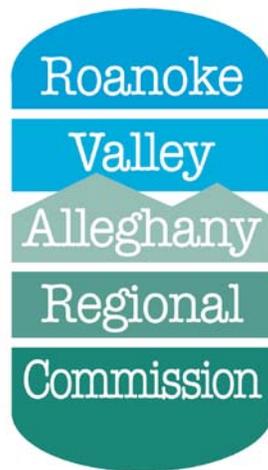


FY 2011
Rural Transportation Planning Assistance Program
SCOPE OF WORK
for the
Roanoke Valley-Alleghany Regional Commission
(July 1, 2010 – June 30, 2011)



Approved by the Roanoke Valley-Alleghany Regional Commission – April 22, 2010

Prepared by the Roanoke Valley-Alleghany Regional Commission staff through a cooperative process involving the city of Covington, the town of Clifton Forge, the counties of Botetourt, Craig, Franklin and Roanoke, the Virginia Department of Transportation, and the Federal Highway Administration.

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FY 2011 Rural Transportation Planning Assistance Program - Scope of Work Program Management and Activities, and Budget

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INTRODUCTION

The Virginia Department of Transportation (VDOT) has allocated part of the State Planning and Research (SPR) money made available under the Transportation Equity Act for the 21st Century (TEA-21) and continued under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) to provide transportation planning *assistance* for non-urbanized portions of the State, including those within the Roanoke Valley-Alleghany region. These programs 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 to be used in cooperation with the Department of Transportation and Commonwealth of Virginia, for transportation planning as required by Section 135, Title 23, U.S. Code. These federal funds provide 80% financing and require 20% local match.

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

- Review of statewide transportation plans and compilation of local government comments relative to plan updates.
- Review of the annual Statewide Transportation Improvement Program.
- Development of regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board.
- Identification of major regional issues pertaining to transportation safety, road capacity, and accessibility.
- Identification of methods to expand and enhance transit services and to increase the use of such services.

In addition, the scope of 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 this document are based upon 23 U.S.C. 307(c), State Planning and Research.

Agencies and/or governments participating in the selection of projects for the Rural Transportation Planning Assistance Program – Scope of Work include the Federal Highway Administration, the Virginia Department of Transportation, the Town of Clifton Forge, the City of Covington, and the counties of Alleghany, Botetourt, Craig, Franklin and Roanoke.

I. PROGRAM ADMINISTRATION

A. Rural Transportation Program Management

Description: This activity includes all ongoing department-wide management and administrative activities, not attributable to specific program activities. There are two objectives for this work 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 will be a well functioning transportation program.

- Preparation of Commission and Rural Transportation Technical Committee (RTC) agendas, notices, minutes and memorandums.
- Preparation of quarterly financial progress reports.
- Purchase of professional reports, materials, equipment, and services as needed to assist staff in work activities.

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, 2009 to June 30, 2010). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable End Product: The *FY 2010 Rural Transportation Planning Assistance Program – Scope of Work*, which documents the activities to be accomplished by the Roanoke Valley-Alleghany Regional Commission staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

II. PROGRAM ACTIVITIES

A. Rural Long-Range Transportation Plan

Description: The purpose of this project is to create a regional long-range plan in the rural portion of the Roanoke Valley-Alleghany Regional Commission (RVARC) to complement the long-range transportation plan developed by the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) 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) for the RVARC. It is anticipated the plan for the RVARC region will be completed in early FY 2011, pending products from VDOT’s consultant team and consequent public meetings and hearings.

Deliverable End Product: 1.) Complete any unfinished tasks and deliverables from Phase 4 of the Rural Long Range Plan development process; 2.) Coordinate the review of draft plan recommendations and plan elements with the Rural Technical Committee; 3.) Coordinate and assist with the public and stakeholder involvement process; and 4.) Work with the Regional Commission Board to secure formal adoption/approval of the Rural Long Range Transportation Plan.

B. VTRANS Regional Performance Measures Data Collection

Description: Assist VDOT with the collection of data relevant to VTRANS 2035 performance measures. Pursuant to § 33.1-23.03, VTRANS shall include quantifiable performance measures and achievable goals relating to, but not limited to, congestion reduction and safety, transit and high-occupancy vehicle facility use, job-to-housing ratios, job and housing access to transit and pedestrian facilities, air quality, movement of freight by rail, and per capita vehicle miles traveled.

Deliverable End Product: Collect and report data requested by VDOT.

C. Coordinate Local Review of Statewide Plans and Maps

Description: Assist VDOT in coordinating local review of Virginia’s draft Bike and Trail Map, park and ride lots (current and proposed), of data and information related to Virginia’s Statewide Multimodal Freight Study.

Deliverable End Product: Collect and report data requested by VDOT.

D. Alleghany and Craig Counties and the Town of Clifton Forge Comprehensive Plan Updates – Transportation Element.

Description: Assist Alleghany County and the Town of Clifton Forge with updates of their Comprehensive Plans. The Rural Transportation Planning Assistance Program will be used to fund work on the transportation element of the plan, which will minimally contain information as required in the Code of Virginia.

