



December 5, 2025

Alec Brebner  
Executive Director  
Central Virginia Planning District Commission (CVPDC)  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

**RE: Central Virginia MPO – Long Range Transportation Plan (LRTP)  
2050 Update**

In accordance with our understanding of the project goals, Timmons Group has developed the following scope of services and cost estimate for providing CVPDC and the CVMPO with an update to the Central Virginia Metropolitan Planning Organization (MPO) Long Range Transportation Plan (LRTP) for the 2050 Update. The work will include project management with CVPDC stakeholders, coordination and support for public engagement with participating jurisdictions, review of completed documentation and funded/planned improvements, creation of a vision plan as well as a constrained plan, and working with CVPDC to complete review and adoption of the final plan.

We are committed to preparing the following scope of services within the necessary timeframe of completing the 2050 Update to the LRTP by the end of Fiscal Year 2025.

Our team is highly collaborative and has a strong focus on client satisfaction, with a proven record of collaborating closely with clients as a team and exceeding client goals. We appreciate the opportunity to work with you. Thank you for allowing us to provide you with this proposal. If you have any questions or if I can provide you with any additional information in this regard, please do not hesitate to contact me at (804) 200-6430 or by email at [thomas.ruff@timmons.com](mailto:thomas.ruff@timmons.com).

Sincerely,

*Thomas Ruff*

Thomas B. Ruff, PE, PTOE, AICP  
Principal

CC: Kelly Hitchcock, CVPDC  
Paul Trapp, Timmons Group

## SCOPE OF SERVICES

*Note: the following scope of work is based on previous planning efforts as well as the scope outline from the Central Virginia Planning District Commission (CVPDC).*

**Project Purpose:** This project will develop the Central Virginia Transportation Planning Organization 2050 Long Range Transportation Plan (LRTP) and fulfill Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning requirements and the performance measures and management provisions of Moving Ahead for Progress in the 21st Century (MAP-21) and of 23 CFR 450.322. This transportation plan development effort is being undertaken to update the Connect Central Virginia 2045, the current Central Virginia Transportation Planning Organization (CVPTO) Long Range Transportation Plan (LRTP), adopted September 16, 2020 and amended March 17, 2022, to include the required CVTPO Constrained Long Range Plan (CLRP).

The plan shall meet the following goals:

- Creation of the 2050 long range transportation plan and the constrained long range plan.
- Coordination with all CVTPO area localities, VDOT, DRPT, and area stakeholders (as determined by CVPDC during the process).
- The work completed will support existing regional plans.
- Creation of a vision plan that incorporates the needs of all project stakeholders.
- Incorporation of GIS data analysis to enhance the LRTP.
- Identification of short- and long-term network development recommendations, considering safety, socio-economic, vulnerability, and sustainability factors.
- Prioritize projects with costs appropriate for projected revenue sources.

**TASK 1 – OVERALL PROJECT MANAGEMENT****(\$25,000)**

This task will ensure that the development of the plan begins with a clear understanding of the plan's goals, processes, schedule, and format of deliverables. Working with CVPDC staff, Timmons Group will continuously refine the scope of work and drive the work schedule for the duration of the project.

This task will include:

- Development of timeline and schedule of key deliverable dates, meetings, coordination activities, and critical path milestones necessary to complete on budget and on time.
- Provide project baseline schedule and monthly updates.
- Initiate the project with a formal kickoff meeting involving CVTPO staff, the Steering Committee, and key stakeholders to establish project goals, expectations, and communication protocols.
- Establish a cadence for progress reporting, invoicing, and interim deliverables, ensuring alignment with CVTPO's Transportation Technical Committee (TTC) schedule, including completion of brief summaries and 'decisions made' reports after each call.
- Develop a detailed Project Management Plan (PMP) including a baseline schedule, risk mitigation strategies, and QA/QC procedures.
- Completion of stakeholder meeting summaries for all public and committee meetings.
- Attend project meetings and respond to Steering Committee feedback.
- Set up a centralized document control system and define roles and responsibilities for all participants.

