



River Concept Plan: Scope of Work

This document provides clear tasks, budgeting assumptions and scheduling for development of the Phase II Concept Plan. The following also reaffirms the planning process for the Rivanna River Planning Initiative and the ultimate deliverable, development of a Rivanna River Master Plan.

Rivanna River Planning Initiative: Phase II

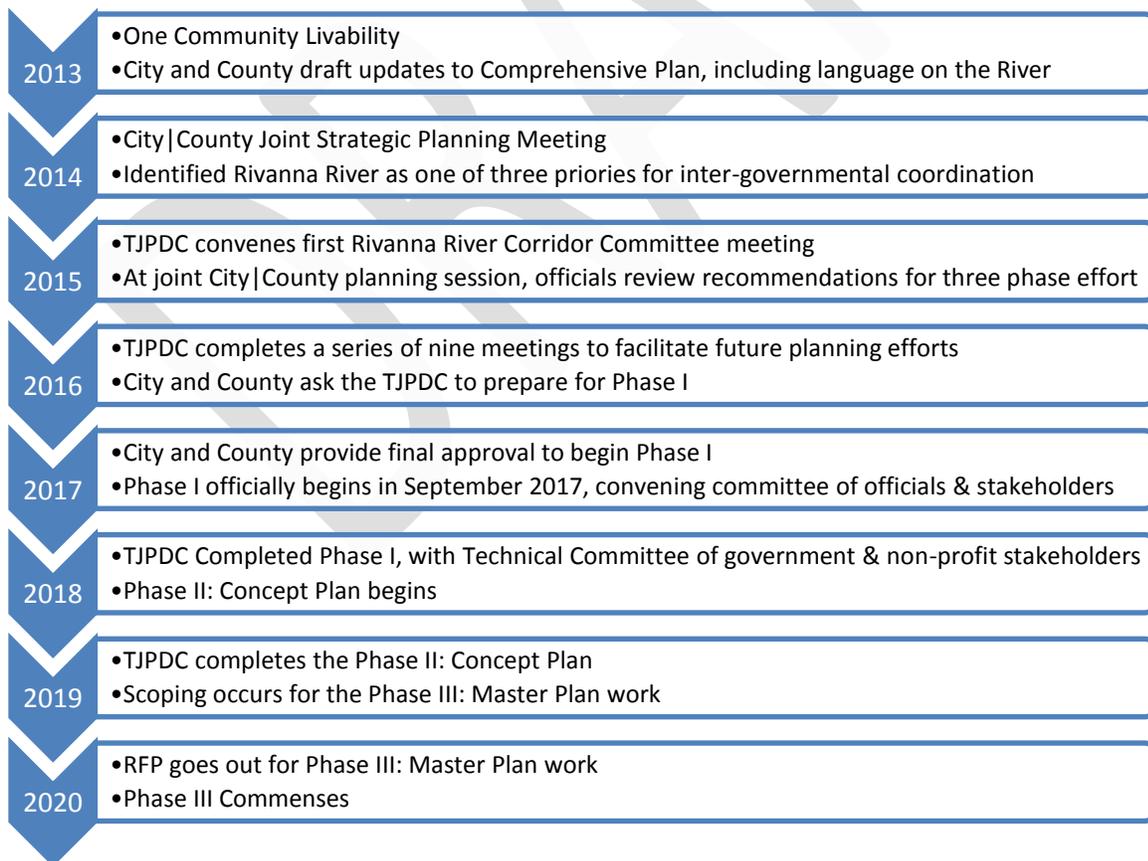
River Concept Plan: Scope of Work

PURPOSE:

The Rivanna River Planning Initiative is a joint effort between the City of Charlottesville and Albemarle County, along with other stakeholders, to develop a vision and action plan for the Rivanna River. The purpose of this document is to provide clear tasks, budgeting assumptions and scheduling for development of a Concept Plan, in Phase II of the Rivanna River Planning Initiative.

