Ramp	2	EA	100%	$ 5,000.00	$ 10,000.00
12	Bus Shelter Foundation	1	EA	100%	$ 12,000.00	$ 12,000.00
13	Relocate Existing Bus Shelter to New Stop	1	EA	100%	$ 7,000.00	$ 7,000.00
14	Planter Street Strip Width = 4'	0	SY	25%	$ 40.00	$ -
15	Lighting (cobra head)	0	LF	50%	$ 130.00	$ -
16	Lighting (decorative)	125	LF	100%	$ 250.00	$ 31,250.00
17	Signage	1	LS	100%	$ 3,000.00	$ 3,000.00
18	Striping	28,000	LF	100%	$ 4.00	$ 112,000.00
19	Landscaping & Restoration - Basic	45	LF	100%	$ 50.00	$ 2,250.00
20	Landscaping & Restoration - Complex	0	LF	0%	$ 110.00	$ -
21	Pedestrian Signal (New)	1	EA	100%	$ 250,000.00	$ 250,000.00
22	Signal Modification (Controller, Ped Buttons, Video)	0	EA	0%	$ 100,000.00	$ -
23	Interconnect System	125	LF	100%	$ 100.00	$ 12,500.00
24	Fiber Optic Raceway	125	LF	100%	$ 75.00	$ 9,375.00
25	Miscellaneous Utilities	1,250	SF	100%	$ 10.00	$ 12,500.00
26	Retaining Walls - Non Street Structural	0	SF	0%	$ 40.00	$ -
27	Retaining Walls - Street Structural	0	SF	0%	$ 120.00	$ -
28	Erosion / Water Pollution Control	1,250	SF	100%	$ 10.00	$ 12,500.00
29	Street Storm Drainage - New	0	SF	0%	$ 2.00	$ -
30	Street Storm Drainage - Modify	0	SF	0%	$ 1.00	$ -
31	Street Stormwater Treatment System (Roadway Widening)	0	SF	0%	$ 1.50	$ -
32	Street Stormwater Flow Control (Roadway Widening)	0	SF	0%	$ 1.00	$ -
33	Street Stormwater Street E Restoration (width=10')	0	SF	0%	$ 10.00	$ -
34	Electrical Service Connection	125	LF	100%	$ 600.00	$ 75,000.00
					Subtotal	$ 684,558.33
					Contingency (25%)	$ 171,140.00
					CONSTRUCTION COST	**$ 855,698.33**

RIGHT OF WAY COST ESTIMATE

	Description	Quantity	Unit		Unit Cost	Total
	Right of Way - Residential	0	SF		$ 10.00	$ -
	Right of Way - Commercial	0	SF		$ 25.00	$ -
	Construction Easement - Commercial	1	EA		$ 5,000.00	$ 5,000.00
	Right of Way Administration	1	LS		$ 8,000.00	$ 8,000.00
					ROW COST	**$ 13,000.00**