**Task 1 Deliverables:** A project management plan and schedule will be delivered within two (2) weeks of notice to proceed. The ongoing project management activities will result in a shared repository of meeting summaries, project management updates, and presentation materials.

**TASK 2 – OUTREACH & ENGAGEMENT****(\$75,000)**

This task will advance a comprehensive public engagement process in the plan development. The process will be intentional and targeted outreach to provide opportunities for all stakeholders to participate in the planning process and provide documentation of public concerns, comments, and recommendations. The consultant shall provide ideas and methods to advance outreach and participation, to include online surveys, pop-up events, and community meetings. The consultant will work with CVTPO Project Manager to develop a public engagement plan that will be reviewed and approved by the Steering Committee.

This task will include:

- Design and implement a comprehensive Public Engagement Plan that includes targeted outreach to underserved communities.
- Utilize a mix of engagement tools such as online surveys, interactive mapping platforms, pop-up events, and multilingual materials.
- Prepare all materials as needed to support the public engagement process, to include any marketing materials, online materials, or elements for public meetings.
- Track and analyze public input using qualitative and quantitative methods and produce an Engagement Summary Report that synthesizes feedback into actionable planning insights.
- Coordinate with local jurisdictions to identify key stakeholders and community groups.
- Create graphical renderings / exhibits that depict potential improvements alternatives for public consumption and focus. Elements could include rendered typical sections on existing locations, as well as possible before/after sliders in virtual format. A specific number of locations (currently budgeted for 5) will be included in the effort for detailed graphic creation.
- Attend meetings with each specific jurisdiction within the CVPTO to review potential LRTP needs and incorporate into the process.
- Assumes initial public engagement to gather feedback on future needs, as well as final public input on the overall plan itself.

**Task 2 Deliverables:** A public engagement plan and schedule will be delivered after coordination with stakeholders. Prepare all materials as needed to support the public engagement process. Prepare and deliver engagement summary reports for survey results and meetings for key takeaways and other insights.

**TASK 3 – PLAN, PROJECT, & POLICY REVIEW****(\$15,000)**

Task 3 will cover reviewing existing and available plans, projects, practices, policies, standards, and designs that are related and relevant to the LRTP development. A portion of the stakeholder discussion will be to involve the appropriate documents to be included in the project, as well as providing necessary access.

- Conduct a thorough review of existing regional plans, policies, and standards, including multimodal, safety, climate, and corridor-specific documents for each of the member jurisdictions.
- Inventory and analysis of existing conditions and trends including data readily available from the member jurisdictions, CVTPO, Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), Office of Intermodal Planning and Investment (OIPI), Port of Virginia, Department of Aviation, Department of Motor Vehicles, and any other local/regional/state agency identified by the stakeholders.
- Perform a gap analysis to identify inconsistencies, overlaps, and opportunities for integration with the existing plans, projects, and policies.
- Evaluate alignment with federal and state planning emphasis areas such as equity, climate resilience, and economic development.
- Summarize findings in a technical memo that informs the development of LRTP goals, objectives, and project recommendations.
- This review will consider the following (and others provided by stakeholders):
  - Connect Central Virginia Long Range Transportation Plan 2045
  - Central Virginia Safety Action Plan
  - Route 221 Corridor Plan (and similar corridor-specific plans)
  - Lynchburg Multimodal Plan (pending completion)
  - GLTC Transit Development Plan
  - GLTC Strategic Transit Plan
  - CVPDC Commuter Assistance Program Strategic Plan FY25-29
  - Monacan Indian Nation Priority Climate Action Plan
  - CVPDC Hazard Mitigation Plan
  - Participating Member Jurisdictions Comprehensive Plans
  - CVTPO Transportation Improvement Program (TIP)
  - VTrans2040
  - Statewide Park and Ride Study
  - Virginia State Rail Plan
  - VDOT Pedestrian and Bicycle Safety Action Plan (PBSAP)

**Task 3 Deliverables:** A brief summary of each document reviewed with key considerations from each that impacts the plan development, as well as a comprehensive list of recommendations from existing plans to be pulled into later tasks of this project. Any prioritization information or other stakeholder data attributed to individual projects will be documented for future tasks.