BACKGROUND:

In recent years, local officials and stakeholders began to refocus on the Rivanna River, as a natural and community asset. In 2013, the TJPDC managed the One Community effort, to create a more livable region through regional coordination. In 2014, Charlottesville and Albemarle held a joint Strategic Planning Meeting, where officials identified the Rivanna River as a top priority for inter-governmental coordination. The localities requested that the TJPDC convene an appointed group of elected officials, planning commissioners, staff and non-profits to begin joint planning discussions around common sections of the Rivanna River. There were nine subsequent meetings with these stakeholders, to discuss a variety of topics and recommendations for how to move forward. In 2015, The TJPDC presented these recommendations at a City-County joint planning session. In 2016, the City and County approved the concept to move forward with the first of a three-phase Rivanna River Planning Initiative.



Phase I: Existing Conditions Completed

Phase I focused on developing the necessary foundation, structure, and information to lay the ground work for the Phase II work, development of a Concept Plan. There were five deliverables for Phase I:

1. **Maps:** Set of corridor maps highlighting environmental, historical, cultural, recreational and planning related resources
2. **Website:** Project website with corridor maps, information about the committees, and a public engagement portal (<http://tjpd.org/rivannacorridor/>)
3. **Committees:** Creation of Technical and Steering Committees
4. **Report:** Phase I Final Report, describing mapping and data gathering
5. **Scope of Work:** Proposal for Phase II scope of work

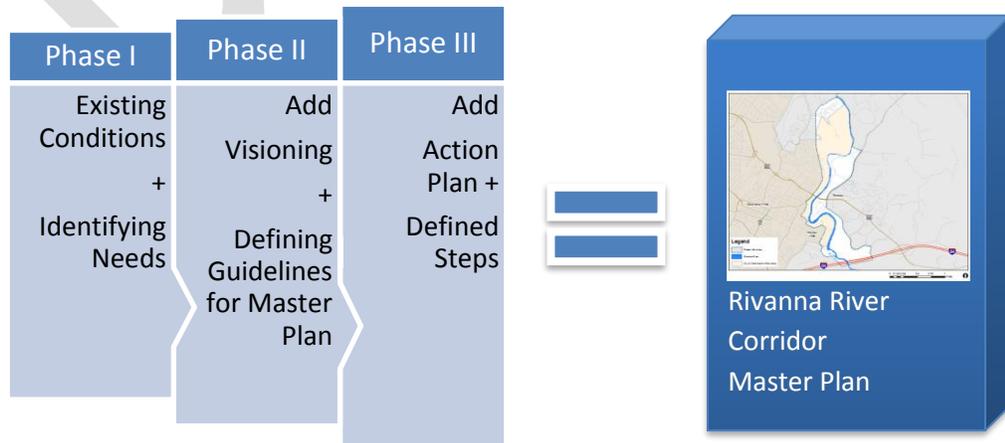
Completion of this Phase II Scope of Work officially marks the end of Phase I.

RIVANNA RIVER PLANNING INITIATIVE:

The larger River Planning Initiative consists of three phases.

RIVANNA RIVER PLANNING INITIATIVE			
PHASE	PURPOSE	OUTCOME	STATUS
River Committee	Assemble stakeholders to define a strategy and process for greater coordination	Concept for Initiative	Completed
Phase I	Gathering data and creating maps on existing conditions to determine areas of study	Existing Conditions Inventory and Plan for Phase II	Completed
Phase II	Developing vision and guiding principles to direct the Phase III work	Concept Plan (Vision Statement & Guiding Principles)	2018 – 2019
Phase III	Incorporating the Phase I: Existing Conditions and Phase II: Concept Plan into a detailed, designed Master Plan	Rivanna River Master Plan	2019 – 2020