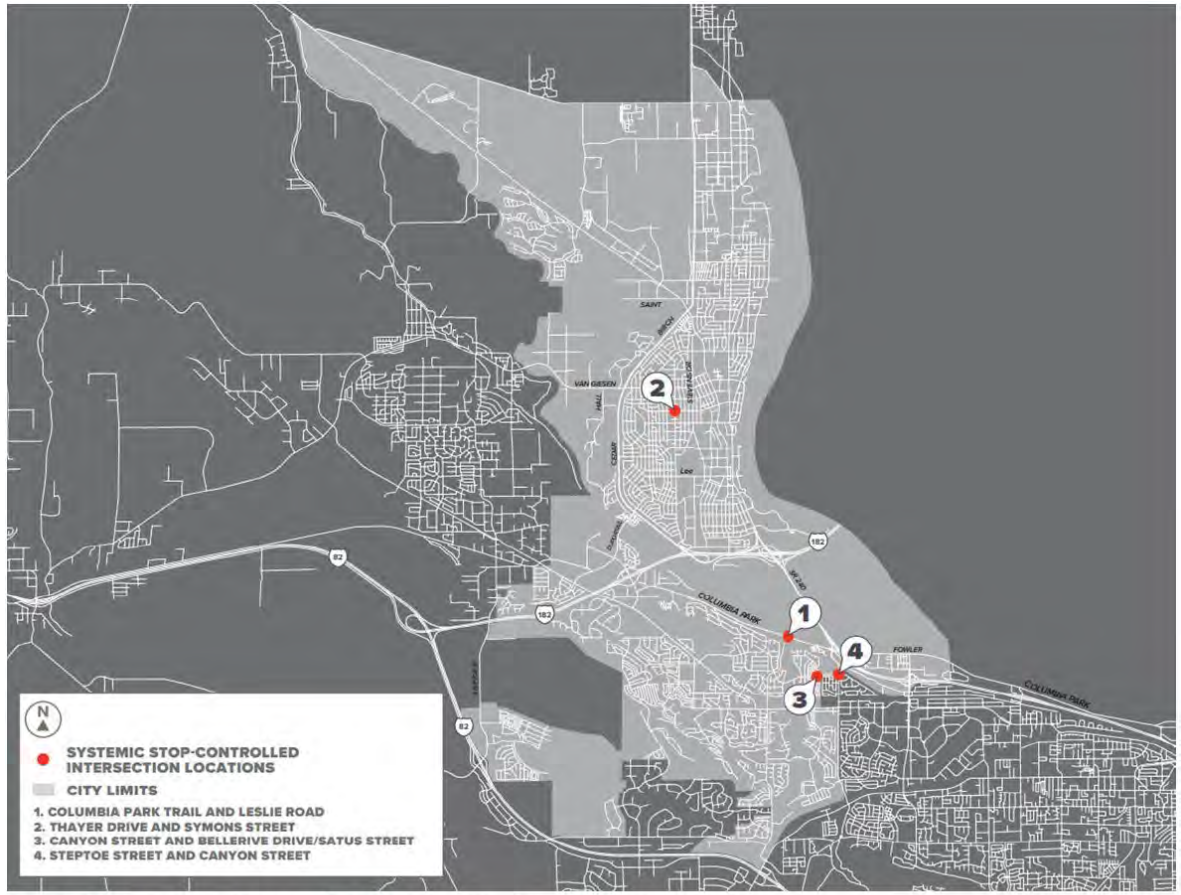
ENGINEERING / MANAGEMENT FEE

	Preliminary, Design, Survey (20% of Constr. Total)	$ 171,200.00
	Permitting (5% of Constr. Total)	$ 42,800.00
	Construction Management (12% of Constr. Total)	$ 102,700.00
	City/WSDOT Administration	$ 15,000.00
	ENGINEERING / MANAGEMENT COST	**$ 331,700.00**

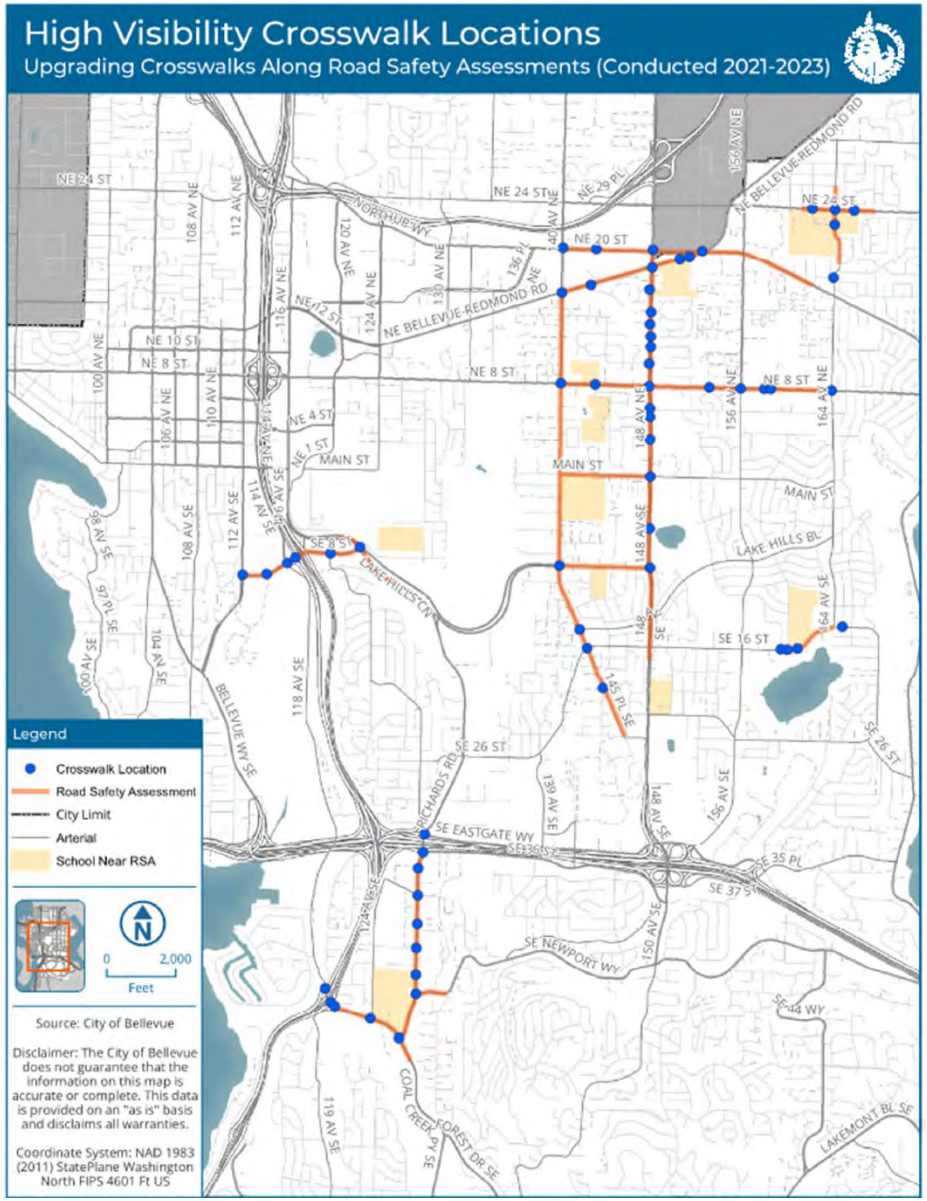
PROJECT COST SUMMARY

	Construction Cost	$ 855,698.33
	Right of Way Cost	$ 13,000.00
	Engineering / Management Cost	$ 331,700.00
	Inflation (2027 Assumed Construction, 5%/year)	$ 189,212.79
	TOTAL PROJECT COST	**$ 1,389,611.12**

