

Central Virginia Transportation Technical Committee

Region 2000 Local Government Council

Large Conference Room

828 Main Street, 12th Floor

November 14th, 2013 at 10:30 a.m.

Agenda

1. Call to Order.....Paul Harvey, Chair
2. Approval of the September 12, 2013 Meeting Minutes.....Paul Harvey, Chair
See attachment 2.
3. Central Virginia Long Range Transportation Plan Year 2040 Update.....
.....Bob White, Deputy Director and Philipp Gabathuler, Senior Planner

- a. On Call Consultant Selection Process and Draft Scope of Work Statement

See attachment 3a for draft Scope of Work Statement.

Staff will be selecting a consultant through the Council's on call consultant pool to support the update to the Central Virginia Long Range Transportation Plan. A review of this effort will be provided. Additionally, the draft scope of work statement is attached for discussion.

- b. Traffic Analysis Zone Report Update

Region 2000 Staff is currently working together with VDOT Staff in populating the 282 Transportation Analysis Zones with updated data following the review of comprehensive plans, researching parcel data, and meeting with MPO jurisdiction planning officials. Population, household, and automobile data is nearly complete for review. Employment numbers are currently being analyzed. The updated TAZ data along with a report stating methodology will be distributed to each locality by November 27th for comment. Staff anticipates the Committee will be asked to accept the report at the December Committee meeting.

An update to the effort will be provided.

4. Rural Corridor and Intersection Studies.....Scott Smith, Senior Planner

As part of its annual work program, LGC staff will be developing proficiency in conducting rural corridor and intersection studies. This initiative is supported by VDOT, and is being mirrored in regional planning district commissions around Virginia. These projects may include evaluations of operational, safety, and geometric deficiencies as well as access and growth-related issues. For the current fiscal year, a significant emphasis is being placed on training and the study of best practices in the field, but several studies will also be conducted. The Rural Long Range Transportation Plan and other sources are currently being reviewed for possible candidate corridors and/or intersections. Scott Smith will provide an update to this effort.

5. Alternative Transportation Planning Activities Update.....Kelly Hitchcock, Senior Planner
6. Presentation: Amherst County Planning and Development Update.....
.....Jeremy Bryant, Planning Director, Amherst County
7. Matters from the Committee.....All
8. Adjournment - Next meeting: December 12, 2013 at 10:30 am

General Information

- Transportation Technical Committee Statement of Purpose
See attachment GI

Central Virginia Transportation Technical Committee

828 Main Street, 12th Floor
September 12, 2013 at 10:30 a.m.

URBAN MEMBERS

PRESENT

Lee Beaumont.....Liberty University
Jeremy Bryant.....Amherst County
Don DeBerry.....City of Lynchburg
Paul Harvey.....Campbell County
Kevin Leamy.....Bedford County
Rick Youngblood.....VDOT-Lynchburg District
Richard Metz.....Campbell County Citizen’s Representative
Karen Walton.....Greater Lynchburg Transit Company

ABSENT

Christopher Arabia.....Virginia Department of Rail and Public Transportation
Doyle Allen.....Bedford County Citizen Representative
Mark Courtney.....Lynchburg Regional Airport
Michael Gray.....VDOT-Salem District
Jack HobbsTown of Amherst
Tom Martin.....City of Lynchburg

RURAL MEMBERS

PRESENT

Jeremy Bryant.....Amherst County
Paul Harvey.....Campbell County
Kevin Leamy.....Bedford County
Richard Metz.....Campbell County Citizens Representative
Rick Youngblood.....VDOT-Lynchburg District

ABSENT

Christopher Arabia.....Virginia Department of Rail and Public Transportation
Doyle Allen.....Bedford County Citizen Representative
Michael Gray.....VDOT-Salem District
Steven Hennessee.....Virginia Department of Rail and Public Transportation
Roaxanne Paulette.....Town of Appomattox
Johnnie Roark.....Appomattox County
Russell Thurston.....Town of Brookneal
Bart Warner.....Bedford City
Dan Witt.....Town of Altavista

OTHERS PRESENT

David Cook.....VDOT-Lynchburg District
Dennis Dorsey.....Greater Lynchburg Transit Company

Philipp Gabathuler.....	Local Government Council
Kelly Hitchcock.....	Local Government Council
Matt Perkins.....	Local Government Council
Bob White.....	Local Government Council

Minutes ~ *Draft*

1. Call to Order

Chairman Paul Harvey called the meeting to order at 10:34 am

2. Approval of the June 13, 2013 Meeting Minutes

Upon the motion of Richard Metz, seconded by Don DeBerry, the meeting minutes from May 13, 2013 were approved and carried without objection.

3. Central Virginia Long Range Transportation Plan Update

Bob White introduced the required 5 year update to the LRTP. Last updated October 2010 and have to have updated by October 2015. Bob stated that the emphasis of integrating land use policy and transportation will continue but will also move towards integrating our Comprehensive Economic Development Strategy into the LRTP update. Additionally, efforts to identify and develop criteria for evaluating projects will also be a focus of the update. Bob mentioned that one immediate project related to the LRTP update is to update the Traffic Analysis Zone Data (TAZ), which feeds the planning model, with new population and employment data and other related information.

Philipp Gabathuler and David Cook introduced the update process of the TAZ and how the data will tabulated and used. Philipp mentioned that the high growth areas will be identified and split if necessary according to guidelines for the TAZ update. The Committee was assured that local input would be vital to the accuracy of the information and that staff will be looking to the localities for their active involvement.

4. Presentation: Campbell County Planning and Development Overview

Paul Harvey provided for the group an overview of current Campbell County planning and development activities and those in the foreseeable future. Paul mentioned that a summary of the County’s approach is, “Keeping our rural area rural and our growth area growing.” He presented the County’s land use map and elaborated on the various differences in growth throughout the County, such as in the agriculture, forestry, and industrial sectors. Additionally, Paul mentioned several construction projects that are underway or in the project planning stage.