Master Plan Components



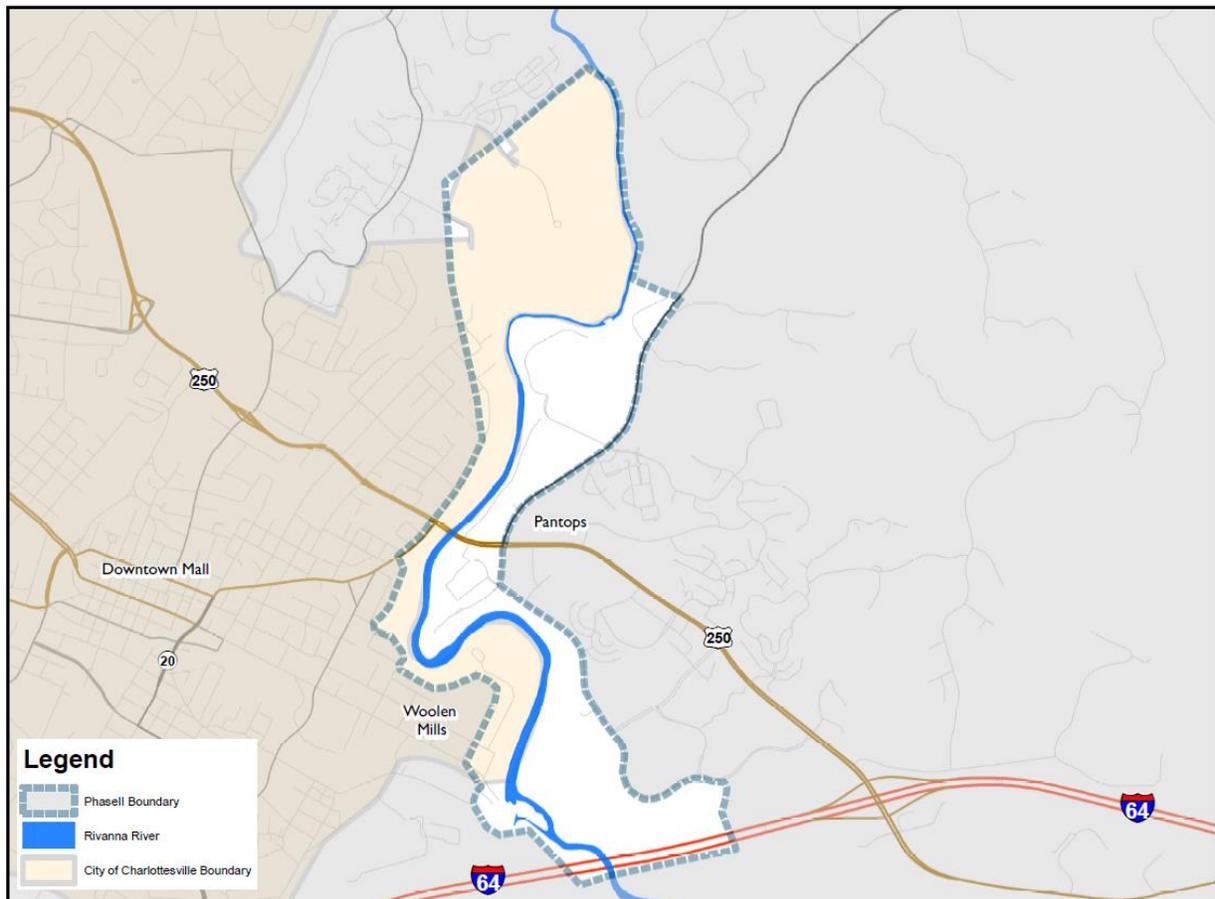
GOALS AND OBJECTIVES:

Phase II will result in a conceptual planning document, which with a clear vision and draft recommendations for Phase III consideration. The overall initiative aims to:

- **Livability:** Coordinate both localities and other stakeholders, to foster a cleaner, safer, and more livable waterway;
- **Investment:** Serve as a catalyst for future economic investment within the corridor;
- **Capital:** Identify public capital in recreation facilities and infrastructure;
- **Policies:** Inform any needed updates to City and County policies;
- **Laws:** Identify needed changes in local ordinances and codes;
- **Programs:** Guide the development of local programs designed to preserve environmental and historic river resources, while fostering future investment;
- **Cooperation:** Improve cooperation between the City of Charlottesville and Albemarle County.

PROPOSED PROJECT AREA:

Properties that adjoin the Rivanna River on both sides, from Darden Towe Park, south to Interstate 64 (see map below for reference).



