

FY-2018 Rural Transportation Planning Work Program

Thomas Jefferson Planning District Commission

July 01, 2017 – June 30, 2018



Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), JAUNT, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their March 21st, 2017 meeting, sending a recommendation of approval to the Planning District Commission. The Commission reviewed these recommendations at their April 6th meeting and approved the final FY18 Rural Transportation Planning Work Program.

The preparation of this program was financially aided through administrative funds from the FY17 Rural Transportation Planning Work Program.

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Introduction

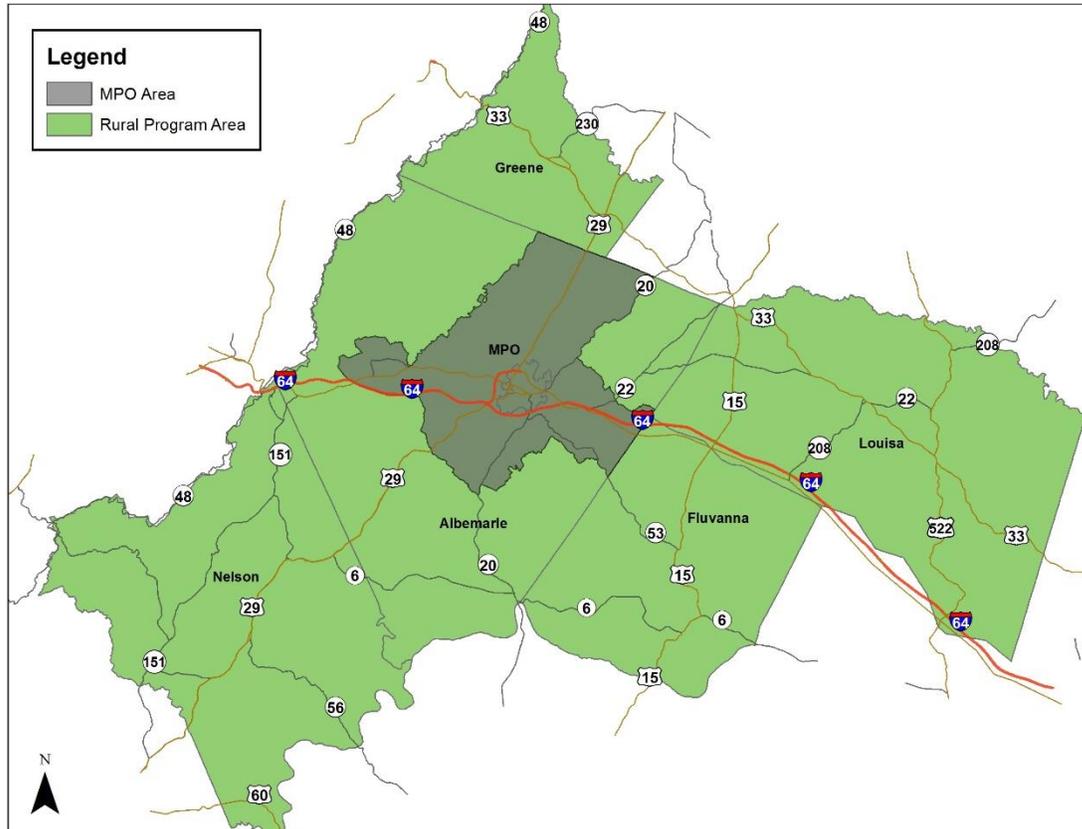
Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2018 each planning district commission/regional commission that have rural areas will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission/regional commission provides a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's administrative work programs.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.



Highlights of FY17

In FY17, the Rural Transportation Program focused primarily on an update of the Rural Long Range Plan (RLRP). The program also dedicated time to the Smart Scale prioritization process, which requires substantially more resources from the VDOT district offices, Planning District and localities. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.



RURAL LONG RANGE PLAN (RLRP) – The TJPDC adopted its first RLRP in 2010, as part of a statewide effort to create transportation plans for the rural programs across the Commonwealth. At the time, the RLRP provided an inventory of projects from local plans and transportation studies. The real value of the effort was information, giving local officials data that would help them make better decisions, especially with the Six Year Improvement Program (SYIP). With the passage of House Bill 2 (Smart Scale), the SYIP process changed significantly, requiring VDOT districts, PDCs and localities to bring a more analytical approach to project selection. A change in the Smart Scale qualifications allowed for project applications that were sited in a region’s RLRP. Suddenly, these plans gained new importance. Consequently, TJPDC staff spearheaded an initiative to update its plan, restructuring it to be the ultimate tool for managing project selection and administering Smart Scale applications. In FY17, staff developed a detailed road project list for each locality. In FY18, the TJPDC will complete this multi-modal plan.