Project Documentation Vicinity Maps

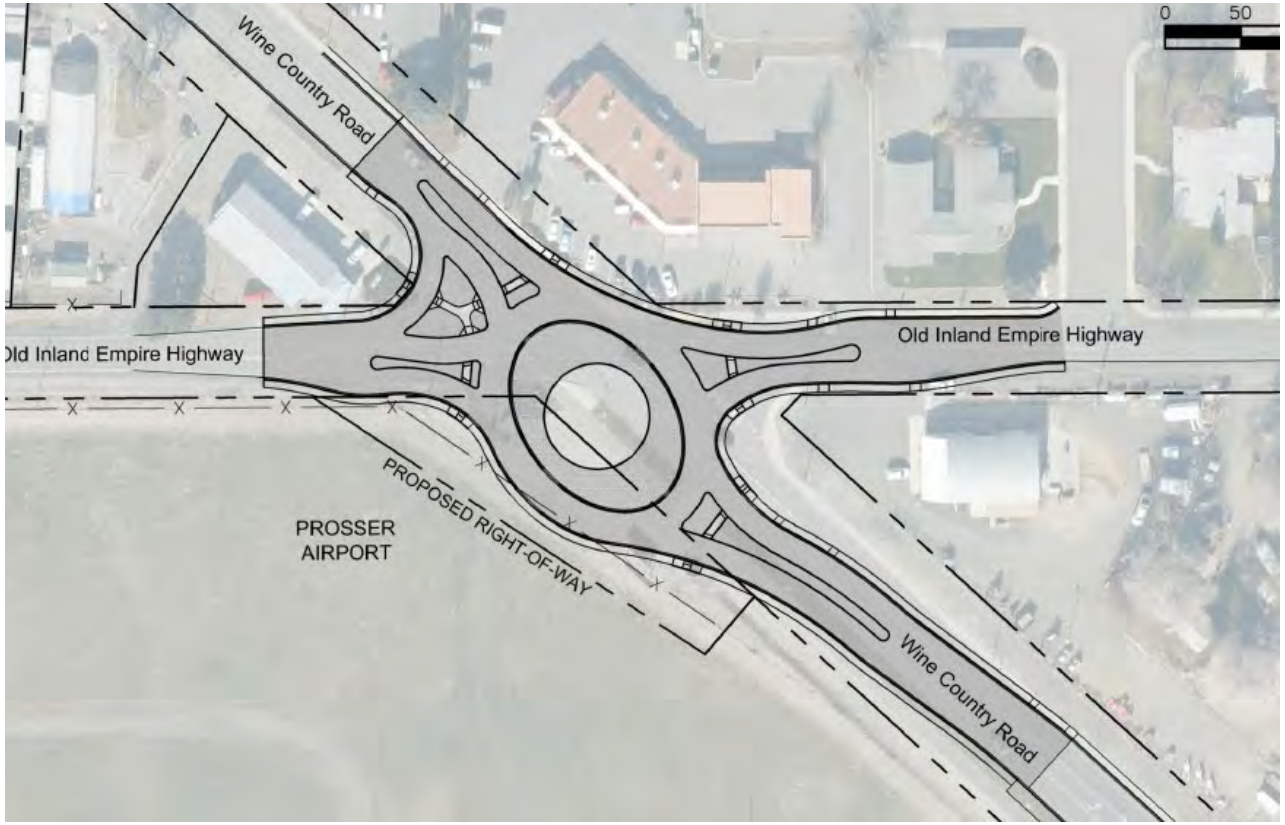


Vicinity Map: Systemic Stop-controlled Intersection Improvements

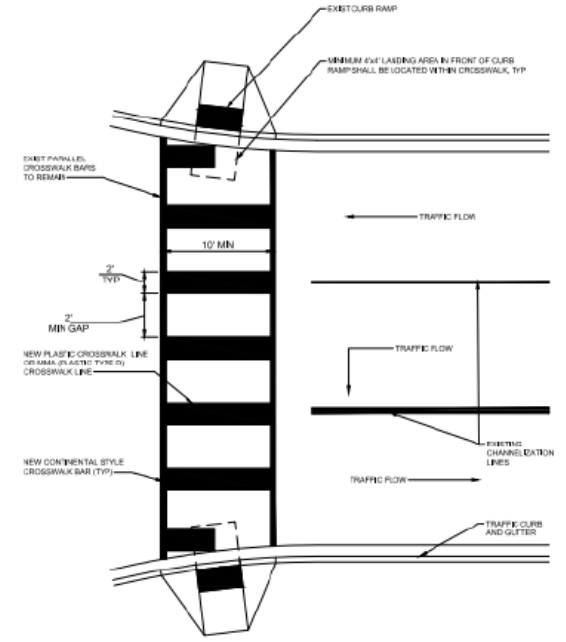


Project Documentation
Conceptual Plans

Spot Location Projects



Systemic Projects

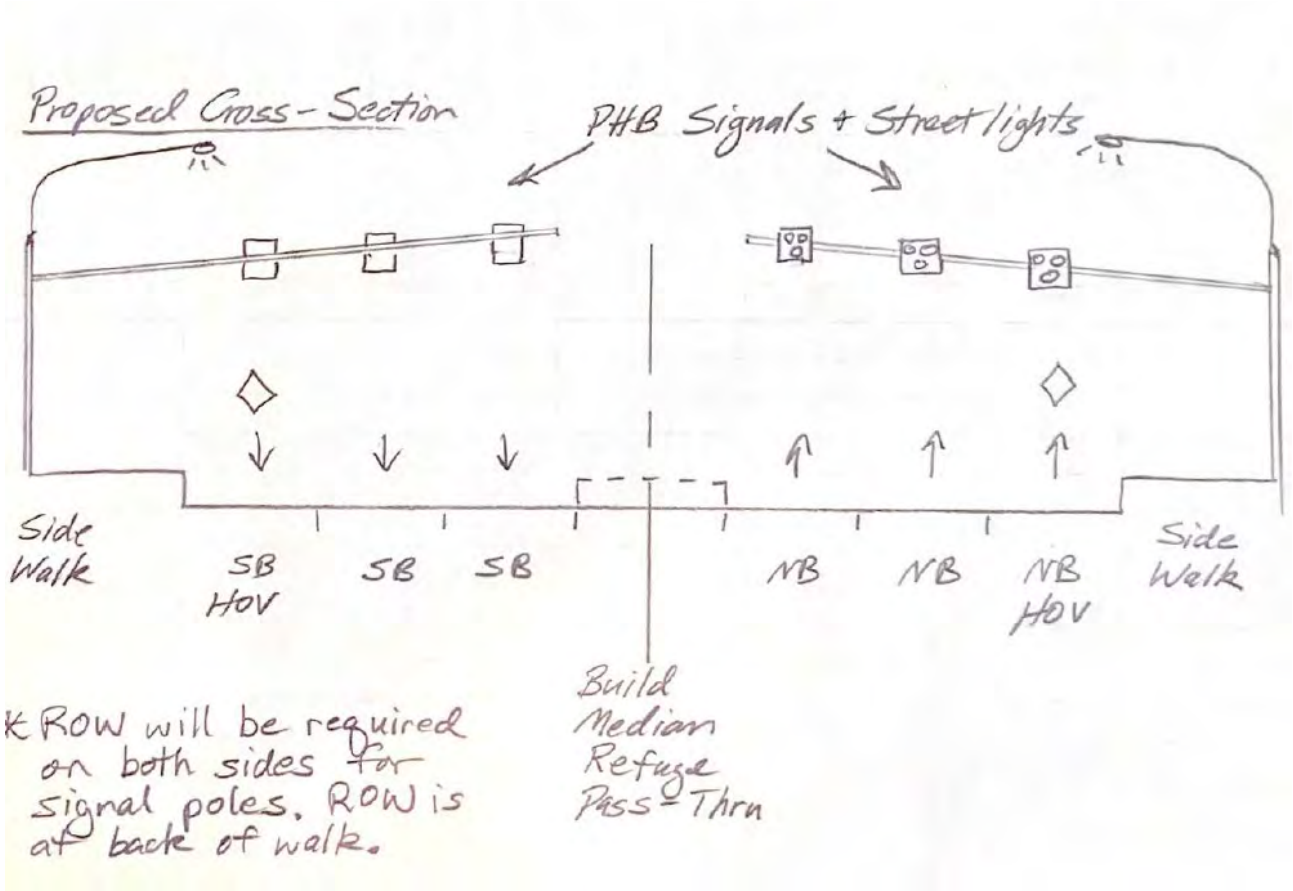


NOTES

1. INSTALL CONTINENTAL BARS PARALLEL TO THE DIRECTION OF TRAVEL.
2. GAP SPACING BETWEEN CONTINENTAL BARS SHALL BE CONSISTENT THROUGHOUT THE CROSSING.
3. CONTINENTAL BARS SHALL BE SPACED TO AVOID WHEELPATHS, TO THE MAXIMUM EXTENT FEASIBLE.
4. SEE COB STANDARD DRAWING G-H305-1 FOR ADDITIONAL MATERIAL INFORMATION.