**TASK 4 – EXISTING CONDITIONS ANALYSIS****(\$50,000)**

Task 4 includes completion of an update to the existing conditions model for the CVTPO in TransCAD (as provided by VDOT). The model will be updated to incorporate necessary elements and changes from the 2045 plan, as well as any updates not currently included in the base model.

- This task will include defining boundaries for the analysis. This step may consider the broad functionality of key corridors, neighborhoods, and growth nodes, and consider how needs may be assessed in each.
- Update the regional transportation system profile using the latest demographic, employment, and freight data.
- Development of GIS boundary layer to map the analysis zones, and a documentation of the justification for the geospatial categorization completed.
- A method to combine/aggregate analysis zones along corridors, nodes, other geography, into larger segments to be discussed as a whole.
- Integrate VDOT's 2050 Travel Demand Model outputs to assess current and projected conditions across Traffic Analysis Zones (TAZs).
- Identify system gaps, bottlenecks, and safety concerns using crash data, asset inventories, and GIS mapping – including a lens to evaluate accessibility for disadvantaged populations.

It is anticipated that existing data for the following will be pulled from existing sources, segmented where necessary, and reviewed for gaps:

- Roadway infrastructure (classification, speed limits, average speeds, traffic data, etc.)
- Bridge infrastructure (location, age, condition rating)
- Pedestrian / Bicycle facility infrastructure (location, type, condition)
- Traffic safety data for all modes
- Air, rail, and freight network data
- Other available data related to infrastructure
- GLTC level of service, fare information, delay, and on-time performance data
- GLTC bus stop locations and amenities
- DRPT traffic demand management and carpooling data
- Park and ride data (VDOT)
- Level of service and congestion data for roadway (existing and future - VDOT)
- Current and projected land uses
- Demographic (census) data to include: race, ethnicity, age, income, family size, disability, LEP, education, car ownership, and other factors as needed
- Affordable housing unit data
- Resiliency factors (e.g., heat data, tree canopy, and stormwater/flood prone areas)

**Task 4 Deliverables:** This task will result in a technical summary that documents availability of data, impacts on TAZ, impacts to the modeling effort, and notes for each data set as potential input for metrics in the planning process. Clear methodology for the boundaries and development of the GIS layers necessary to prepare the plan.

**TASK 5 – SYSTEM ANALYSIS & METHODOLOGY DEVELOPMENT****(\$35,000)**

Task 5 covers the effort necessary to develop a performance-based analysis framework that evaluates transportation needs, system deficiencies, and investment strategies. The work will integrate data and evaluations from tasks 2 through 4 into a project prioritization methodology.

- The task includes working with CVTPO staff and stakeholders to develop metrics that measure the needs of the study area as they relate to achieving the overall goals of the plan.
- Recommendations will cover overall transportation needs, bicycle/pedestrian needs, transit needs, land use needs, safety needs, environmental needs, and economic development needs.
- Apply scenario planning techniques to explore future growth, technology adoption, and climate impacts. The effort will incorporate coordination with the vision planning and graphic design to enhance the overall recommendations.
- Use prioritization methodologies such as benefit-cost analysis, equity scoring, and congestion management metrics to rank projects.
- Working with CVTPO staff to develop a method to combine metrics into comparable scores and normalize (e.g., convert all to a 1-10 scale) for each needs category.
- Using stakeholder groups to validate the weighting of the various metrics across jurisdiction neighborhoods.
- Development of a method to map and display each needs score relative to the others (e.g., heat maps).
- Update existing analysis for TAZ in TransCAD to understand impacts on overall area.
- Incorporate environmental screening and mitigation strategies and assess system performance using federal and state-defined measures.