PHASE II – KEY DELIVERABLES:

Through Phase I, the Technical Committee identified components of the Phase II: Concept Plan:

- **Unified Vision:** The Concept Planning process will create a holistic vision for the various community elements in the corridor, incorporating: parks and recreation, economic development, land use, historic preservation, transportation, and the environmental resources.
- **Guiding Principles:** The Concept Plan will include Guiding Principles, serving to direct development of a final Master Plan.
- **Paired Map:** An Official Map will illustrate the Concept Plan, showing locations for preservation, capital investments (in recreational facilities and transportation), private investment, land use changes and river restoration.
- **Master Plan Scope:** A detailed scope of work, based on the Unified Vision and Guiding Principles, will define the Phase III process.
- **Public Outreach:** A comprehensive and inclusive public engagement process, with detailed documentation of the process.
- **Concise Version:** A concise version of the plan will serve as an easy guide for decision-makers.

STAFFING:

To accomplish Phase II of the Rivanna River Corridor Planning, the TJPDC will draw on the expertise of several staffers for this project. The Planning District conducted a capacity analysis and affirmed that there is ample staffing to ensure a successful process. TJPDC staff will serve as the project lead and work collaboratively with the River Steering and Technical Committees.

TJPDC Roles

- Serve as project manager of the Phase II MOU
- Assemble and manage meetings of the Steering and Technical Committee
- Facilitate inter-jurisdictional communication throughout Phase II, to achieve consensus
- Manage and document project funds
- Update and maintain the existing webpage for Phase II
- Design and facilitate public outreach efforts
- Develop materials and deliverables
- Assist with the review and approval of the Concept Plan

Project Team

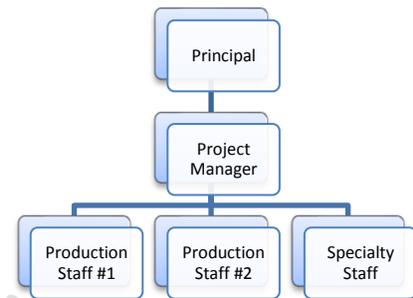
The TJPDC project team will consist of a full-time Project Manager with a Principal staffer providing oversight. Two production staff, as well as any specialty positions, will report directly to the Project Manager.

Project Principal

- Monitoring the scope and budget
- Setting overall direction for the process
- Providing guidance and direction to the project manager
- Assisting with project deliverables, as needed
- Attending meetings, as needed
- Providing any additional assistance to the project manager

Project Manager

- Implementing the overall direction for the process
- Coordination and management of production staff
- Attending and managing project meetings
- Delegating tasks and responsibilities
- Assembling deliverables, delegating whenever possible
- Coordinating with local stakeholders



Production Staffers

- Developing materials on budget and on schedule
- Clearly and actively communicating with the project manager
- Proactively bringing up concerns or issues as they arise

Specialist Staff

Communications or transportation staff may assist, as needed.

OTHER RESPONSIBLE PARTIES:

Other officials and stakeholders will be involved and active throughout the process.

Albemarle County and City of Charlottesville

- Appropriate and contribute funding to be included as the local contribution to the project costs of Phase II
- Provide representatives, assistance and guidance to the Steering and Technical Committees
- Review and comment on deliverables, when completed
- Provide data and other requested information, in a timely manner
- Provide a staff liaison to coordinate work with concurrent planning efforts, such as the Pantops Area Plan process

River Steering Committee

- Continue operation from Phase I
- Provide clear guidance to the Project Team on process and deliverables
- Assist with securing political support for the Master Plan and Phase III implementation

River Technical Committee

- Continue operation from Phase I
- Provide detailed feedback on data, mapping, analysis, findings and recommendations
- Recommend adjustments to public engagement strategies
- Ensure that work is consistent with any existing or ongoing efforts within the region



TASKS:

Task 1: Project Management

Estimated Cost: \$7,700

Any inter-jurisdictional planning effort requires additional project management resources. Project management will need to coordinate with multiple funders and with a diverse array of stakeholders. This requires hours to: maintaining the project scope; invoicing funders; coordinating with local media; and, managing project resources.