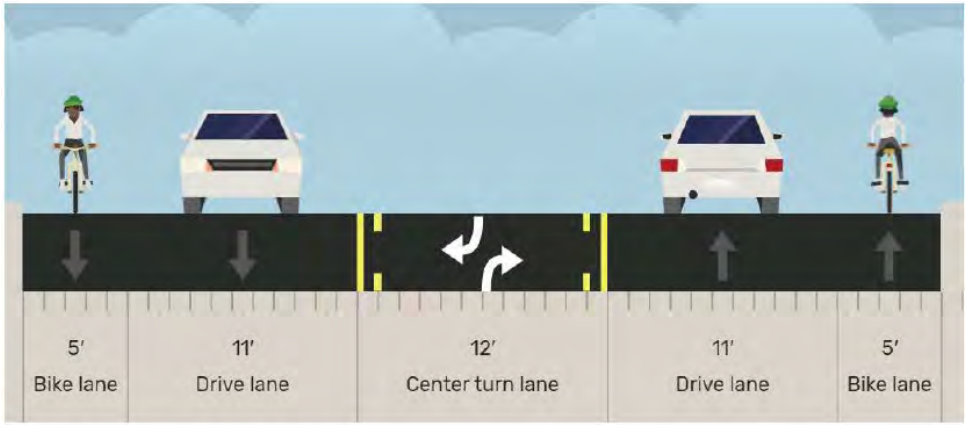
TYPICAL CROSSWALK INSTALLATION DETAIL

Project Documentation
Cross Sections



Existing Cross Section

Proposed Cross Section



Project Documentation
Letters of Concurrency

Jurisdictional Impacts:

- WSDOT Regions
- Tribes
- Impacted Cities and/or Counties
- Federal Agencies
- School Districts or Other Public Organizations

- Not Letters of Support

Intersection Traffic Control Documentation

Roundabout-First Intersection Control Analysis/Evaluation:

When upgrading an intersection's control type, the city must evaluate a roundabout and provide justification if a roundabout is not selected.

