

Document Release Notice

Document #:	SP-01	Title:	Regional and System Planning Process	
Current Revision #:	2	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	3	DRN Number:	10903	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	11/4/2022	Document Type:	QMS Document - SP	Choose from Drop Down Menu

Summary of Proposed Changes:



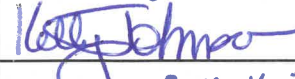
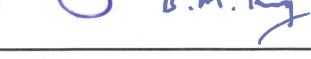


- Include paragraph numbers or other references & attach a copy of the new or revised documents
- For new documents, indicate "Original Release"

QMS Procedure "SP-01", Revision 3 updates include: procedures and responsibilities updates.

Reason for New Release / Revision / Obsolescence:

Revisions are needed to SP-01 regarding procedure updates and responsibility updates.

Required Signatures:

Title	Printed Name	Signature	Date
Originator	Bryan Dennis		11/4/22
Subject Matter Expert	Julie Morse <i>Craig Hancock</i>		11-4-2022
NTTA Manager	Lori Shelton <i>Kelly Johnson</i>		11/10/2022
PD Manager of Contracts	Ben King	 B.M. King	02/19/23
Director of Project Delivery	Elizabeth Mow		2-15-23
Document Control/Quality Manager	Md Omar Faruk		4/4/2023

NTTA Projects	Original Issue Date: 06/05/2008	SP-01
Resource: NTTA System Planning	Revision 3 Issue Date: TBD	Page 1 of 3
Title: Regional and System Planning Process		

1.0 PURPOSE:

The purpose of this procedure is to define the process utilized by Project Delivery to support the regional planning process and NTTA system planning efforts for corridor development.

2.0 RESPONSIBILITIES:

2.1 **Assistant Executive Director of Infrastructure (AEDI)** - The AEDI shall be responsible for:

- Any required negotiations during the project development process as well as reviewing and approving schedules and cost estimates.

2.2 **Planning Manager** - The Planning Manager shall be responsible for:

- The primary point of contact with the North Central Texas Council of Governments (NCTCOG), the regional Metropolitan Planning Organization (MPO).
- Maintaining coordination with the MPO to ensure that NTTA's proposed projects are included in and consistent with the current Metropolitan Transportation Plan (MTP), the required Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP).
- Working closely with Planning Staff to provide timely MTP/TIP/STIP updates to the MPO, the Texas Department of Transportation (TxDOT), and the Federal Highway Administration (FHWA).
- Reviewing data and viability/financial analysis results provided by Planning Staff.

2.3 **Planning Staff** - The Planning Staff shall be responsible for:

- Facilitating communication between Project Delivery and federal, state, and local agencies in order to expedite environmental coordination and clearance and the delivery of all corridor projects.
- Working closely with the Planning Manager to ensure consistency with the MTP/TIP/STIP for all proposed corridor and capital improvement projects.
- Supplying the required data inputs and, if necessary, running viability analyses and the system-wide financial analysis.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

4.0 REFERENCES:

- NCTCOG Metropolitan Transportation Plan (MTP) <https://www.nctcog.org/trans/plan/mtp>

5.0 DEFINITIONS & ACRONYMS:

N/A

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6.0 PROCEDURES:

- 6.1 **List of Priced Facilities** – The Planning Manager shall assist the NCTCOG in developing the MTP, specifically priced facilities. The Planning Manager shall also assist NTTA executive staff in identifying priced facilities that facilitate connectivity for the NTTA system or for the outlying areas of the region where the demographics support toll road construction.
- 6.2 **MTP and STIP Monitoring** – The Planning Staff shall monitor the MTP and STIP (as amended) to assure the priced toll facilities identified by the Planning Manager are properly listed (i.e. cost, scope, design, description, and implementation dates are accurate). The Planning Staff shall report any needed changes to the Planning Manager for coordination with the NCTCOG.
- 6.3 **Viability Analysis** – The Planning Staff shall perform a viability analysis on all the corridors listed using the current NTTA viability analysis tools. The Planning Manager shall review the data collected and the results of the analysis, site visits, and website investigations.
- 6.4 **Supporting Data** – The Planning Manager shall also retrieve, as appropriate, results from other analyses, such as: sketch level traffic and revenue study; Level F cost estimate; sketch level financial analysis; operations and maintenance cost estimate as well as a cursory environmental analysis to determine required documentation and identify significant mitigating factors to support the viability analysis.
- 6.5 **Estimated Delivery Schedule** – The Planning Manager shall develop a rough delivery schedule from the results of the viability analysis. This delivery schedule provides each corridor an estimated open-to-traffic date.
- 6.6 **PD Review and Approval** – The AEDI shall review and approve all project schedules and cost estimates prior to performing financial viability analysis.
- 6.7 **Financial Analysis** – The Planning Staff shall enter the estimated open-to-traffic dates, cost estimates, and expenditures/revenue over time into the financial viability model to provide the Planning Manager with a picture of the corridor/project financial structure for the next 50 years. Multiple scenarios of project implementation may be analyzed.
- 6.8 **Regional Coordination** – The Planning Manager shall coordinate the results of the viability and financial analyses with the NCTCOG and ensure it is properly incorporated into the MTP.

7.0 REGULATORY REQUIREMENTS:

N/A

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8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Sabine Schleigh	06/05/2008		Original Issue
1	J. Craig Hancock	04/02/2012	10400	Title change. Deleted guiding principle. Updated responsibilities, references, and procedures to be consistent with current practice and organizational changes. Added regional planning procedures. Removed market valuation procedures. Removed component document SP-01-A1. Removed Texas legislation SB 792 from regulatory requirements. Removed market valuation process flowchart.
2	Julie Morse	11/08/2018	10735	Updated Director of Project Delivery (DPD) position title to Assistant Executive Director of Infrastructure (AEDI). Updated NCTCOG MTP weblink under 4.0 References. Revised 6.7 Financial Analysis procedural text for clarification.
3	Julie Morse	TBD	<u>TBD</u>	Updated Project Manager of Agency/Local Government Coordination to Planning Manager. Combined Interagency/Planning Liaison and Consultant Staff to be Planning Staff.

NTTA Projects	Original Issue Date: 06/05/2008	SP-01
Resource: NTTA System Planning	Revision 2 <u>3</u> Issue Date: 11/08/2018 <u>TBD</u>	Page 1 of 4
Title: Regional and System Planning Process		

1.0 PURPOSE:

The purpose of this procedure is to define the process utilized by Project Delivery to support the regional planning process and NTTA system planning efforts for corridor development.

2.0 RESPONSIBILITIES:

- 2.1 **Assistant Executive Director of Infrastructure (AEDI)** - The AEDI shall be responsible for ~~any~~2.4 ~~Any~~ required negotiations during the project development process as well as reviewing and approving schedules and cost estimates.
- 2.2 **Project Planning Manager of Agency/Local Government Coordination** ~~[JK1][MJ2]~~ - The **Project Planning Manager of Agency/Local Government Coordination** shall be ~~the~~responsible for:
 - The primary point of contact with the North Central Texas Council of Governments (NCTCOG), the regional Metropolitan Planning Organization (MPO). ~~The Project Manager shall maintain~~
 - Maintaining coordination with the MPO to ensure that NTTA's proposed projects are included in and consistent with the current Metropolitan Transportation Plan (MTP), the required Transportation Improvement Program (TIP), and the Statewide Transportation Improvement Program (STIP). ~~The Project Manager shall work~~
 - 2.2 • Working closely with ~~the Interagency/~~ Planning Liaison Staff to provide timely MTP/TIP/STIP updates to the MPO, the Texas Department of Transportation (TxDOT), and the Federal Highway Administration (FHWA). ~~The Project Manager shall also review data and viability/financial analysis results provided by Consultant Staff.~~
 - Interagency/ Reviewing data and viability/financial analysis results provided by Planning Liaison ~~The Interagency/Staff.~~
- 2.3 **Planning Liaison Staff - The Planning Staff** shall be responsible for ~~facilitating~~:
 - Facilitating communication between Project Delivery and federal, state, and local agencies in order to expedite environmental coordination and clearance and the delivery of all corridor projects. ~~The Interagency/Planning Liaison shall work~~
 - 2.3 • Working closely with the **Project Planning Manager of Agency/Local Government Coordination** to ensure consistency with the MTP/TIP/STIP for all proposed corridor and capital improvement projects.
 - 2.5 • Consultant Staff ~~The various consultants shall be responsible for supplying~~ Supplying the required data inputs and, if necessary, running viability analyses and the system-wide financial analysis.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