JEFFERSON AREA BIKE AND PEDESTRIAN PLAN – Staff restarted work on this plan after turnover with personnel and new project priorities stalled the effort. At the end of the process, recommendations from the Bike and Pedestrian plan will roll into the RLRP. With the original Jefferson Area Bike and Pedestrian Plan dating back to 2004, staff will start from scratch for the update. The new plan will involve an analytical process that is focused on data, priorities and cost/benefit analyses.

SMART SCALE – In FY16, the Commonwealth implemented its new process for funding transportation projects. While the process helps to minimize political influence and maximize data-driven decisions, it also demands greater resources from the VDOT districts, PDCs and localities. In this first year, TJPDC staff processed three applications for Nelson County, working with the Lynchburg District staff. In FY17, staff processed three additional projects for Nelson County.

MINERAL MAIN STREET – In FY17, staff continued to provide materials to the Town of Mineral, assisting with a comprehensive plan update and efforts to reinvest in Mineral Avenue.

GREENE COUNTY CORRIDOR STUDY – In FY17, staff coordinated with VDOT to secure Culpeper District services to assess the US 33 and Amicus Road corridor. Through the RLRP process, staff identified this area as a corridor for potential safety improvements.

Fiscal Year 2018 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$14,600	\$3,650	\$18,250
TASK 2.0	TECHNICAL ASSISTANCE	\$8,000	\$2,000	\$10,000
TASK 3.0	REGIONAL PLANNING ACTIVITIES	\$35,400	\$8,850	\$44,250
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

FY2017 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products.

FY18 Activities by Task

Administration - \$18,250.00

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process (*the 3 C's approach*). The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. A new group, the Rural Transportation Council (RTC), is the policy committee of the Rural Transportation Program. Composed of elected individuals representing local governments within the Rural Programming areas, the RTC provides comments and recommendations on rural transportation plans, programs, studies and other appropriate documents, from a policy perspective. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Coordinate staff and budget activity

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices.
- Submit an annual report for FY17.

Task 1.2 - Staff committee meetings

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

TASKS TO BE UNDERTAKEN:

- Staff the RTAC throughout the fiscal year – meeting at least 6 times.
- Staff the RTC throughout the fiscal year – meeting quarterly.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials and the general public.

TASKS TO BE UNDERTAKEN:

- Update the Rural Program website, to better share information with VDOT and stakeholders.
- Participate in outreach meetings and provide/review data as requested by VDOT.
- Participate with the MPOs and VDOT on setting performance measure goals.
- Assist VDOT with local and regional input to annual statewide transportation improvement programs.
- Conduct intergovernmental discussion and coordination of transportation projects and developments.

FY18 RTP Work Program

Task 1.4 - Public involvement

DESCRIPTION OF ACTIVITIES:

The TJPDC will inform and involve the public through its quarterly newsletters. Staff will also help facilitate public involvement with the local assistance projects discussed below. The TJPDC will make further updates to its website that will help communicate accurate and current information, while allowing citizens to more easily engage in the planning process and with projects.

TASKS TO BE UNDERTAKEN:

- Publish at least 4 editions of Newsbrief, to inform stakeholders of efforts in the Rural Transportation Program.
- The RTAC, RTC and Commission will continue to include public comment periods in its meeting agendas.
- Continue to update the program website, to better share information with VDOT and stakeholders.

Task 1.5 – Legislative Assistance

DESCRIPTION OF ACTIVITIES:

The TJPDC will assist its rural localities with legislative questions and direct specified concerns to the Planning District's legislative agenda. Work will include review and comment, as appropriate, on legislative and regulatory activities affecting transportation planning and programming. Staff will also monitor and report on changes to federal and state requirements related to transportation, planning and implementation.

TASKS TO BE UNDERTAKEN:

- Present at the RTAC, RTC and Commission meetings, to provide updates on legislative matters.
- Forward comments from local planning staff and officials to the legislative liaison.

Task 1.6 – Professional Training

DESCRIPTION OF ACTIVITIES:

There will be continued training and professional development, allowing staff to attend VDOT, DRPT, FHWA, FTA training, conferences, seminars and other events. Similarly, TJPDC will facilitate seminars and stakeholder training, such as public forums, open houses and roundtable functions.

TASKS TO BE UNDERTAKEN:

- Attend transportation sessions at statewide conferences.
- Attend trainings from state agencies.

Task 1.7 – Information Technology

DESCRIPTION OF ACTIVITIES:

The TJPDC will continue to compile all available current and future land use GIS layers/attribute data from local comprehensive plans within the Planning District Commission boundaries. Staff will use the GIS tool to be provided by VDOT-TMPD to geo-reference local transportation plan recommendations. VDOT-TMPD will provide technical assistance on an as needed basis in accomplishing this task. Information gathered will be used to update existing land use data within the Statewide Planning System and will be used to augment data for the Statewide Travel Demand Model that is currently under development.

TASKS TO BE UNDERTAKEN:

- Compile all available current and future land use GIS layers/attribute data from local comprehensive plans in the region.
- Use GIS tool, provided by VDOT-TMPD, to geo-reference local transportation plan recommendations
- Provide additional GIS assistance to VDOT, as requested.

