

REGION 2000 PARTNERSHIP

Local Government Council

Final

Fiscal Year 2007

RURAL TRANSPORTATION PLANNING ASSISTANCE PROGRAM

Scope Of Work

July 1, 2006 – June 30, 2007

Approved by the Region 2000 Local Government Council March 16, 2006.

Prepared by the Region 2000 Regional Commission 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.

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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. Also, as part of this SPR funding allocation, VDOT has established a funding pool for additional transportation planning projects through a competitive grant application process. These programs aid 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 is made up of providing 80% financing and a 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 2025 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 Work Program include the Federal Highway Administration, the Virginia Department of Transportation, the 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 07 Scope of Work

The Commission staff will complete the following administrative tasks as needed:

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 End Product: The primary result of this task should be a well functioning transportation program.

- 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 local and regional transportation planning activities and attend public hearings as needed.
- 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.
- Provide travel forecasts for design of highway projects and input to environmental assessments, as needed.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants.
- Review road plans for conformance with current transportation plan.

- Undertake staff training to enhance the rural transportation planning process, such as attendance at VAPDC conferences, VAPA conferences and other opportunities as identified.

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, 2007 to June 30, 2008). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable End Product: The FY 2006 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. General Technical Assistance

Description: This task allows for the assistance to localities on transportation related activities on an individual or regional basis as needed. This task includes, but is not limited to providing transportation technical input and resources to the Commission'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; assessing the impact of major development and other significant land use changes on the transportation system; and other duties as required by VDOT, FHWA, and the Commission.

This item will include 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 2025 Statewide Long Range Multimodal Transportation Plan.

Development and provision of GIS information for use with transportation projects and planning efforts is included in this task. This task also will allow enhancement and maintenance of a website. Local Government Council staff will research, develop, maintain, and analyze data for use in a variety of technical support and planning support activities. This item will also include education and information and referral assistance to localities on local transportation planning committees such as the 501 Coalition and local Chamber of Commerce Transportation Committees.

As part of this task staff will write transportation grants, including enhancement transportation grants. Staff will evaluate and review special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed.

Staff will continue to support the Region 2000 Greenways Alliance seeking implementation funding, working with localities implementing trail extensions by participating on local planning teams extending trails, and other priority tasks identified by the Alliance. Staff will also serve as a member of the Town of Appomattox’s Heritage Trail Master Plan project team.

Deliverable End Products:

- Assistance to localities in the development of transportation priorities for VDOT’s Six Year Plan
- Assistance with the VTRANS 2025 Statewide Long Range Transportation Plan
- Enhance and maintain the Commission’s website
- Updated zoning maps for Altavista, Appomattox, and Brookneal
- Creation of GIS based maps for rural transportation planning activities and enhancement grants
- Assistance to rural local governments as requested with information and referral services, mapping and transportation planning
- Enhancement and/or other transportation grant applications for local or regional projects
- Appomattox Heritage Trail Master Plan
- Region 2000 Greenways Alliance quarterly and annual reports

B. Rural Transportation Plan – Phase I

Description: The purpose of this program is to create a regional long-range plan in the rural portion of the region to complement the long-range transportation plan developed by the Central Virginia Metropolitan Planning Organization for the metropolitan area. This program is broken up into four phases across a multi-year effort that will result in a “safety conscious, GIS based long-range multimodal plan (highways, bicycle/pedestrian, freight, aviation and transit). The four phases are: Phase I – Goals and Data Collection (FY 2007); Phase 2 – Analysis and Problem Identification (FY 2008); Phase 3 Public Outreach and Recommendation Development (FY 2009); and Phase 4- Public Endorsement and Regional Adoption (FY 2010). The specific tasks and deliverables for Phase I are:

Rural Transportation Planning Program	
FY07 Regional Long Range Transportation Plan	
Tasks and Deliverables	
Phase I: Goals and Data Collection	
<i>Tasks</i>	<i>Responsibility</i>
1. Establish Rural Technical Committee (RTC)	Planning District Commission
A. Committee to include representatives of member jurisdictions, VDOT, DRPT, VDOA and FHWA	

