

Virginia's Region 2000 Partnership Local Government Council

RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM

Scope of Work

July 1, 2010 – June 30, 2011
Fiscal Year 2011

Reviewed and recommended by the Transportation Technical Committee on April 15, 2010

Approved by the Virginia's Region 2000 Local Government Council on April 15, 2010.

Prepared by the Virginia's Region 2000 Regional Local Government Council staff through a cooperative process involving the City of Bedford, the Towns of Altavista, Appomattox, and Brookneal, the Counties of Amherst, Appomattox, Bedford and Campbell.

TABLE OF CONTENTS

FY 2011 Rural Transportation Planning Work Program – Scope of Work

Program Administration, Activities, and Budget

RESOLUTION	3
INTRODUCTION	4
I. PROGRAM ADMINISTRATION	
A. Rural Transportation Planning Program Management	5
B. Rural Transportation Planning Assistance Program – Scope of Work.....	6
II. PROGRAM ACTIVITIES	
A. General Technical Assistance	6
B. Bedford City Small Area Transportation Plan.....	7
C. Region 2000 Greenways and Blueways Plan Update.....	8
III. BUDGET	9

Resolution

INTRODUCTION

The Virginia Department of Transportation (VDOT), in cooperation with the various statewide planning districts, has allocated a portion of the State Planning and Research (SPR) funding made available via SAFETEA-LU to provide transportation planning assistance for the non-urbanized areas of the Commonwealth, which include those areas located in Region 2000. This program aids the Commonwealth in meeting the requirements of the Statewide Planning Process to address the transportation needs in non-metropolitan areas. Funds appropriated are to be used in cooperation with the Department of Transportation and Commonwealth of Virginia for transportation planning. This funding consists of 80% state funds and 20% local match.

At a minimum, the scope of work shall address the following activities:

- a) Review statewide transportation plans and compile local government comments relative to recommended plan updates.
- b) Review of annual Statewide Transportation Improvement Programs, including all modes.
- c) Assess and provide recommendations of transportation impacts concerning major land use developments.
- d) Development of land use data for updates of small urban studies.
- e) Provide technical expertise in the development of highway and transit program priorities for consideration by the Commonwealth Transportation Board.
- f) Facilitate the identification of major regional issues pertaining to transportation safety, road capacity, accessibility, and environmental justice.
- g) Identification of methods to expand and enhance transit services that would increase the use of such services.
- h) Provide input and oversight of various transportation-planning activities specific to the rural communities within the region.
- i) Assist with developing regional consensus on priorities of highway, transit, bicycle and pedestrian projects for consideration by the CTB for inclusion in the Six Year Improvement Program.
- j) Continue to place special emphasis on Safety Conscious Planning and Environmental Justice.
- k) Assist the Commonwealth with the VTRANS 2035 Statewide Long Range Multimodal Transportation Plan.

In addition, the scope of the work shall include other specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. However, the cost to carry out the entire program must be

kept within the financial assistance being provided unless additional local funds are made available to finance the additional work. The criteria for the determination of eligibility of studies for inclusion as part of the document are based upon 23 U.S.C. 307(c), state planning and research.

Agencies and/or governments participating in the preparation of the Rural Transportation Planning Assistance Program include the Federal Highway Administration, the Virginia Department of Transportation, the Virginia's Region 2000 Local Government Council, the City of Bedford, and the Counties of Amherst, Appomattox, Bedford, and Campbell, and the Towns of Altavista, Appomattox and Brookneal.

FY 11 Scope of Work

I. PROGRAM ADMINISTRATION

A. Rural Transportation Planning Management

Description: This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

Deliverable Products: The primary result of this task should be a well functioning transportation program, including:

- Preparation of quarterly financial progress reports.
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program.
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training.
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees.
- Review proposed enhancement projects as requested.
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed.
- Respond to requests for intergovernmental reviews, coordination.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, VAPA conferences and other opportunities as identified.

- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.

B. Rural Transportation Planning Assistance Program – Scope of Work

Description: This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming fiscal year (i.e., July 1, 2011 to June 30, 2012). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2012 Rural Transportation Planning Assistance Program – Scope of Work, which documents the activities to be accomplished by the Region 2000 Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

II. PROGRAM ACTIVITIES

A.1 General Technical Assistance-Long Term

Description: This task allows for the assistance to localities on transportation related activities of a longer horizon on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the Council's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network;
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan;
- Assistance to VDOT with developing regional consensus on priorities of highway, transit, bicycle, and pedestrian projects for consideration by the Commonwealth Transportation Board for inclusion in the Six-Year Transportation Improvement Program, as well as assistance with the VTRANS 2035 Statewide Long Range Multimodal Transportation Plan, including regional performance measures data collection.
- Assist VDOT in coordinating a local review (through the rural technical committee) of Virginia's draft Bike and Trail Map.
- Assist VDOT in the review of park and ride lots (current and proposed).