FY18 RTP Work Program

Administration Budget

SPR Funds (80%)	\$14,600
PDC Funds (20%)	\$3,650
Total Budgeted Expenditure for Program Administration	\$18,250

Local Technical Assistance - \$10,000

The following tasks highlight the technical services that the TJPDC will provide to its member localities in Fiscal Year 2018. The TJPDC will assist its member localities with specific projects, which are listed under task 2.1. The remaining tasks under this section include efforts related to grant writing, travel demand management and general local assistance.

Task 2.1 – Assist rural localities in local planning efforts

DESCRIPTION OF ACTIVITIES:

The TJPDC provides technical planning assistance to our member localities in rural areas, at the request of both local governments and the public. This task allows for the provision of technical assistance and staff support to localities on transportation related activities. Activities can include developing plans for improving safety, mobility and accessibility, to coordinate transportation recommendations with land use recommendations, developing priorities for transit, bicycle, and pedestrian projects being considered by the localities, and assisting local, state and federal agencies with developing regional consensus on multimodal transportation issues. The TJPDC will undertake additional community planning efforts and provide technical assistance as requested by local governments.

CURRENT/PLANNED PROJECTS:

- Assistance to communities will be considered upon request and as resources allow.

Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications

DESCRIPTION OF ACTIVITIES:

Rural transportation planning conducted by TJPDC in collaboration with member counties is effective in identifying issues and making recommendations for transportation improvements. Implementation of these plans often requires additional funds secured through Enhancement or Safety Grants, and other sources. TJPDC will support localities by writing and packaging grant applications, and providing assistance, data and mapping services to applicant jurisdictions as requested.

CURRENT/PLANNED PROJECTS:

- Pursue grants related to the Bike Route 76 Corridor Study.
- Assist the region's towns and villages with grant applications related to transportation improvements.

Task 2.3 – Support Travel Demand Management strategies and rural transit development

DESCRIPTION OF ACTIVITIES:

The Rural Transportation Program will work to improve rural transit service in the region. Staff will also coordinate rural transit planning with the MPO Transit discussions and recommend new park-and-rides through the RLRP.

TASKS TO BE UNDERTAKEN:

- Continue to maintain an inventories of parking-and-ride lots.
- Recommend new park-and-rides and improvements to existing lots, through the RLRP.
- Coordinate with JAUNT and Greene County Transit.
- Assist with funding applications for TDM measures

Task 2.4 – Support Local and State requests for assistance as needed

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues surface during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

FY18 RTP Work Program

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies.
- Develop and provide GIS information, as requested.
- Provide assistance to local and state partners as requested.

Regional Planning Activities - \$44,250

Task 3.1 – Rural Long Range Plan

DESCRIPTION OF ACTIVITIES:

The first RLRP was adopted in 2010. In FY17, staff restarted work on an update to the plan, which gained further importance with the State's Smart Scale process. In FY18, staff will complete work on the RLRP update.

TASKS TO BE UNDERTAKEN:

- Participate with the MPOs and VDOT on setting performance measure goals.
- Complete the RLRP update.
- Use the plan to guide decisions with Smart Scale applications.

Task 3.2 – Bicycle and Pedestrian Planning

DESCRIPTION OF ACTIVITIES:

As a component of the RLRP, staff will also complete work on the Jefferson Area Bike and Pedestrian Plan. In FY18, work will continue to run in parallel with the RLRP update. Additionally, staff will assist VDOT in compiling a list of local and regional bicycle/pedestrian recommendations and will assist member governments with bicycle and pedestrian planning. Finally, staff will continue to study, promote and improve its portion of Bike Route 76.

TASKS TO BE UNDERTAKEN:

- Complete work on the Jefferson Area Bike and Pedestrian Plan update, folding recommendations into the RLRP.
- Participate in outreach meetings and review data as requested by VDOT.
- Assist local members with bike and pedestrian projects, as requested.
- Begin to study and implement recommendations from the Bike Route 76 Existing Conditions Inventory.

Task 3.3 – VTRANS

DESCRIPTION OF ACTIVITIES:

Participate in VTrans webinars regarding Needs Consolidation/Recommendations and Smart Scale Regional Meetings.

TASKS TO BE UNDERTAKEN:

- Provide comments and assistance, as requested by VDOT.
- Participate in VTrans webinars regarding Needs Consolidation / Recommendations and HB2 Regional Meetings

Task 3.4 – VDOT Meetings

DESCRIPTION OF ACTIVITIES:

Staff will participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.