Sub-Tasks, Section 1:

- *Task 1a:* Development and management of the *Project Scope of Work*
- *Task 1b:* Financial management of invoices and project resources
- *Task 1c:* Regular communication with local staff and officials
- *Task 1d:* Management of planning processes
- *Task 1e:* Development and maintenance of communications strategies with localities, public, stakeholders and media

Task 2: Phase I Presentations

Estimated Cost: \$6,500 – Match with TJPDC Funds

With Phase I work completed, staff will present findings to local officials, stakeholders and public. Presentations of Phase I work will serve as an orientation for development of Phase II deliverables. This will be an opportunity for the public to engage with project team members and to learn about the Phase I process. Presentations will also serve as official kick-off to the Phase II planning process.

Sub-Tasks, Section 2:

- *Task 2a:* Present Phase I findings at the September 2018, Rivanna River Day event
- *Task 2b:* Hold a steering committee meeting to review the Phase I report and kick-off Phase II
- *Task 2c:* Update the project website, with interactive platforms for Phase I maps, and forward links to river stakeholders
- *Task 2d:* Hold a public forum, presenting Phase I materials, as a kickoff community meeting

Task 3: Benchmarking

Estimated Cost: \$12,000

The Project Team, in partnership with the Technical Committee, will conduct benchmarking with peer communities. Benchmarking tasks will include research, communication with peer communities, conference calls with those communities, and one site visit. A preliminary list of peer communities includes two Virginia cities (Roanoke and Richmond), as well as Greenville, SC. The Project Team with work with Technical Committee members to select the site visit location.

Sub-Tasks, Section 3:

- *Task 3a:* Meet with the Technical Committee, to develop a list of peer communities and identify a site visit location



- *Task 3b:* Develop research on peer communities, to identify best practices for Master Planning in smaller river corridors
- *Task 3c:* Hold conference calls with peer communities, to obtain more detail on their river planning efforts and conditions
- *Task 3d:* Schedule and hold an on-site visit with one peer community, to include TJPDC staff and Technical Committee members
- *Task 3e:* Develop a best practices report, based on research and peer community interactions
- *Task 3f:* Present the best practices report to the full Steering Committee and other applicable groups

Task 4: Existing Conditions

Estimated Cost: \$3,400

The Project Team and Committees developed an extensive inventory of existing conditions within the river corridor. In the final Technical Committee meeting, stakeholders identified the need for additional data collection. In this task, the Project Team will supplement Phase I data with additional inventory work. Staff will: allocate existing local data; conduct new analysis on that data; and, collect new data through community meetings.

Sub-Tasks, Section 4:

- *Task 4a:* Review the Phase I data and determine where additional information is needed
- *Task 4b:* Identify any additional data collection needs
- *Task 4c:* Update maps with additional data collection
- *Task 4d:* Finalize the existing conditions element, to feed into the Phase III: Master Plan

Task 5: Vision Development

Estimated Cost: \$5,000

The vision development task set focuses on developing the Unified Vision and Guiding Principles, essential to the project mission for a subsequent Master Plan. The visioning task will include multiple topical areas: parks and recreation, economic development, land use, historic preservation, transportation, and environmental resources. The vision should also include opportunities for pedestrian, bicycle, and transit crossings over the Rivanna. These Guiding Principles will help steer the Master Planning process.

Sub-Task: Section 5:

- *Task 5a:* Conduct three Technical Committee work sessions, focused on developing and refining the Guiding Principles
- *Task 5b:* Develop a draft Vision Statement for the Rivanna River Corridor
- *Task 5c:* Vet the vision statement at community events, as defined in the Community Engagement Plan
- *Task 5d:* Hold a Steering Committee meeting to finalize the Vision Statement and Guiding Principles, based on Technical Committee guidance and public feedback

Task 6: Community Engagement

Estimated Cost: \$22,000

Feedback from the community will be vital during the planning process. The existing Phase I project webpage will be updated and maintained throughout the planning process with project meeting dates and relevant information. An interactive wiki map will be housed on the project webpage to further the community engagement efforts. This will be supplemented by an online survey to collect information and feedback from City and County residents.