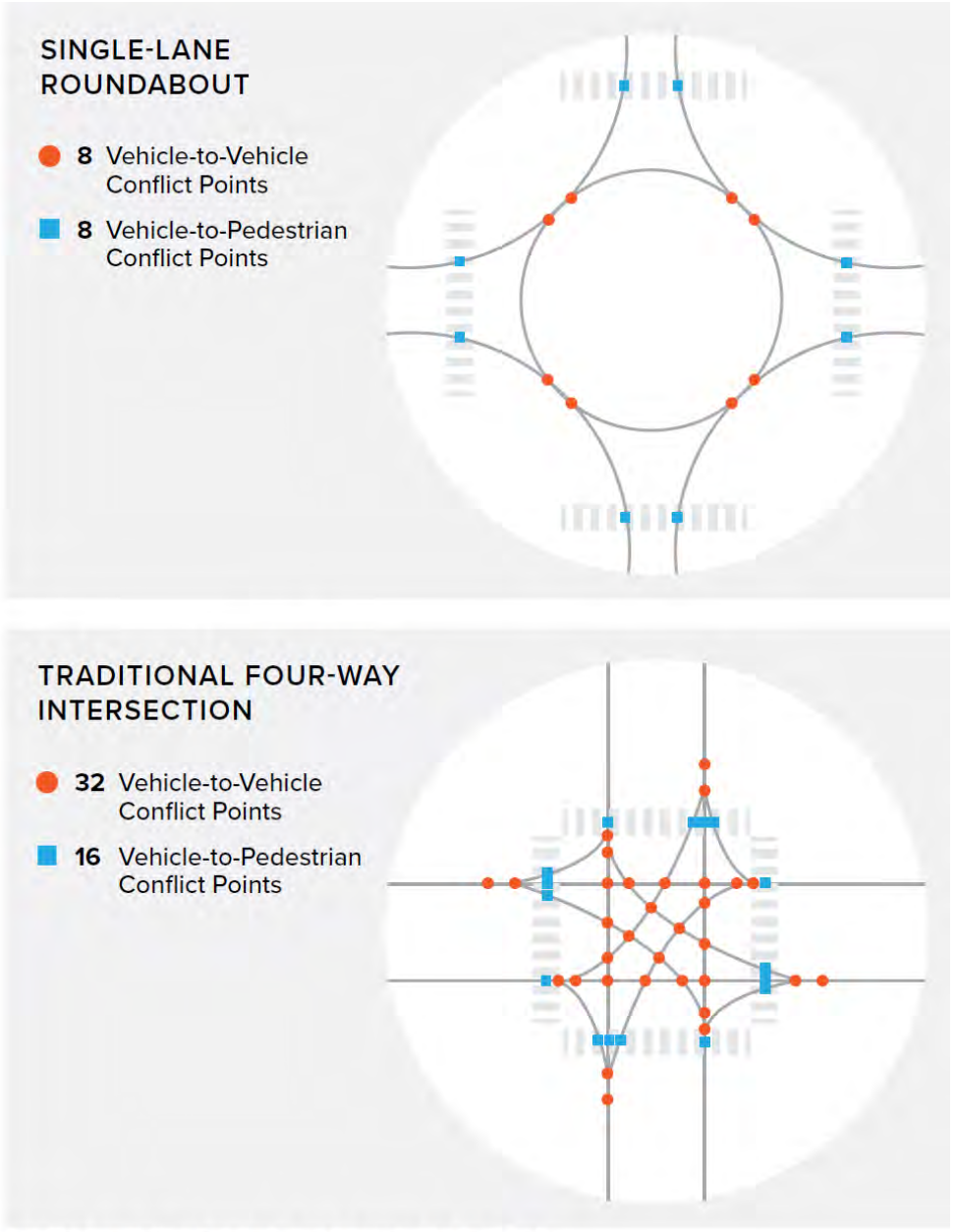


FIGURE 17. INTERSECTION CONFLICT POINTS

Target Zero

Project Application Form Part 3
Active HSIP Project

Current Project Delivery Status of Active City Safety Program and HSIP Awarded Projects:

- City Safety Program (Federal and State)
- County Safety Program
- Section 130, Rail-Highway Crossing Safety Program
- Safe Routes to School (Federally allocated only)

Resources

Systemic Safety User Guide
https://highways.dot.gov/safety/data-analysis-tools/systemic

Local Agency Guidelines (LAG Manual)
https://wsdot.wa.gov/engineering-standards/all-manuals-and-standards/manuals/local-agency-guidelines-lag