**Task 5 Deliverables:** Conduct system-wide analysis integrating outreach and existing conditions. Methodology report for prioritization, with interactive mapping capability to share with member jurisdictions and stakeholders. Recommend performance measures and mitigation strategies.

**TASK 6 – VISION PLAN & FISCALLY CONSTRAINED PLAN****(\$30,000)**

Task 6 includes the development of the overall vision plan for the 2050 plan, as well as implementing the appropriate methodology from Task 5 to finalize priorities for the fiscally constrained plan. The plan will describe existing and future funding sources that can achieve the expansion of the network to meet the needs of 2050.

- Using the initial community engagement efforts, input from member jurisdictions, and feedback from stakeholders, develop the vision plan elements.
- Develop a tiered project list with cost estimates, implementation timelines, and priority rankings using the methodology which results in a set of prioritized projects, policies, and programs.
- Ensure that the vision plan is not only a list of projects but is organized to clarify the goals and future opportunities that can be achieved if the recommendations are implemented.
- Explore innovative financing mechanisms such as public-private partnerships and tolling.
- Development of an unconstrained list of potential solutions (projects, programs, strategies, policies) to address the top needs. It should include existing and newly developed recommendations, and may also include:
  - Identification of policy and/or funding hurdles and opportunities
  - Traffic operational and safety improvements
  - Pedestrian and bicycle recommendations and projects
  - Rail and freight recommendations and projects
  - Transit recommendations and projects
  - Street and sidewalk projects
  - Strategies/policies for proactive planning elements for public/private project future development
- Prepare a fiscally constrained plan that outlines anticipated revenues, funding sources, and financial assumptions through 2050.
- Work with CVTPO staff to review the recommendations from task 5 for prioritizing the unconstrained list into a smaller list of short-term and long-term recommendations.
- Consideration of local (CIP), regional (CVPDC/CVTPO), state (SMARTSCALE, Revenue-Sharing, etc.), and federal (Infrastructure Investment and Jobs Act, RAISE grant, etc.) funding opportunities.
- Development of funding scenarios using forecasts of local, regional, state, and federal sources, and discussion of inclusion in the TIP, VDOT SYIP, and/or local budgets.

**Task 6 Deliverables:** Methodology report and unconstrained recommendations list. Document financial constraint and revenue forecasting methodology in a supporting technical memo that will be included in the plan. Draft methodology for prioritization documentation and mapping of the recommendations.



**TASK 7 – DRAFT PLAN DEVELOPMENT & REVIEW****(\$25,000)**

Task 7 will cover the completion of the draft plan development, formatting, and supporting elements for a public facing document. The format of the draft document will allow for public review using an online format, as well as a physical format for review from the steering committee, key stakeholders, and participating jurisdictions.

- Compile all technical analyses, stakeholder input, and project recommendations into a Draft LRTP document.
- Develop an interactive digital version of the plan for public and stakeholder review, expected to be online with comment ability.
- Facilitate a structured comment period and incorporate feedback from local governments, agencies, businesses, and the public.
- Prepare an executive summary and any edits from the comment period tailored for decision-makers, as well as documenting all revisions and responses to comments in a formal comment resolution log.
- The plan will include diagrams and concepts to bring the project to life. Graphics will be designed to communicate clearly with both technical and non-technical audiences. The rendered graphics will be a part of the community engagement, as well as final documentation for use to allow the public to see a future in the LRTP. The goal will be to provide visual storytelling that brings the recommendations to life for gaining public support and funding momentum.
- The draft plan will include guidance on the typical sections from both a technical and graphical perspective to assist with sharing the vision of the project.
- The draft plan will be circulated to the steering committee, technical committee, CVTPO, and the public for feedback. Timmons Group will facilitate structured discussions to identify refinements, prioritize strategies, and build consensus. Based on this feedback, we will prepare revised draft plans that align with community values and objectives.