TASKS TO BE UNDERTAKEN:

FY18 RTP Work Program

- Participate in the Fall Transportation Meeting and provide a display to serve as outreach to the region's citizens.
- Attend the annual programming meeting, usually scheduled for February.
- Attend the VDOT spring meeting.
- Participate in any additional outreach meetings that may arise and provide/review data as requested by VDOT throughout the fiscal year.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance

Local Technical Assistance and Regional Planning Activities

SPR Funds (80%)	\$43,400
PDC Funds (20%)	\$10,850
Total Budgeted Expenditure for Program Activities	\$54,250

FY19 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff began to anticipate work tasks for the next fiscal year. By presenting the FY17, FY18 and FY19 descriptions, staff hopes to create better continuity between fiscal years and manage commitments to member localities.

In FY18, work on the RLRP and Jefferson Area Bike and Pedestrian Plan will be the main focus, with an anticipated completion date at the end of the fiscal year. In FY19, staff will focus on implementing both plans, which will tie into the FY19 application process for Smart Scale. The plans will also lead into other funding processes, like Safe Routes to School and the Highway Safety Improvement Program (HSIP).

In terms of local assistance, there will be limited attention in FY18, allowing the TJPDC to focus work on the Jefferson Area Bike and Pedestrian Plan, as well as the RLRP. For FY19, the primary local assistance project will be guided by the long-range plans, as these will include recommendations for future study.

In FY19, Smart Scale will be in its fourth year and under a biennial process. TJPDC staff will work to fine-tune its regional processes, helping VDOT and local officials prepare for applications. The RLRP should be an integral tool and resource for these activities.

Appendices

Appendix A: FY-2017 Budget Summary

Appendix B: Rural Long Range Plan, Scope of Work

Appendix C: Jefferson Area Bike and Pedestrian Plan, Scope of Work

Appendix A: FY-2017 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Coordinate staff and budget activity	\$2,400.00	\$600.00	\$3,000.00
Task 1.2 - Staff monthly committee meetings	\$5,600.00	\$1,400.00	\$7,000.00
Task 1.3 - Share information with agencies and public	\$1,600.00	\$400.00	\$2,000.00
Task 1.4 - Public involvement	\$1,600.00	\$400.00	\$2,000.00
Task 1.5 – Legislative Assistance	\$800.00	\$200.00	\$1,000.00
Task 1.6 – Professional Training	\$1,600.00	\$400.00	\$2,000.00
Task 1.7 – Information Technology	\$1,000.00	\$250.00	\$1,250.00
Total Budgeted Expenditure for Program Administration:	\$14,600.00	\$3,650.00	\$18,250.00
Program Activities			
Task 2.1 – Assist rural localities in local planning efforts	\$1,600.00	\$400.00	\$2,000.00
Task 2.2 – Prepare TEA, VDOT Safety, and other grant applications	\$1,600.00	\$400.00	\$2,000.00
Task 2.3 – Support Travel Demand Management strategies and rural transit development	\$1,600.00	\$400.00	\$2,000.00
Task 2.4 – Support Local and State requests for assistance as needed	\$3,200.00	\$800.00	\$4,000.00
<i>Sub-Total for Technical Assistance:</i>	<i>\$8,000.00</i>	<i>\$2,000.00</i>	<i>\$10,000.00</i>
Task 3.1– Rural Long Range Plan	\$21,600.00	\$5,400.00	\$27,000.00
Task 3.2- Bicycle and Pedestrian Planning	\$11,800.00	\$2,950.00	\$14,750.00
Task 3.3– VTRANS	\$400.00	\$100.00	\$500.00
Task 3.11 – VDOT Meetings	\$1,600.00	\$400.00	\$2,000.00
<i>Sub-Total for Regional Planning Activities:</i>	<i>\$35,400.00</i>	<i>\$8,850.00</i>	<i>\$44,250.00</i>
Total Budgeted Expenditure for Local Technical Assistance and Regional Planning:	\$43,400.00	\$10,850.00	\$54,250.00
Total Budgeted Expenditure for Program Administration and Program Activities:	\$58,000.00	\$14,500.00	\$72,500.00

Appendix B: Rural Long Range Transportation Plan

Scope of Work

The following is scope of work for the 2045 RLRP update. Initial efforts for this update began in FY 16 and FY 17. This scope will cover tasks that will occur in FY18. This process will:

- Be structured around completed Needs Assessments that are based on factors outlined in the State's funding methodologies;
- Include a broad array of outreach with the public and local officials; and,
- Overlap with other planning efforts, such as:
 - The Jefferson Area Regional Bike and Pedestrian Plan,
 - The MPO 2045 Long Range Transportation Plan;
 - JAUNT's Transit Demand Plan; and,
 - Other smaller scale transportation planning efforts

Purpose

The original intent of the RLRP was to:

- Identify transportation deficiencies and recommend improvements;
- Assist localities with comprehensive plan updates and traffic impact studies (Chapter 527);
- Evaluate the effects of land use and development;
- Establish programming of transportation improvements; and,
- Provide content and guidance for statewide transportation plans

In addition to the original intent, the 2045 plan has a more detailed purpose, in order to:

- Provide a regional vision for the rural transportation system;
- Create greater continuity and coordination with the MPO area;
- Provide detailed guidance and data for SmartScale applications;
- Assist localities with implementing projects, with step-by-step guidance;
- Establish recommendations for future studies and reports, tied to the region's Rural Transportation Program; and,
- Create local and regional priorities, to maximize available funding

Content

The original intent of the RLRP was to be a multi-modal plan, but the 2010 version focuses almost entirely on road projects. The 2045 plan will include assessments, recommendations and guidance on all modes, including: roads, transit (JAUNT and Greene County Transit), TDM Services (Carpooling, vanpooling, etc.), bike and pedestrian, rail and the Louisa Airport. This scope of content will meet the original intent of the RLRP.