- Chapter 14—Developing Projects Using the Local Agency Guidelines
- Chapter 22—Local Agency Agreement
- Chapter 24—Environmental Processes
- Chapter 25—Right of Way Procedures

Local Programs Engineers

Terrence Lynch, PE
WSDOT Eastern Region
Local Programs Engineer
509-324-6080
terrence.lynch@wsdot.wa.gov

Brian Pearson, PE
WSDOT North Central Region
Local Programs Engineer
509-667-3090
brian.pearson@wsdot.wa.gov

Mehrdad Moini, PE
WSDOT Northwest Region
Local Programs Engineer
206-440-4734
mehrdad.moini@wsdot.wa.gov

John Ho, PE
WSDOT Olympic Region
Local Programs Engineer
360-357-2631
john.ho@wsdot.wa.gov

Seth Walker, PE
WSDOT South Central Region
Local Programs Engineer
509-577-1780
seth.walker@wsdot.wa.gov

Robert Klug, PE
WSDOT Southwest Region
Local Programs Engineer
360-905-2182
robert.klug@wsdot.wa.gov

Section 130 Rail/Highway Crossings

Working Effectively with Railroads in the Section 130 Rail/Highway Crossing Program.

Why Railroads Are Essential Partners

- They must Approve all Design Concepts.
- They Control all Construction activities.
- They provide Critical Engineering Input.

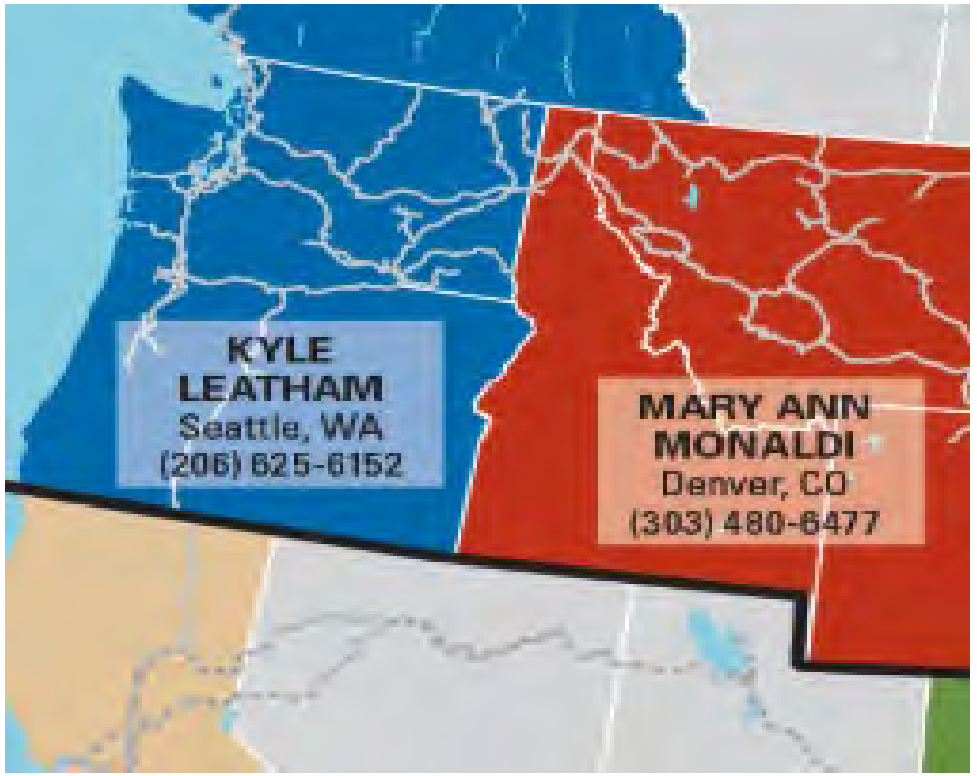
Railroads Control all Signals and Their Design.

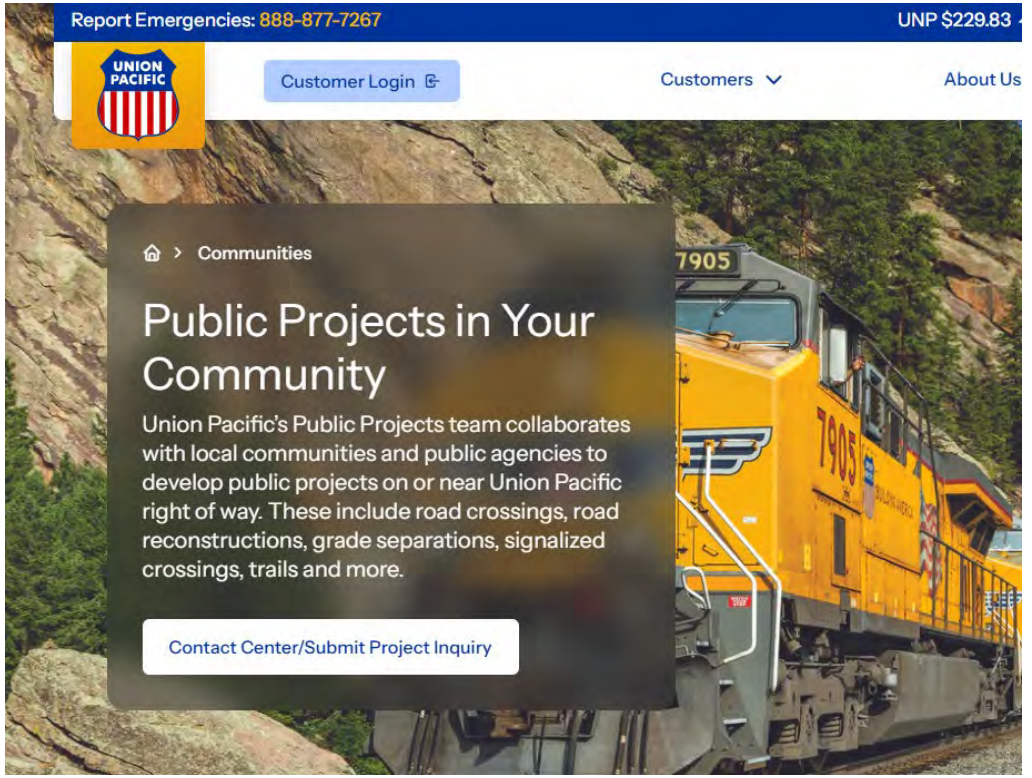
Railroads Control all Train Operations.