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4.0 REFERENCES:

- NCTCOG Metropolitan Transportation Plan (MTP): <http://www.nctcog.org/trans/mtp>
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5.0 DEFINITIONS & ACRONYMS:

N/A

6.0 PROCEDURES:

- 6.1 **List of Priced Facilities** – The Project Planning Manager of ~~Agency/Local Government Coordination~~ shall assist the NCTCOG in developing the MTP, specifically priced facilities. The Project Planning Manager of ~~Agency/Local Government Coordination~~ shall also assist NTTA executive staff in identifying priced facilities that facilitate connectivity for the NTTA system or for the outlying areas of the region where the demographics support toll road construction.
 - 6.2 **MTP and STIP Monitoring** – The Interagency/Planning Liaison Staff shall monitor the MTP and STIP (as amended) to assure the priced toll facilities identified by the Project Planning Manager of ~~Agency/Local Government Coordination~~ are properly listed (i.e. cost, scope, design, description, and implementation dates are accurate). The Interagency/Planning Liaison Staff shall report any needed changes to the Project Planning Manager of ~~Agency/Local Government Coordination~~ for coordination with the NCTCOG.
 - 6.3 **Viability Analysis** – ~~Consultant~~The Planning Staff shall perform a viability analysis on all the corridors listed using the current NTTA viability analysis tools. The Project Planning Manager of ~~Agency/Local Government Coordination~~ shall review the data collected and the results of the analysis, site visits, and website investigations.
 - 6.4 **Supporting Data** – ~~Consultant Staff and the Project Manager of Agency/Local Government Coordination~~The Planning Manager shall also retrieve, as appropriate, results from other analyses, such as: sketch level traffic and revenue study; Level F cost estimate; sketch level financial analysis; operations and maintenance cost estimate as well as a cursory environmental analysis to determine required documentation and identify significant mitigating factors to support the viability analysis.
 - 6.5 **Estimated Delivery Schedule** – The Project Planning Manager of ~~Agency/Local Government Coordination~~ shall develop a rough delivery schedule from the results of the viability analysis. This delivery schedule provides each corridor an estimated open-to-traffic date.
 - 6.6 **PD Review and Approval** – The AEDI shall review and approve all project schedules and cost estimates prior to performing financial viability analysis.
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6.7 **Financial Analysis** – ~~Consultant~~ The Planning Staff shall enter the estimated open-to-traffic dates, cost estimates, and expenditures/revenue over time into the financial viability model to provide the Project Planning Manager ~~of Agency/Local Government Coordination~~ with a picture of the corridor/project financial structure for the next 50 years. Multiple scenarios of project implementation may be analyzed.

6.8 **Regional Coordination** – The Project Planning Manager ~~of Agency/Local Government Coordination~~ shall coordinate the results of the viability and financial analyses with the NCTCOG and ensure it is properly incorporated into the MTP.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

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2	Julie Morse	11/08/2018	10735	Updated Director of Project Delivery (DPD) position title to Assistant Executive Director of Infrastructure (AEDI). Updated NCTCOG MTP weblink under 4.0 References. Revised 6.7 Financial Analysis procedural text for clarification.
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7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

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N/A

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