Areas for Improvement

The existing RLRP contains several opportunities for improvement. These will be points of emphasis for the 2045 plan.

- The existing format is not user-friendly nor is it easily updated;
- The function of the plan is unclear;
- Projects are not prioritized and there are too many projects listed;
- The plan does not clearly implement the stated goals;

- The recommendations only include road projects;
- There are no clear recommendations for further studies;
- There is no coordination with the MPO; and,
- The existing plan does not address recent changes in State policies (SmartScale).

Planning Process

In FY16, staff laid the groundwork for the RLRP update. This started with development of five needs assessments (safety, congestion, accessibility, economic development and environmental quality), which lead to development of “hot stops.” Staff overlaid those hot spots with the 2010 project list. Projects that overlapped with identified hot spots were elevated into a priority list. Any projects that did not appear to address an area of concern or an identified hotspot, according to the data, were dropped into a visioning list. If hot spots did not overlap with a previously identified project, staff still elevated those areas into the priority list. Throughout this initial phase of the process, staff worked closely with the Rural Transportation Advisory Committee (RTAC) and made two rounds of presentations to the local planning commissions. Staff also collected any existing transportation documents that could feed into the updated plan.

In FY17, staff will conduct the following tasks:

1. **Roadway project list:** staff will break this task into four sub-tasks.
 - a. The first step will be assessing the 2010 project list with VDOT staff, to determine what projects are still valid.
 - b. Staff will collect engineering reports and studies on all hot spots, to tweak or draft an updated project list.
 - c. The RTAC will review the draft project list, making additions, deletions, or amendments.
 - d. Staff will work with VDOT to finalize projects and cost estimates.
2. **Prioritization:** staff will enter high priority projects into the prioritization spreadsheet, developed by VDOT. Each locality will have its own prioritized list of projects, which will be vetted with the RTAC and local planning commissions.
3. **Recommendation list:** staff will develop a list of other planning efforts and initiatives (like needed corridor, intersection or speed studies) that will be included in the project list.
4. **Online tools:** staff will develop a permanent webpage for the RLRP, with an online version of the plan that will give officials instant access to data and recommendations.
5. **Multi-modal considerations:** staff will conduct additional transportation efforts that will be rolled into the RLRP document and included into the recommendations/project lists. Those parallel efforts include:
 - a. Coordination with RideShare and JAUNT,
 - b. Development of the Jefferson Area:
 - i. Bike and Pedestrian Plan;
 - ii. Rail and Freight Plan;
 - iii. Bridge Plan; and,
 - iv. Airport assessment
6. **Process:** Staff will work closely with different groups to develop the road project list. Venues will include:
 - a. RTAC meetings;
 - b. Planning commission meetings; and,
 - c. Public meetings

Appendix C: Jefferson Area Bike and Pedestrian Plan, Scope of Work

PURPOSE OF WORK:

The Thomas Jefferson Planning District Commission (TJPDC), which also staffs the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), will develop an update to the *2004 Jefferson Area Bike and Pedestrian Plan*. The updated plan will be integrated into the region's Rural Long Range Plan (RLRP) and the MPO's Long Range Transportation Plan (LRTP). The new *Jefferson Area Bike and Pedestrian Plan* will better prepare and equip the region and its member governments, to select and fund bike and pedestrian improvements.

PRINCIPAL CONTACT

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PROJECT PERIOD:

The project schedule spans 18 months, from January 2017 to June 2018. This timeline allows the TJPDC/CA-MPO to allocate funding from fiscal years 2017 and 2018. The timeline may be amended, in coordination with TJPDC/CA-MPO, VDOT and member localities.

PROJECT FUNDING:

Work on the *Jefferson Area Bike and Pedestrian Plan* will be funded through the MPO and Rural Transportation Program (RTP). By spanning fiscal year 2017 and 2018, staff can allocate additional funds for a larger project budget.

- Under FY17, the budget includes \$xx,xxx, with \$xx,xxx coming from the MPO program and \$xx,xxx from the RTP.
- The FY18 budget consists of \$xx,xxx, with \$xx,xxx from MPO and \$x,xxx from the Rural Program.

The total project budget, over FY17 and FY18, is \$xx,xxx.