**Task 7 Deliverables:** Draft LRTP document including all necessary appendices in both digital and print formats as needed. Executive summary of the documentation for ease of use with sharing the full document. Coordination with CVTPO on comments from various stakeholders and the public to create a final draft.

**TASK 8 – FINAL PLAN ADOPTION****(\$10,000)**

Task 8 will cover the completion of the LRTP development, formatting, and supporting elements for a public facing document. Timmons Group will take on the role of leading presentations to all necessary stakeholders for final concurrence and adoption by CVTPO.

- Finalize the LRTP document incorporating all stakeholders and public feedback, ensuring compliance with FHWA and other VDOT requirements.
- Compile all technical analyses, stakeholder input, and project recommendations into the LRTP document.
- Update the interactive digital version of the plan for public consumption.
- Develop an implementation roadmap that includes performance monitoring, reporting protocols, and update cycles.
- Present the plan to the steering committee, technical committee, and CVTPO for formal adoption. This effort is assumed to consist of similar final presentations for all groups.
- Archive the plan and supporting materials for public access and future reference, all of which will be shared in a file format compatible with CVTPO requirements.

**Task 7 Deliverables:** Final LRTP document both digital and print formats as needed. Executive summary of the documentation for ease of use with sharing the full document. Coordination with CVTPO and necessary stakeholder committees on final adoption of the LRTP. Provision of all materials to CVTPO for archival purposes.

**FEE SUMMARY**

<b>TASK 1 – OVERALL PROJECT MANAGEMENT</b>	<b>\$25,000</b>
<b>TASK 2 – OUTREACH &amp; ENGAGEMENT</b>	<b>\$75,000</b>
<b>TASK 3 – PLAN, PROJECT, &amp; POLICY REVIEW</b>	<b>\$15,000</b>
<b>TASK 4 – EXISTING CONDITIONS ANALYSIS</b>	<b>\$50,000</b>
<b>TASK 5 – SYSTEM ANALYSIS &amp; METHODOLOGY DEVELOPMENT</b>	<b>\$35,000</b>
<b>TASK 6 – VISION PLAN &amp; FISCALLY CONSTRAINED PLAN</b>	<b>\$30,000</b>
<b>TASK 7 – DRAFT PLAN DEVELOPMENT &amp; REVIEW</b>	<b>\$25,000</b>
<b>TASK 8 – FINAL PLAN ADOPTION</b>	<b>\$10,000</b>
<b>DIRECT EXPENSES (Printing/Mileage/Engagement Materials)</b>	<b>\$5,000</b>
<b>TOTAL</b>	<b>\$270,000</b>

**PROJECT MANAGEMENT APPROACH**

The Timmons Group team is dedicated to successful project management that results in projects that meet all technical requirements and are completed on time and within budget. Our approach to completing tasks under this contract is based on a combination of the available resources and project management capabilities needed to complete each assigned task. The experience we have gained from previous projects has helped us develop an effective management approach to solving problems and completing projects in a timely fashion.

**Principal in Charge & Project Manager**

**Thomas Ruff** will coordinate and manage the work performed by our project team, will be the primary point of contact for the CVTPO, and his responsibilities will include:

- Ensuring a corporate commitment to provide the resources required to complete all project assignments within budget and on schedule
- Managing contract negotiations and monitoring overall contract performance
- Overseeing and coordinating the work of our in-house staff
- Providing managerial and technical support to ensure schedule compliance and technical competence
- Representing the project team at meetings and presentations to the CVTPO, jurisdiction staff, elected officials, community groups, and other stakeholders
- Establishing a clear understanding of task expectations and points of contact
- Confirming task schedules and milestone delivery dates
- Responsible for communicating budget and schedule deadlines
- Providing task review and quality control/quality assurance implementation
- Preparing and submitting monthly progress reports and invoices