

FY 2014  
**Rural Transportation Planning Assistance Program**  
**SCOPE OF WORK**  
For the  
Roanoke Valley-Alleghany Regional Commission  
(July 1, 2013 – June 30, 2014)



Roanoke Valley-Alleghany  
**REGIONAL**  
**commission**

Approved by the Roanoke Valley-Alleghany Regional  
Commission – April 25, 2013

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 Alleghany, Botetourt, Craig, Franklin and Roanoke, the Virginia Department of Transportation, and the Federal Highway Administration.

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## 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-2014 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in TMPD administrative work programs.

The scope of work shall include 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. 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.

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. Any amendments or revisions to the existing scope of work are also a part of this element.

*Deliverable End Product:* The *FY 2014 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.

**SPR Funds (80%)**

**\$6,017**

**PDC Funds (20%)**

**\$1,504**

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**Total Budgeted Expenditure for Program Administration**

**\$7,521**

## II. PROGRAM ACTIVITIES (\$)

### A. Rural Public Transportation (\$)

*Description:* Planning and development of rural public transportation service in the region. This item will include the following projects:

- **Regional Transit Vision Plan** - Staff will partner with GRTC, RADAR, DRPT, and local governments, to develop a regional transit vision plan that includes a vision for future transit service, transit coverage, and operations. The plan will cover the entire Regional Commission service area and will also be supported by the Roanoke Valley Area MPO.
- **Craig County Public Transportation Service** - Development of new public transportation service in Craig County.
- **Mountain Express Service** - Review of the Mountain Express service in the Alleghany Highlands and changes to service map and flyer.
- **Clifton Forge Projects** – Relocation of the AMTRAK passenger rail station and possible shuttle service between Douthat State Park and Clifton Forge.

*Deliverable End Product:* 1.) Revised map and brochure for Mountain Express Service 2.) planning and feasibility analysis for Clifton Forge projects 3.) Regional Transit Vision Plan.

### B. Bicycle and Pedestrian Planning (\$)

*Description:* Planning and development of non-motorized transportation infrastructure, such as sidewalks, trails, greenways, bike lanes, and other facilities. This item will include the following projects:

- **Pedestrian Infrastructure Mapping (Phase I)** - Identify gaps in pedestrian infrastructure such as missing sidewalk segments. Provide a shape file with lat/long locations to include whether the gap is located adjacent to the roadway.
- **Botetourt County Trail Development** – Planning and development services to implement the trail plan that was developed with the assistance of RVARC staff in 2012. Continue trail counts within the Carvins Cove Nature Reserve.
- **Craig County Greenway Development** – Planning and development assistance for a greenway to connect downtown New Castle with the Craig County Sports Complex.

*Deliverable End Product:* 1.) Pedestrian Infrastructure Mapping

### C. Corridor Studies and Traffic Analysis (\$)

*Description:* Analysis of existing and future corridor conditions, as well as the evaluation of traffic conditions at specific intersections or proposed developments. This item will include the following projects:

- **Route 122 Corridor Review** – Inventory of the existing conditions from Burnt Chimney to Bedford County, including analysis of average daily traffic, level-of-service, accidents, driveway entrances, and right-of-way widths.
- **Rocky Mount Site Review** – Evaluate the possible traffic impacts for a variety of potential uses on a commercial property in Rocky Mount. Recommend potential on-site and off-site improvements that may be needed.

*Deliverable End Product:* 1.) Route 122 Corridor Review 2.) Rocky Mount Site Review

### D. VDOT Outreach Meetings and Data Review (\$)

*Description:* Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:

- VTrans Update
- Functional Classification Update
- Virginia Surface Transportation Plan Update (VSTP)
- Park and Ride Lots Inventory / Study
- Bicycle and Pedestrian planning
- Freight planning
- Other meetings as requested

*Deliverable End Product:* Specific assistance to be requested by VDOT or necessary to provide input into the statewide transportation planning process.

### E. General Technical Assistance (\$)

*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 FY2014 as opportunities and needs arise; however, circumstances may not permit all subtasks to be finalized by the end of the fiscal year.

- **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 Alternative Assistance** – Local government assistance on the preparation of Transportation Alternative (TA) 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.
- **VTRANS Performance Measures** - Assist VDOT with the collection of data relevant to VTRANS 2035 performance measures.

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

<b>SPR Funds (80%)</b>	<b>\$51,983</b>
<b>PDC Funds (20%)</b>	<b>\$12,996</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$64,979</b>

### III. BUDGET

Tasks	VDOT (SPR)	Local	Total
<u>Program Administration</u>			
A. Program Management	4,814	1,203	6,017
B. RTPAP- Scope of Work	1,203	301	1,504
<b>Total Administration</b>	<b>\$6,017</b>	<b>\$1,504</b>	<b>\$7,521</b>
<u>Program Activities</u>			
A. Rural Public Transportation	13,817	3,454	17,271
B. Bicycle and Pedestrian Planning	18,763	4,691	23,454
C. Corridor Studies and Traffic Analysis	10,887	2,722	13,609
D. VDOT Outreach Meetings & Review	4,951	1,238	6,189
E. General Technical Assistance	3,565	891	4,456
<b>Total Program Activities</b>	<b>\$51,983</b>	<b>\$12,996</b>	<b>\$64,979</b>
<b>Total</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>





Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

rvarc.org

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

The 25<sup>th</sup> day of April, 2013

## RESOLUTION

### Approval of the FY 2014 Rural Transportation Planning Assistance Program Scope of Work

**WHEREAS**, the FY 2014 Rural Transportation Planning Assistance Program Scope of Work will serve as the basis for all federal Department of Transportation (DOT) and/or Virginia Department of Transportation (VDOT) funding participation and will be included in all requests for DOT/VDOT planning funds within the rural planning area of the Roanoke Valley-Alleghany region; and

**WHEREAS**, this Planning Assistance Program Scope of Work details all transportation and transportation-related planning activities anticipated within the rural area of the district during the coming fiscal year.

**NOW, BE IT THEREFORE RESOLVED**, that the Roanoke Valley-Alleghany Regional Commission does hereby approve and adopt the FY 2014 Rural Transportation Planning Assistance Program Scope of Work, as presented.

A handwritten signature in black ink that reads "Billy W. Martin Sr." in a cursive script.

Billy W. Martin, Sr.  
Chairman