Sub-Tasks: Section 6:

- *Task 6a:* Develop and maintain a Community Engagement Plan
- *Task 6b:* Update and maintain the project webpage, providing marketing efforts to direct stakeholder and the public to online resources
- *Task 6c:* Develop an interactive map that will enable residents and stakeholders to post comments and identify priority areas along the corridor
- *Task 6d:* Develop a concise online survey to solicit feedback on priority areas from residents, property owners and businesses
- *Task 6e:* Develop a report and analysis of all survey and online responses
- *Task 6f:* Dedicate one Technical Committee meeting to review of survey results
- *Task 6g:* Present or display at existing community meetings, which as the Pantops CAC meetings and City Neighborhood Association meetings
- *Task 6h:* Conduct small-scale meetings with HOAs, property owners, Chambers of Commerce and other groups
- *Task 6i:* Design and conduct two community forums, focused on visioning and subsequent recommendations
- *Task 6j:* Conduct a final community presentation of the final Phase II report

Task 7: Phase III Scoping

Estimated Cost: \$7,000

With Phase I: Existing Conditions and Phase II: Concept Plan, there should be clear guidance for the Phase III: Master Planning effort. The Concept Plan will include the Unified Vision and Guiding Principles for the Final Plan. For a successful Master Plan, staff and the project committees will need to craft a detailed scope of work for Phase III.

Sub-Tasks, Section 7:

- *Task 7a:* The plan will identify properties that are ideal and desired for reinvestment and identify specific strategies for (re)developing those areas
- *Task 7b:* The plan will identify potential capital improvements, for further study
- *Task 7c:* Staff and the project committees will draft a Phase III scope of work.
- *Task 7d:* The community will identify any other actions that will meet their vision and goals.



Task 8: Development of Concept Plan

Estimated Cost: \$8,000

Feedback from the preceding tasks in the planning process will be integrated to develop the final document, or concept plan, including specific action items identified in task 5. TJPDC staff, in coordination with the technical and steering committees, will prepare the draft and final elements of the document.

Sub-Tasks, Section 8:

- *Task 8a:* Assemble all applicable materials into draft chapters of the Concept Plan – done in pieces throughout the process
- *Task 8b:* Develop the draft Concept Plan, in coordination with the Technical Committee
- *Task 8c:* Hold at least one Steering Committee meeting to review the draft Master Plan
- *Task 8d:* Assemble any amendments to the draft Concept Plan
- *Task 8e:* Facilitate review and approval of the final Concept Plan by local bodies

BUDGET

Estimated Cost: \$75,000 – Project Match \$6,500= \$69,000 Net Budget

The attached budget shows a gross of \$75,000 in expenses. This includes \$72,000 in indirect costs (staffing) and \$3,500 in direct expenses, such as travel and printing. The TJPDC will match, with \$6,500.

The net budget is \$69,000, from local funds.

PROJECT SCHEDULE

The project schedule is attached. The assumed start date is January 1st, 2019, with an end date of December 31st, 2019. The December deadline will mark completion of:

- The Unified Vision
- Guiding Principles
- Concept Plan
- Phase III Scope of Work