Railroads Control all Construction windows and Flagging

Railroads Control all Safety Requirements.

Key Railroad Stakeholders





- Public Projects/ Public Works Department (BNSF)

https://www.bnsf.com/in-the-community/public-projects/public-projects.page

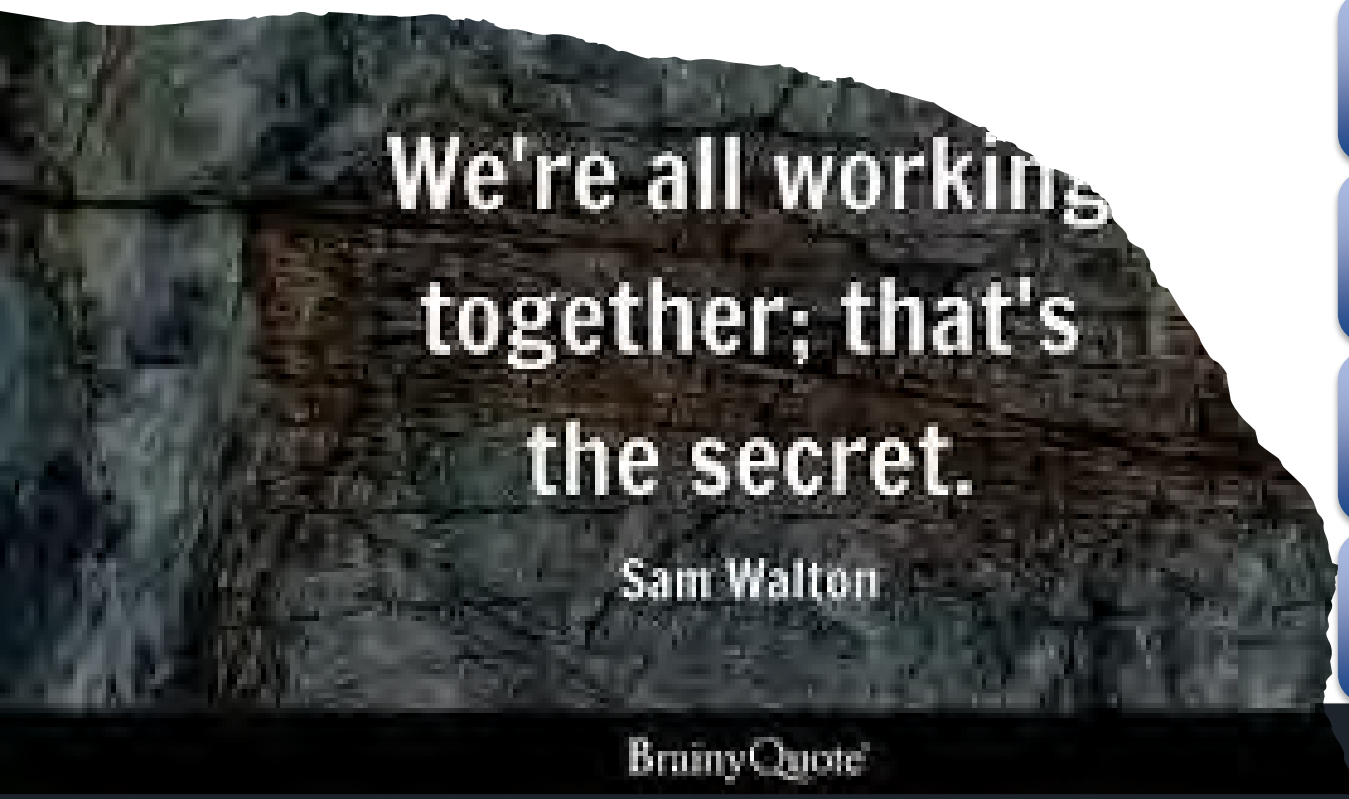
- Public Project (Union Pacific)

https://www.up.com/communities/public-projects

Understanding Railroad Priorities

- Safety
- Operational Continuity
- Asset Protection
- Regulatory Compliance
- Long Term Maintainability

Best Practices for Working with Railroads



Engage	• Engage the railroad early.
Provide	• Provide complete, clear information (plans, photos, traffic data, crash history).
Respect	• Respect railroad timelines — internal reviews can take weeks or months.
Use	• Use standard designs whenever possible.
Maintain	• Maintain consistent communication through a single point of contact.
Document	• Document decisions and agreements.
Flexible	• Be flexible — railroads may require design changes for safety or operations.