OWNERSHIP OF MATERIALS:

The TJPDC/MPO shall retain ownership of all materials, maps, reports, documents, and other work products. However, the Planning Districts member localities, VDOT, and University of Virginia may retain file copies of any or all of these materials for their own use in future reports, publications and marketing materials.

SCOPE OF WORK:

The TJPDC/MPO will perform the work on the Jefferson Area Bike and Pedestrian Plan in accordance with the scope of work, attached as Appendix A.

STAFFING:

The TJPDC/CA-MPO will draw on the expertise from three personnel for this project.

- **Will Cockrell, Project Manager**
Mr. Cockrell will serve as the main point person on the project. He will conduct analysis work and will delegate other tasks to the project team. He will also coordinate with partner agencies and organizations, to development and implement recommendations.

- **Zach Herrman, Task Manager**
Mr. Herrman will manage work on several project tasks and sub-tasks. Among other skills, he specializes in multimodal transportation planning, along with Geographic Information Systems (GIS).
- **Wood Hudson, Support Staff**
Mr. Hudson will provide technical support (GIS, data analysis) and manage QA/QC.
- **Intern, Staff Support**
Interns will support staff with GIS analysis, data collection, drafting document text, and other tasks as needed.
- **Contractor, Website Manager**
The TJPDC/CA-MPO will contract with its web manager to develop online materials and assist with other communications tasks.

INTRODUCTION

In 2004, the Thomas Jefferson Planning District Commission (TJPDC), which also staffs the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), developed the *Jefferson Area Bike and Pedestrian Plan*. The document spanned the MPO and Rural Transportation Programs of the region, establishing a regional vision for bike and pedestrian projects for all four member localities and incorporated towns. The TJPDC's member localities adopted their portions of the plan into their local comprehensive plans. The *Jefferson Area Bike and Pedestrian Plan* also fed into other local, regional and State plans.

In 2016, Virginia has a new process for selecting and funding transportation projects. The new procedures, called Smart Scale (formally House Bill 2), require that applicants collect detailed information on project applications. As opposed to previous years, a locality or region now needs more technical data and detailed project descriptions, in order to score well and receive funding. Additionally, there are several other Federal and State funding sources that require a higher scrutiny of project costs versus benefits.

Given the new funding requirements and scrutiny, the TJPDC/CA-MPO will develop a new regional bike and pedestrian plan, to establish a better way to prioritize and implement bike/pedestrian improvements. The plan will serve as a practical guide for local, regional and State decision-makers. With a targeted audience of officials, the plan will provide detailed guidance to decision-makers and establish a strategic approach to implementing recommendations. The *Jefferson Area Bike and Pedestrian Plan* will not serve as an educational piece or as an advocacy document.

STUDY DETAILS

Since the *Jefferson Area Bike and Pedestrian Plan* will span the rural (RTP) and urban (MPO) areas of the region, it will feed into both regional transportation plans, the RLRP and LRTP. The plan will be a concise policy document, developed for local, regional and State officials. In close coordination with the local governments, the plan will focus on prioritized project lists for bike and pedestrian improvements. The prioritization process will include a scoring system and project costs.

TASKS AND DELIVERABLES:

TJPDC/CAMPO staff will work with its partner State agencies, localities and other partners to undertake the following tasks.

1.0 Define Public Involvement Process

Early in the planning process, staff will identify a detailed public involvement process. While outreach will focus on the MPO area, there will need to be engagement in the rural towns and counties, as well.

SUB-TASK 1.1: BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

An early task will be establishing a Bicycle and Pedestrian Advisory Committee that will serve as an essential center piece to the planning process. The Committee will include expertise to advise on technical and policy matters.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Establish the Bicycle and Pedestrian Advisory Committee; and
- Set expectations, responsibilities, limitations and meeting schedules.

The Bicycle and Pedestrian Advisory Committee will provide guidance and input for:

- Goals and objectives,
- Local government planning,
- Outreach processes,
- Design, and
- Implementation of the final plan.

SUB-TASK 1.2: PUBLIC WORKSHOPS AND MEETINGS

In coordination with the *Bicycle and Pedestrian Advisory Committee*, staff will develop a set of outreach strategies and meetings throughout the region. Public engagement will help to:

- Review current plans;
- Establish objectives and action items;
- Identify community needs; and,
- Identify and examine project priorities.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Develop a public workshop schedule;
- Staff public workshops;
- Present and interact with local officials and decision-makers;
- Establish and maintain online surveys and tools; and,
- Interview stakeholders.

2.0 Set Goals and Objectives

As one of the first process steps, staff will work with the Bicycle and Pedestrian Advisory Committee to develop goals and objectives, which will help guide outcomes and recommendations.

SUB-TASK 2.1: VET GOALS AND OBJECTIVES

In this discussion, staff will vet goals and objectives with the:

- Rural Technical Advisory Committee (RTAC),

- Rural Transportation Council (RTC),
- MPO Technical Committee, and
- Citizen Transportation Advisory Committee (CTAC).