Task	Description	Principal		Manager		Production #1		Production #2		Specialist		Subcontract	TJPDC	Total Expense
		Hours	Expense	Hours	Expense	Hours	Expense	Hours	Expense	Hours	Expense	Expense	Hours	
Project Management														
1a	Scope of Work: Development & Management	1	\$ 140.37	12	\$ 840.84	2	\$ 104.02	2	\$ 104.02	0	\$ -	\$ -	17	\$ 1,189.25
1b	Financial Management	0	\$ -	6	\$ 420.42	0	\$ -	0	\$ -	0	\$ -	\$ -	6	\$ 420.42
1c	Regular Communication	2	\$ 280.74	16	\$ 1,121.12	16	\$ 832.16	16	\$ 832.16	8	\$ 547.92	\$ -	58	\$ 3,614.10
1d	Management of Planning Process	2	\$ 280.74	24	\$ 1,681.68	0	\$ -	0	\$ -	0	\$ -	\$ -	26	\$ 1,962.42
1e	Communications Strategies: Development	0	\$ -	8	\$ 560.56	0	\$ -	0	\$ -	0	\$ -	\$ -	8	\$ 560.56
	Total:	5	\$ 701.85	66	\$ 4,624.62	18	\$ 936.18	18	\$ 936.18	8	\$ 547.92	\$ -	115	\$ 7,746.75
Phase I Presentation														
2a	Rivanna River Day Event: September	4	\$ 561.48	4	\$ 280.28	4	\$ 208.04	4	\$ 208.04	0	\$ -	\$ -	16	\$ 1,257.84
2b	Steering Committee Review	2	\$ 280.74	2	\$ 140.14	4	\$ 208.04	4	\$ 208.04	0	\$ -	\$ -	12	\$ 836.96
2c	Project Website	0	\$ -	4	\$ 280.28	8	\$ 416.08	5	\$ 260.05	5	\$ 342.45	\$ 500.00	22	\$ 1,798.86
2d	Public Forum	2	\$ 280.74	8	\$ 560.56	16	\$ 832.16	16	\$ 832.16	2	\$ 136.98	\$ -	44	\$ 2,642.60
	Total:	8	\$ 1,122.96	18	\$ 1,261.26	32	\$ 1,664.32	29	\$ 1,508.29	7	\$ 479.43	\$ 500.00	94	\$ 6,536.26
Benchmarking														
3a	Technical Committee Work Sessions	2	\$ 280.74	2	\$ 140.14	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	20	\$ 1,253.04
3b	Refinement of Peer Communities List	0	\$ -	4	\$ 280.28	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	20	\$ 1,112.44
3c	Conference Calls with Peer Communities	0	\$ -	6	\$ 420.42	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	22	\$ 1,252.58
3d	On-site Visit	16	\$ 2,245.92	16	\$ 1,121.12	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	64	\$ 5,031.36
3e	Best Practices Report	0	\$ -	4	\$ 280.28	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	36	\$ 1,944.60
3f	Presentation of Best Practices	2	\$ 280.74	2	\$ 140.14	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	20	\$ 1,253.04
	Total:	20	\$ 2,807.40	34	\$ 2,382.38	64	\$ 3,328.64	64	\$ 3,328.64	0	\$ -	\$ -	182	\$ 11,847.06
Existing Conditions														
4a	Review of Phase I Data	0	\$ -	2	\$ 140.14	8	\$ 416.08	4	\$ 208.04	0	\$ -	\$ -	14	\$ 764.26
4b	Identify Additional Data Collection	0	\$ -	4	\$ 280.28	4	\$ 208.04	4	\$ 208.04	0	\$ -	\$ -	12	\$ 696.36
4c	Update Mapping	0	\$ -	2	\$ 140.14	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	18	\$ 972.30
4d	Finalize Existing Conditions Element	0	\$ -	2	\$ 140.14	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	18	\$ 972.30
	Total:	0	\$ -	10	\$ 700.70	28	\$ 1,456.28	24	\$ 1,248.24	0	\$ -	\$ -	62	\$ 3,405.22
Vision Development														
5a	Draft Guiding Principles	0	\$ -	4	\$ 280.28	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	36	\$ 1,944.60
5b	Draft Vision Statement	0	\$ -	2	\$ 140.14	8	\$ 416.08	4	\$ 208.04	0	\$ -	\$ -	14	\$ 764.26