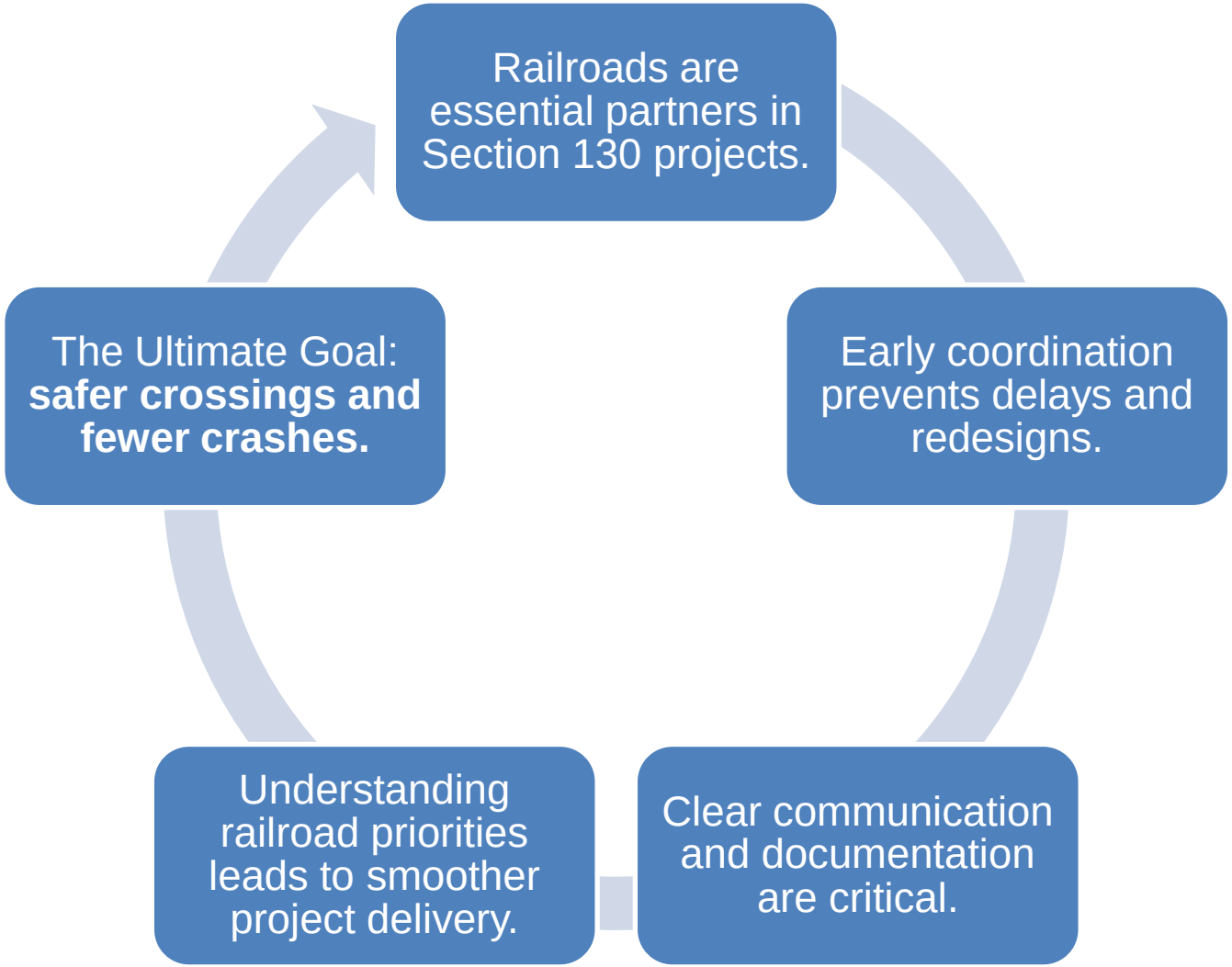
Common Challenges & How to Address Them

CHALLENGE	HOW TO NAVIGATE IT
Slow review timelines	Build extra time into project schedules; follow up respectfully
High railroad cost estimates	Request itemized breakdowns; explore scope adjustments
Access restrictions	Coordinate early with operations; plan for flagging needs
Disagreement on design	Use diagnostic team findings; reference MUTCD & FRA guidance
Complex agreements	Work closely with WSDOT Local Programs team

Tips for a Strong Railroad Partnership

1. Treat the railroad as a **co-owner** of the project
2. Communicate proactively and professionally
3. Understand their internal processes and constraints
4. Celebrate shared successes — safety improvements benefit everyone
5. Build long-term relationships; future projects become easier

Key Takeaways

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Application Completeness and Project Delivery Considerations

Questions?

Ed Spilker
City Safety & Traffic Programs Manager
ed.spilker@wsdot.wa.gov
360-705-7387

Matthew Enders, P.E.
Technical Services Manager
matthew.enders@wsdot.wa.gov
360-705-6907

Paul Snow
Safety Analyst
paul.snow@wsdot.wa.gov
360-705-7380