SUB-TASK 2.2: INTEGRATE GOALS AND OBJECTIVES

Throughout the process, staff will integrate the goals and objectives into the planning document, ensuring that all action items are assigned to guiding concepts.

3.0 Establish Performance Measures

In early stages of the planning process, staff will work with its Bicycle and Pedestrian Advisory Committee to establish performance measures, for scoring and prioritizing bike and pedestrian projects. The measures must be designed to integrate with State and Federal funding processes. The bike and pedestrian performance measures will be based on the goals and objectives, established by the Bicycle and Pedestrian Advisory Committee.

SUB-TASK 3.1: DESIGN PERFORMANCE MEASURES

Staff will work with technical members of the Bicycle and Pedestrian Advisory Committee to design performance measures for assessing projects.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Conduct research on best practices for bike and pedestrian prioritization systems;
- Design performance measures that are based on set goals and objectives; and
- Vet the methodology with local and State officials.

The Bicycle and Pedestrian Advisory Committee will:

- Assist with research of bike and pedestrian prioritization systems; and
- Vet the proposed performance measures.

SUB-TASK 3.2: ESTABLISH PRIORITIZATION TOOL

With a performance measurement system set, staff will develop a spreadsheet tool that will apply those measurements to project recommendations.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Develop a performance measurement spreadsheet to assess projects;
 - Evaluate existing bike and pedestrian recommendations with the spreadsheet.
-

4.0 Develop Local and Regional Networks

Development of local and regional networks will be the heart of this planning effort. This task will result in development of target corridors, project lists and evaluation of those options.

SUB-TASK 4.1: INVENTORY EXISTING RECOMMENDATIONS

Several bike and pedestrian planning efforts are on record, as several projects and needs are already vetted in local, regional and State plans. As a starting point for this task, staff will inventory all existing bike and pedestrian recommendations in the region, reviewing the:

- Virginia Outdoors Plan,

- VTrans,
- TJPDC Bike Route 76 Corridor Study,
- CA-MPO North Town Trail
- CA-MPO 2040 Long Range Transportation Plan,
- Charlottesville's 2015 Bicycle and Pedestrian Master Plan,
- Local comprehensive plans,
- Local area plans, and
- Existing corridor studies.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Review all existing transportation-related documents from recent years;
- Map all existing bike and pedestrian recommendations;
- Evaluate all existing bike and pedestrian projects under the adopted performance measures; and
- Calculate project costs for all applicable bike and pedestrian projects from existing plans.

SUB-TASK 4.2: INVENTORY EXISTING CONDITIONS

One of the most time intensive and critical tasks will be examination of existing conditions, including assessments of transportation systems, bike and pedestrian facilities, and origin/destination points. These tasks will require analysis of mapping data, in close partnership with local officials and VDOT. Staff will also collect detailed information on conditions of existing bike and pedestrian facilities, using smart apps and mapping software.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Identify significant activity centers for bicyclists and pedestrians;
- Collect and assess conditions of existing bike and pedestrian facilities;
- Work with VDOT to assess existing roadway systems; and
- Identify any additional roadway improvements.

SUB-TASK 4.3: IDENTIFY AND SELECT POTENTIAL CORRIDORS

By evaluating origin/destination assessments for bicyclists and pedestrians, staff and the Bicycle and Pedestrian Advisory Committee will identify priority corridors for potential improvements.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Identify corridors that connect attractions, origins and destinations;
- Evaluate corridors facility types (bike and pedestrian facilities, as well as on and off-road facilities); and
- Work with the University of Virginia Urban and Environmental Planning Department, which developed a bicycle travel model.

SUB-TASK 4.4: DEVELOPMENT OF PROJECT LISTS AND RECOMMENDATIONS

After evaluating existing conditions and plans, staff will begin to develop an updated project list that meets the needs of localities and the region. Recommendations will include existing projects, as well as newly identified bike and pedestrian improvements.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Establish a list of relevant recommendations from existing plans;
- Work with the public, localities and Bicycle and Pedestrian Advisory Committee to develop new projects;
- Merge previous and new recommendations into a consolidated project list; and
- Evaluate those projects with the adopted performance measures.

SUB-TASK 4.5: IDENTIFY OPPORTUNITIES AND CONSTRAINTS

Once there are draft project lists and assessments, staff will identify opportunities and constraints for bike and pedestrian improvements. Potential factors to project implementation could include: right-of-way, environmental impacts, public support or political will.

RESPONSIBILITIES:

TJPDC/CA-MPO staff, in coordination with the Bicycle and Pedestrian Advisory Committee, will identify opportunities and constraints with:

- Rights-of-way,
- Public and private properties,
- Physical barriers,
- Public support, and
- Political support.