5c	Vetting of Vision and Principles	0	\$ -	2	\$ 140.14	16	\$ 832.16	8	\$ 416.08	0	\$ -	\$ -	26	\$ 1,388.38
5d	Approval of Vision and Principles	2	\$ 280.74	2	\$ 140.14	4	\$ 208.04	4	\$ 208.04	0	\$ -	\$ -	12	\$ 836.96
	Total:	2	\$ 280.74	10	\$ 700.70	44	\$ 2,288.44	32	\$ 1,664.32	0	\$ -	\$ -	88	\$ 4,934.20
Community Engagement														
6a	Community Engagement Plan	0	\$ -	8	\$ 560.56	2	\$ 104.02	2	\$ 104.02	8	\$ 547.92	\$ -	20	\$ 1,316.52
6b	Project Website	0	\$ -	8	\$ 560.56	8	\$ 416.08	8	\$ 416.08	8	\$ 547.92	\$ 1,000.00	32	\$ 2,940.64
6c	Interactive Mapping	0	\$ -	2	\$ 140.14	16	\$ 832.16	8	\$ 416.08	0	\$ -	\$ -	26	\$ 1,388.38
6d	Online Survey	0	\$ -	2	\$ 140.14	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	34	\$ 1,804.46
6e	Analysis of Community Responses	0	\$ -	2	\$ 140.14	24	\$ 1,248.24	16	\$ 832.16	0	\$ -	\$ -	42	\$ 2,220.54
6f	Technical Committee Meetings	2	\$ 280.74	4	\$ 280.28	8	\$ 416.08	8	\$ 416.08	0	\$ -	\$ -	22	\$ 1,393.18
6g	Presentations to Community Groups	0	\$ -	8	\$ 560.56	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	40	\$ 2,224.88
6h	Small-Scale Meetings with Community Groups	2	\$ 280.74	8	\$ 560.56	24	\$ 1,248.24	24	\$ 1,248.24	0	\$ -	\$ -	58	\$ 3,337.78
6i	Two Community Forums	2	\$ 280.74	8	\$ 560.56	24	\$ 1,248.24	24	\$ 1,248.24	8	\$ 547.92	\$ -	66	\$ 3,885.70
6j	Final Community Presentation	2	\$ 280.74	2	\$ 140.14	8	\$ 416.08	8	\$ 416.08	4	\$ 273.96	\$ -	24	\$ 1,527.00
	Total:	8	\$ 1,122.96	52	\$ 3,643.64	146	\$ 7,593.46	130	\$ 6,761.30	28	\$ 1,917.72	\$ 1,000.00	364	\$ 22,039.08
Phase III Scoping														
7a	Identification of Investment Areas	0	\$ -	4	\$ 280.28	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	36	\$ 1,944.60
7b	Identify Potential Capital Improvements	0	\$ -	4	\$ 280.28	16	\$ 832.16	16	\$ 832.16	8	\$ 547.92	\$ -	44	\$ 2,492.52
7c	Phase III Scope of Work	0	\$ -	16	\$ 1,121.12	4	\$ 208.04	4	\$ 208.04	0	\$ -	\$ -	24	\$ 1,537.20
7d	Next Steps	0	\$ -	8	\$ 560.56	4	\$ 208.04	4	\$ 208.04	2	\$ 136.98	\$ -	18	\$ 1,113.62
	Total:	0	\$ -	32	\$ 2,242.24	40	\$ 2,080.40	40	\$ 2,080.40	10	\$ 684.90	\$ -	122	\$ 7,087.94
Development of Concept Plan														
8a	Assembly of Plan Chapters	0	\$ -	2	\$ 140.14	16	\$ 832.16	16	\$ 832.16	0	\$ -	\$ -	34	\$ 1,804.46
8b	Development of Draft Concept Plan	0	\$ -	4	\$ 280.28	24	\$ 1,248.24	24	\$ 1,248.24	0	\$ -	\$ -	52	\$ 2,776.76
8c	Steering Committee Review	0	\$ -	2	\$ 140.14	4	\$ 208.04	4	\$ 208.04	0	\$ -	\$ -	10	\$ 556.22
8d	Reworking of the Draft	0	\$ -	8	\$ 560.56	16	\$ 832.16	8	\$ 416.08	0	\$ -	\$ -	32	\$ 1,808.80
8e	Facilitation of Final Approval	2	\$ 280.74	4	\$ 280.28	4	\$ 208.04	4	\$ 208.04	4	\$ 273.96	\$ -	18	\$ 1,251.06
	Total:	2	\$ 280.74	20	\$ 1,401.40	64	\$ 3,328.64	56	\$ 2,912.56	4	\$ 273.96	\$ -	146	\$ 8,197.30
	Totals:	45	\$ 6,316.65	242	\$ 16,956.94	436	\$ 22,676.36	393	\$ 20,439.93	57	\$ 3,903.93	\$ 1,500.00	1173	

Indirect Costs:	\$ 71,793.81
Direct Costs:	\$ 3,500.00
Travel	\$ 500.00
Lodging	\$ 1,000.00
Online Mapping	\$ 1,000.00
Printing	\$ 1,000.00
Match (RRBC)	\$ (6,536.26)
Gross Expenses	\$ 75,293.81
Net Budget:	\$ 68,757.55