Deliverable End Product: Transportation element of the Alleghany County and the Town of Clifton Forge Comprehensive Plans, including maps and data on all modes of transportation (as specified in the Code of Virginia).

E. Route 40 Corridor Plan (Franklin County) - Phase II

Description: Land within the Route 40 corridor, from Rocky Mount to the Pittsylvania County line, is starting to be developed at an increasing rate and Franklin County would like to develop a plan for the corridor in order to properly guide and accommodate it. The Regional Commission will assist Franklin County to develop a Route 40 Corridor Plan that has land use and transportation recommendations for distinct districts along the corridor. Franklin County staff will coordinate all public involvement and presentations to the Planning Commission and Board of Supervisors. This Plan will be adopted by the Franklin County Board of Supervisors as an amendment to the Comprehensive Plan. VDOT rural transportation funding will be used for the transportation-related aspects of the plan, while Regional Commission local funds will be used to support planning of other components.

Deliverable End Product: Route 40 Corridor Study containing: 1.) Existing and Future Conditions Data, 2.) Mapping; 3.) Future development alternatives; 4.) Land use, design, transportation, access management recommendations.

F. Feasibility Studies – Craig County

Description: Develop separate feasibility studies for transit and greenway development for Craig County. The Transit Feasibility Study will be largely completed by a consultant under contract with the Department of Rail and Public Transportation. The Regional Commission will be the lead contact for the study, provide local data and mapping, and coordinate all meetings and hearings.

The Regional Commission will also develop a New Castle Greenway Feasibility Study for a proposed greenway that will connect downtown New Castle with an existing greenway in the County.

Deliverable End Product: 1.) Transit Feasibility Study, 2.) Craig/New Castle Greenway Feasibility Study including conceptual route plan, cost estimates, and implementation opportunities.

G. Appalachian Trail Count Study – Craig County

Description: Prepare usage statistics for the Appalachian Trail crossing on 311. This program fills a gap in data by providing annual usage statistics and pedestrian crossing statistics for the AT crossing at SR 311 in the Catawba community. The statistic is needed for pedestrian safety and economic development considerations. Most importantly, the data will help determine when additional safety-related improvements may be needed in the area of the crossing. Staff will work in concert with the Roanoke Appalachian Trail Club on the program.

Deliverable End Product: Trail counts and usage statistics collected using electronic trail counters.

H. Freight Transportation Planning.

Description: Partner with the University of Alabama to analyze the freight characteristic of the Roanoke Valley-Alleghany Region. University researchers will supply training, data and its methodology, while RVARC staff will provide staff time to conduct up to several hundred freight stakeholder interviews using the methodology. The researchers will then take the results and help RVARC construct a data profile for freight planning purposes. This task requires a significant amount of fieldwork in the form of out-of-the office interviews and will also be funded in the Urban Planning Work Program.

Deliverable End Product: Regional Freight Planning Profile Phase I

I. General Technical Assistance, Technical Support Activities.

Description: RVARC staff will research, develop, maintain, and analyze data for use in a variety of technical support and planning support activities. Work activities will be organized around the following subtasks. Any combination of subtasks may be completed in FY2010 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of the fiscal year.

Subtasks:

- **General Technical Assistance** to local governments, planners and citizens as requested.
- **Technical Support Activities** – a variety of planning support activities to support work program projects and/or the general planning process (i.e. turning movement counts).
- **Regional Greenways Mapping Assistance** – GPS and mapping assistance to the Regional Greenway Commission and member governments as needed.
- **Transportation Enhancement Assistance** – Local government assistance on the preparation of Transportation Enhancement (TE) grants as needed.

- **Review of Traffic Impact Analysis** – Assist local governments in their review and consideration of traffic impact analysis, as required under Chapter 527 regulations.

Deliverable End Product: Specific technical assistance products requested by member local governments and other partner agencies.

III. BUDGET

Tasks	VDOT (SPR)	Local	Total
<u>Program Administration</u>			
A. Program Management	5,563	1,390	6,953
B. RTPAP- Scope of Work	1,391	348	1,739
Total Administration	6,954	1,738	8,692
<u>Program Activities</u>			
A. Regional Long-Range Trans. Plan	2,314	579	2,893
B. VTRANS Performance Measures	3,882	970	4,852
C. Statewide Plan Review	3,405	851	4,256
D. Comprehensive Plan Assistance	11,054	2,764	13,818
E. Route 40 Corridor Plan – Phase II	7,124	1,781	8,905
F. Craig County Feasibility Studies	9,717	2,429	12,146
G. Appalachian Trail Count Study	2,612	654	3,266
H. Freight Transportation Planning	1,506	376	1,882
I. General Technical Assistance	9,432	2,358	1,882
Total Administration	51,046	12,762	63,808
Total	\$58,000	\$14,500	\$72,500