- Assist VDOT in coordinating a local review (through the rural technical committee) of data and information related to Virginia's Statewide Multimodal Freight Study.
- This task will also allow for the completion of the rural long range transportation plan, include working with the rural transportation technical committee, VDOT, and the VHB consultant team.
- Other duties as required by VDOT, FHWA, and the Council;

Deliverable Products:

- Assistance as enumerated above;
- Completion of the long range transportation plan.

A.2 General Technical Assistance-Short Term

Description: This task allows for the assistance to localities on transportation related activities of a shorter horizon on an individual or regional basis as needed.

This task includes, but is not limited to:

- Assist in the development of Urban Development Area study efforts as requested by the Secretary of Transportation;
- Development and provision of GIS information for use with transportation projects and planning efforts;
- Enhancement and maintenance of a website.
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition and local Chamber of Commerce Transportation Committees.
- Writing transportation planning grants, including enhancement and safe routes to school grants. This task includes any research and plan development necessary to support grant application efforts.
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed.
- Finally, this task will allow for staff GIS training activities.

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Commission's website transportation component;
- Enhancement, safer routes to school, or other transportation planning grant applications for local or regional projects, including supporting research and plan development products;

- Accomplished staff GIS training;

B. Bedford City Small Area Transportation Plan

Description: This project involves performing a preliminary update to the *Bedford 2020 Transportation Plan* for the City of Bedford. The term preliminary is used because the project does not include public participation at this time and therefore cannot be adopted by the City as a formal plan. The purpose of this update is to evaluate the existing transportation system and potential future demand in the City of Bedford, and to recommend a set of transportation improvements that could best meet existing and future transportation infrastructure needs. This update includes the gathering and analysis of information such as police accident reports, traffic counts, roadway geometric inventory data, bridge structural inspection reports, at-grade railroad crossing geometric data, land use and zoning data, the review of existing studies that include City of Bedford roads, the identification of roadway deficiencies and suggestions for possible solutions. (No modeling is anticipated as part of this effort.)

Deliverable: A preliminary report, modeled after the *Town of Altavista 2035 Transportation Plan*, that will provide the City of Bedford with a single point of information regarding the City's transportation infrastructure including existing and potential issues, suggestions and recommendations for improving the transportation network and potential costs associated with the suggested changes.

C. Region 2000 Greenways and Blueways Plan Update

Description: Complete an update to the Region 2000 Greenways and Blueways Plan, developed and adopted by the then Region 2000 Regional Commission in 2003. The updated Region 2000 Greenways, Blueways, and Trail Plan will expand the conceptual connection corridor plan provided in the 2003 Plan by identifying more location specific connection opportunities, such as neighborhoods to schools or area parks, within the region. The updated plan will also incorporate the updated on-road bicycle connection corridors from the Region 2000 Bicycle Plan, sidewalk inventory data, updated master plans, and potential Safe Routes to School Travel Plan connections. With the incorporation of the numerous updated alternate transportation documents and corresponding GIS data, the updated alternative transportation document will present a more comprehensive development document to guide connection decision making within Region 2000.

This plan will be used as an integral component of long-range transportation planning and will complement the Virginia Department of Transportation Policy for Integrating Bicycle and Pedestrian

Accommodations as adopted in 2004. As such, the plan will outline the process to partner with VDOT and local utility departments in development of bike/ped facilities.

The Plan will:

- Identify smaller, more route specific connection opportunities;
- Better coordinate the trail vision with current and planned infrastructure improvements such as sidewalks, transit, on-road bicycle facilities;
- Provide a GIS-based mapping inventory of the primary corridors and facility improvement suggestions;
- Provide a summary of funding and program opportunities to implement facility suggestions; and
- Facilitate the role of the Region 2000 Greenway Alliance and area stakeholders in development and promotion of connection corridors.

Additionally, this task allows for staff support of the Region 2000 Greenways Alliance.

Deliverable: A plan that will provide guidance on the development of off-road alternative transportation facilities that, when combined with the on-road alternative transportation facilities identified within Region 2000 Bicycle Plan and planned and existing sidewalk facilities, will create a comprehensive alternative transportation network that will meet transportation needs of multiple user types within the Region 2000 area.

A report documenting the efforts of the Region 2000 Greenways Alliance.

BUDGET

TASKS	USDOT (SPR)	LOCAL	TOTAL
Program Administration	\$10,400	\$2,600	\$13,000
A. RTPAP - Program Management	\$8,800	\$2,200	\$11,000
B. RTPAP - Scope of Work	\$2,800	\$700	\$3,500
Program Activities	\$47,600	\$11,900	\$59,500
A.1 General Technical Assistance-Long Term	\$5,600	\$1,400	\$7,000
A.2 General Technical Assistance-Short Term	\$12,000	\$3,000	\$15,000
B. Bedford City Small Area Transportation Plan	\$20,000	\$5,000	\$25,000
C. Region 2000 Greenways and Blueways Plan	\$8,800	\$2,200	\$11,000
TOTAL	\$58,000	\$14,500	\$72,500