B. PDC will act as staff to committee	
C. The RTC should help guide the development of the Regional Long Range Transportation Plan and help identify regional and local work elements for the rural planning assistance annual scope of work.	
2. Host kick-off meeting to introduce new program (First quarter)	VDOT and PDC staff
3. Hold meetings with local elected and government officials to discuss and document transportation safety and capacity concerns (First and second quarter)	VDOT and PDC staff
4. Develop transportation goals for region (Second and third quarter)	
A. It is suggested that federal planning factors be used as a basis for establishing regional goals (VDOT will provide goals used for the State Highway Plan – Each region can customize these as needed)	RTC
5. Identify objectives and measures for each goal	
A. VDOT will provide objectives and measures used for the State Highway Plan – Each region can customize these as needed	RTC
6. Establish/Update Public Involvement Process (Second and third quarter)	PDC staff and RTC
7. Inventory/Data Collection (All quarters)	
A. Transportation	
1. Compile highway network inventory for major collectors and above	VDOT staff
2. Develop inventory and map of significant projects in SYIP	VDOT staff (inventory) PDC staff (map)
3. Develop inventory and map of existing transit services	PDC staff/RTC
4. Develop inventory and map of existing bike/ped accommodations	PDC staff/RTC
5. Develop inventory and map of major freight generators in the region	PDC staff/RTC
6. Develop inventory and map of existing aviation facilities	PDC staff/RTC
B. Land Use	
1. Identify and map activity centers for residential, commercial, industrial, and public services (schools, hospitals, etc.)	PDC staff/RTC
2. Identify and map high growth areas for residential, commercial and industrial development	PDC staff/RTC
3. Map sewer and water availability and future expansion plans	VA Econ Dev Partnership (VEDP)\PDC staff
C. Socio-economic	
1. Population growth and projections by county (VEC)	
2. Employment growth and projections by county (VEC)	
3. Identify and map disadvantaged groups	
a. Examples – Elderly, Low-income, Disabled, etc.	PDC staff
D. Review and summarize existing regional/local plans and studies	
1. Document main issues, recommendations, etc.	PDC Staff
Deliverables	
<i>Phase I Report</i> containing the following elements	
<ul style="list-style-type: none"> • Regional goals, objectives and measures • Public Involvement Plan • Transportation inventories and maps • Land use maps and associated narratives • Regional socio-economic profile and maps • Summary of existing plans and studies 	
<ul style="list-style-type: none"> • RTC meeting minutes • GIS data files/layers to be provided to VDOT and localities 	

Deliverable End Product: Phase I Report including regional goals, objectives and measures, public involvement plan, transportation inventories and maps, land use maps, socio-economic profile and maps and summary of existing plans and studies. In addition committee meeting minutes and GIS data files and layers will be available as products. Regional goals, objectives, and measures timing may be modified based on the progress of the Region 2000 Statewide Planning Grant.

C. Bedford County Bicycle Plan Update

Description: Complete the project began in FY 06 assisting the County of Bedford in updating their existing bicycle plan by providing technical assistance, participating in community meetings and workshops, providing GIS mapping services, and assisting in development of the final draft document.

Deliverable End Products:

1. Finalize bicycle routings and roadway inventory
2. Provide supportive GIS layers
3. Develop final draft Bicycle Report for consideration and adoption

D. County of Appomattox Land Use Inventory Collection (GIS)

Description: In support of short and long range rural transportation planning efforts, staff will work with the County of Appomattox to develop GIS layers of existing land use, zoning, water and sewer availability, roadways, and other transportation modal facilities. This activity will tie into completed Town of Appomattox parcel index.

Deliverable End Products:

1. Complete data currency process to provide for continuous updates of parcels changes, including short term efforts during initial conversion and long term efforts after task is completed.
2. Complete compilation of existing land use, zoning data, and public services mapping.
3. Complete parcel indexing, scanning/digitizing effort of county in GIS centerline, layer.
4. Complete remaining portion of parcel indexing, scanning/digitizing. Data currency may be the primary issue.
5. Provide GIS layers depicting current land use and zoning.
6. Provide GIS layers on existing and proposed water and sewer facilities.
7. Provide GIS layers indicating existing and proposed transportation facilities.
8. Prepare Fiscal Year end activity summary report on planning status.

III. BUDGET

TASKS	USDOT (SPR)	LOCAL	TOTAL
Program Administration	\$9,600	\$2,400	\$12,000
A. RTPAP - Program Management	\$7,200	\$1,800	\$9,000
B. RTPAP - Scope of Work	\$2,400	\$600	\$3,000
Program Activities	\$38,400	\$9,600	\$48,000
A. General Technical Assistance	\$8,800	\$2,200	\$11,000
B. Rural Transportation Plan – Phase I	\$18,400	\$4,600	\$23,000
C. Bedford City Bicycle Plan Update	\$3,200	\$800	\$4,000
D. County of Appomattox Land Use Inventory	\$8,000	\$2,000	\$10,000
TOTAL	\$48,000	\$12,000	\$60,000