5.0 Identify Potential Support Programs

To ensure implementation of successful bicycle and pedestrian recommendations, additional partners and support groups are needed. These partners will play a critical component with maintain the *Jefferson Area Bike and Pedestrian Plan*, by taking responsibility for education, encouragement and enforcement efforts.

SUB-TASK 5.1: IDENTIFY EDUCATION PROGRAMS

Bicycle and pedestrian education is a component for sustaining community awareness for safety and involvement. Staff will identify partners to help with maintaining education efforts.

SUB-TASK 5.2: IDENTIFY ENCOURAGEMENT PROGRAMS

Active bicycle and pedestrian facilities bring multiple benefits to communities and their transportation systems. Part of increasing this activity is encouraging people to take alternative approaches to transportation. Staff will identify partners to help with maintaining an encouragement program.

SUB-TASK 5.3: IDENTIFY ENFORCEMENT LAWS AND ORDINANCES

Enforcement of existing laws is another aspect to improvement bike and pedestrian environments. Staff will work with local law enforcement offices to assess opportunities to enforce bike and pedestrian-related requires. Staff will also work with local and State officials to identify new laws and ordinances to improve bike and pedestrian environments.

6.0 Develop Implementation Strategies

To avoid the “plan on a shelf” effect, staff and the Bicycle and Pedestrian Advisory Committee will develop detailed implementation strategies for projects and other recommendations in the plan. The process will identify responsibility for implementing recommendations, costs and funding sources.

SUB-TASK 6.1: IDENTIFY RESPONSIBLE ORGANIZATIONS TO ENACT PLAN

For action items to be implemented, there must be accountability and identification of responsible parties. For all projects and recommendations, there will be a list of responsible parties and timelines.

RESPONSIBILITIES:

TJPDC/CA-MPO staff and the Bicycle and Pedestrian Advisory Committee will:

- Work with local and State officials, as well as other stakeholders, to identify responsible parties for all projects and recommendations;
- Develop a detailed timetable for implementing recommendations, in agreement with all responsible organizations; and
- Maintain a permanent group for updating and evaluating the project list, on an annual basis.

SUB-TASK 6.2: DETAIL APPROPRIATE COSTS FOR ENACTING PLAN

For a practical planning effort, costs are critical for prioritizing projects, programs and other efforts. Throughout the process, staff will develop cost estimates and evaluation cost/benefit analysis.

RESPONSIBILITIES:

TJPDC/CA-MPO staff and the Bicycle and Pedestrian Advisory Committee will:

- Work technical Committee members to identify project costs;
- Work with policy Committee members to identify program and policy costs;
- Develop cost estimates for all recommendations; and
- Create a timetable for implementing recommendations, based on expected resources.

SUB-TASK 6.3: IDENTIFY FUNDING SOURCES

With a list of costs, staff will develop a list of funding sources for implementing all recommended projects and programs.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Work with State agencies to identify funding sources and requirements;
- Assign funding options for all recommended projects and programs;
- Develop a timetable for applying for the various funding sources.

SUB-TASK 6.4: PRIORITIZE PROJECTS

Using the adopted performance measures, staff will prioritize the project list, through a cost/benefit analysis.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Enter and score bike and pedestrian projects, through the adopted performance measures;
- Vet the prioritized list with the Bicycle and Pedestrian Advisory Committee, as well as local, State and TJPDC/MPO officials.
- Develop a finalized project list and recommendations, based on the prioritization process.

7.0 Create and Adopt Final Plan

The planning document will be the main deliverable of this process, although data and other online tools may serve as added deliverable. Staff will develop a concise document that will address bike and pedestrian needs across the entire six-locality region.

SUB-TASK 7.1: DEVELOP THE FINAL PLAN

Staff will work with the Bicycle and Pedestrian Advisory Committee to write and format a final plan. While the TJPDC/CA-MPO will engage local and State officials throughout the process, staff will make final presentations to local and regional bodies for final approval.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Write and format a final plan;
- Make presentations to local officials; and
- Receive final approval from the TJPDC and MPO Policy Boards.

SUB-TASK 7.2: INTEGRATE INTO LOCAL AND REGIONAL PLANS

While the *Jefferson Area Bicycle and Pedestrian Plan* is a standalone document, it will also be incorporated into other local and regional plans.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Work with local officials to incorporate applicable recommendations and project lists into their comprehensive plans;
- Request that the TJPDC integrate the *Jefferson Area Bicycle and Pedestrian Plan* into the RLRP; and
- Request that the MPO Policy Board integrate the *Jefferson Area Bicycle and Pedestrian Plan* into the LRTP.

SUB-TASK 7.3: PRODUCE ONLINE MAP

Staff will utilize access to ArcGIS Online to produce an online map. This map will be accessible to TJPDC/CA-MPO localities.

RESPONSIBILITIES:

TJPDC/CA-MPO staff will:

- Upload project geodatabase to TJPDC ArcGIS online account.

For any additional questions about this scope of work, please contact Will Cockrell, at wcockrell@tjpd.org or (434) 422-4823.