

FY 2012  
**Rural Transportation Planning Assistance Program**  
**SCOPE OF WORK**  
For the  
Roanoke Valley-Alleghany Regional Commission  
(July 1, 2011 – June 30, 2012)



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Approved by the Roanoke Valley-Alleghany Regional Commission –

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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 2012 Rural Transportation Planning Assistance Program - Scope of Work Program Management and Activities, and Budget

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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-2012 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 (\$7,679)

## 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 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.

<b>SPR Funds (80%)</b>	<b>\$6,143</b>
<b>PDC Funds (20%)</b>	<b>\$1,536</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$7,679</b>

## **II. PROGRAM ACTIVITIES (\$64,821)**

### **A. Rural Long-Range Transportation Plan - Prioritization and Strategies (\$2,976)**

Description: Prioritize recommendations from the RLRP into two categories: 1) by jurisdiction and 2) by region. These lists will be provided to VDOT staff (District Planning and Investment Manager) to be used for consideration in developing the draft Six-Year Improvement Program. Identify possible strategies, funding, development opportunities, etc. for implementing the top three recommendations in each of the two categories by jurisdiction and by region.

Deliverable End Product: 1.) Prioritize RLRP recommendations. 2.) Implementation Strategies for top three recommendations.

### **B. Corridors of Statewide Significance (\$1,488)**

Description: Coordinate, as appropriate, with the Office of Intermodal Planning and Investment to identify specific locations within the Corridors of Statewide Significance (CoSS) in your region as identified in VTrans 2035 that would be a candidate for further study. This list will be used to assist the CTB and VDOT in determining which locations within the CoSS to study in the future.

Deliverable End Product: List of corridor study priorities within the RVARC region.

### **C. Bicycle and Pedestrian Plan Compilation (\$2,785)**

Description: Compile a list of local and regional bicycle and pedestrian recommendations and include the source of each of the recommendations. These will be used in the development or enhancement of local bike plans. The identified projects will be used by VDOT to strengthen the bicycle and pedestrian element of the next Surface Transportation Plan, allow VDOT to map the planned recommendations and provide an inventory of which jurisdictions have bicycle / pedestrian plans.

Deliverable End Product: List of recommendations from local or regional bicycle or pedestrian plans.

### **D. Regional Field Trip and Inventory (\$1,238)**

Description: Coordinate and host in each member jurisdiction a day to ride and inventory major roads. The purpose is to discuss problems and potential solutions. (VDOT to provide transportation.) Participants on the ride should include: 1) the VDOT Representative on Rural Technical Committee, 2) District Local Liaison (if available), 3) City / County Engineer / Planner, 4) PDC Planner. These field trips will help build

working relationships and provide an opportunity to gain local / state perspective on transportation challenges.

Deliverable End Product: Completion of Trip and Inventory.

**E. Comprehensive Plan Updates (Transportation Element) - Alleghany and Craig County, Town of Clifton Forge (\$13,774)**

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).

**F. Transit Feasibility Study – Craig County (\$5,555)**

Description: Provide assistance to the Department of Rail and Public Transportation and it's consultant in completing a Transit Feasibility Study for Craig County. The Regional Commission will be the lead contact for the study, provide local data and mapping, and coordinate all meetings and hearings.

Deliverable End Product: 1.) Liaison between DRPT and Craig County, 2.) meeting coordination, 3.) provide data and mapping.

**G. Connectivity and Parking Study - Appalachian Trail & Carvins Cove (\$7,557)**

Description: Assess the issues of greenway connectivity, parking access, and trail usage for the Appalachian Trail and Carvins Cove in Botetourt and Craig County. Studies will evaluate the connectivity of recreational trails with planned extensions of regional greenways. It will also include evaluation of parking adequacy and accessibility at various access points to the trails and greenway system. Counts on roadways, trails, and parking lots may be collected to support the study.

Deliverable End Product: 1.) mapping of trails, parking, roadways, and greenways, 2.) counts on roadways, trails, and parking

**H. Freight Transportation Planning (\$3,270)**

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 remaining 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.

Coordinate, in conjunction with VDOT, a local review of data and information related to Virginia's freight initiatives, including identifying the location and classification of freight activity zones and responding to freight surveys prepared by VDOT.

Deliverable End Product: 1.) Regional Freight Planning Profile Phase II, 2.) Review of freight activity zones.

#### **I. Craig County Greenway Planning (\$9,134)**

Description: The Regional Commission will assist Craig County in the planning for a greenway proposed to connect downtown New Castle with an existing greenway in the County.

Deliverable End Product: 1.) conceptual route mapping, 2.) cost estimates, and implementation opportunities.

#### **K. Route 40 West Corridor Study (Franklin County) (\$8,616)**

Description: Land within the Route 40 corridor, from Rocky Mount to the Patrick 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 West Corridor Plan that defines the traffic shed, determines historic traffic and land development patterns, traffic volumes thresholds that begin to degrade highway level of service, and determine potential recommendations to alleviate future traffic issues.

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

#### **I. General Technical Assistance (\$8, 428)**

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.
- **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>\$51,857</b>
<b>PDC Funds (20%)</b>	<b>\$12,964</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$64,821</b>



### III. BUDGET

Tasks	VDOT (SPR)	Local	Total
<u>Program Administration</u>			
A. Program Management	4,914	1,229	6,143
B. RTPAP- Scope of Work	1,229	307	1,536
<b>Total Administration</b>	<b>\$6,143</b>	<b>\$1,536</b>	<b>\$7,679</b>
<u>Program Activities</u>			
A. Regional Long-Range Plan Prioritization	2,381	595	2,976
B. Corridors of Statewide Significance	1,190	298	1,488
C. Bike/Ped. Plan Inventory	2,228	557	2,785
D. Regional Field Trip and Inventory	990	248	1,238
E. Comprehensive Plan Assistance	11,019	2,755	13,774
F. Transit Feasibility Study	4,444	1,111	5,555
G. Connectivity and Parking Study	6,046	1,511	7,557
H. Freight Transportation Planning	2,616	654	3,270
I. Greenway Planning	7,307	1,827	9,134
J. Route 40 West Study	6,893	1,723	8,616
K. General Technical Assistance	6,743	1,685	8,428
<b>Total Administration</b>	<b>\$51,857</b>	<b>\$12,964</b>	<b>\$64,821</b>
<b>Total</b>	<b>\$58,000</b>	<b>\$14,500</b>	<b>\$72,500</b>

INSERT ADOPTED RESOLUTION