5. Presentation: Liberty University Development Overview

Lee Beaumont presented to the Committee an overview of the development activities at Liberty University. The Committee discussed many factors based on the projected growth of the University such as traffic, housing, and event management.

6. Matters from the Committee

Rick Youngblood mentioned that the Fall Transportation Planning meeting with the Commonwealth Transportation Board (CTB) is scheduled for November 21st, 2013 at the Kirkley Hotel and Conference Center.

7. Adjournment

A motion was made by Richard Metz to adjourn, seconded by Jeremy Bryant, and without objection Chairman Harvey adjourned the meeting at 11:25 a.m.

Signed: _____ **DRAFT** _____
Paul E. Harvey, Chair

**CENTRAL VIRGINIA LONG RANGE TRANSPORTATION PLAN
UPDATE YEAR 2040
SCOPE OF WORK STATEMENT
November 2013**

1. Goal of Project

This transportation plan development effort is being undertaken to fully update the existing Central Virginia Long Range Transportation Plan to the new horizon year 2040. This plan must 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.

2. Study Approach

The scope of work shown below identifies the key tasks to be undertaken by this planning effort. The proposer is strongly encouraged to suggest state of the practice options and sub tasks to accomplish the Scope of Work Statement shown herein.

The Region 2000 Comprehensive Economic Development Strategy is considered a foundation document for this effort. As such this Strategy should be integrated into the conduct of this Update, including development of goals, objectives, improvements, strategies, performance measures, and prioritization efforts.

The Virginia Department of Transportation (VDOT) has developed the transportation demand forecasting model base layer for this area. The consultant selected for this project will be required to run and interpret scenario analysis. The consultant shall be familiar with and have access to CUBE-Citilabs travel demand software.

3. Scope of Work

- i. Task I: Data Collection-the consultant will:
 - Become familiar with the localities' comprehensive planning and related efforts to ensure an understanding of their vision, goals, and objectives as they may relate to this planning process;
 - Become familiar with the Region 2000 Comprehensive Economic Development Strategy and related efforts;
 - Identify existing safety needs within the study area, including obtaining motor vehicle crash data from VDOT and the City of Lynchburg for a three year period, and analyze to identify potential safety conscious improvements or make safety conscious planning recommendations;

- Identify existing and future needs for the highway system as well as other modes of transportation, including collecting and summarizing data on existing conditions for freight, transit, air travel, passenger and freight rail, intercity bus, taxi, public service providers, and bicycle and pedestrian modes;
- Develop data for analysis of key problem locations within the study area, as suggested by the Transportation Technical Committee (TTC). Up to twenty machine counts may be requested, as needed;
- Perform preliminary consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies which shall develop the discussion for the draft plan on the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The Central Virginian Metropolitan Planning Organization (MPO) may establish reasonable timeframes for performing this consultation;
- Receive and review internally and externally produced planning documents that need to be integrated into the updated plan in an appropriate manner. These documents include, but are not limited to, the following:
 - Central Virginia Long Range Transportation Plan Year 2035
 - Region 2000 Comprehensive Economic Development Strategy
 - The most recent environmental consultation discussion materials
 - State Highway Safety Plan Summary
 - As appropriate, emergency relief and disaster preparedness plans and strategies and policies that support homeland security
 - Coordinated Human Services Mobility Plan
 - Statewide Freight Study Plan
 - Central Virginia's Regional Action Plan for Coordinated Land Use and Transportation Planning;
 - Region 2000 Greenways/Blueways/Trails Plan
 - Central Virginia Metropolitan Planning Organization Bike Plan
 - Region 2000 Rural Long Range Transportation Plan
 - Greater Lynchburg Transit Company planning documents

- Rideshare, Commuter Services Study, and Central Virginia's Region 2000 Park and Ride Lot Location Study, and related documents
- The consultant shall assist the MPO to establish regional MAP-21 performance targets not later than 180 days after the date on which the relevant State or provider of public transportation establishes their performance targets or as target data are modified by FHWA. The consultant will assist the integration in the metropolitan transportation planning process, directly or by reference, of the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under chapter 53 of title 49 USC by providers of public transportation, required as part of a performance-based program. To ensure consistency to the maximum extent practicable, selection of performance targets by a MPO shall be coordinated with the State as well as the providers of public transportation involved in transit asset management of 49 USC 5326(c) and/or transit safety plans of 49 USC 5329(d). The regional performance targets shall address those for the highway system described in section 23 USC 150(c), where applicable. The regional performance measures shall be used in tracking progress towards achieving critical outcomes for the metropolitan region.
- The consultant will assist the MPO in integrating the Region 2000 Comprehensive Economic Development Strategy into the Update;
- The consultant will assist the MPO to ensure that an update to the long range transportation plan shall describe the applicable performance measures and targets, and include a system performance report that assesses and evaluates the condition and performance of the regional transportation system per 23 USC 134(i)(2)(B) and (C). Nonperformance might trigger federal corrective actions, funding program penalties or withholdings.
- The consultant will assist the MPO in bringing forward the coordinated land use and transportation planning efforts previously undertaken by the MPO through past efforts such as the Central Virginia's Regional Action Plan for Coordinated Land Use and Transportation Planning, Central Virginia Long Range Transportation Plan Year 2035, and various corridor studies;
- The consultant will assist the MPO in bringing forward its I and its localities), as appropriate) multimodal planning efforts into the Update.

- The consultant will assist the MPO to fulfill its planning responsibilities of Code of Virginia 33.1-223.2:25 and coordinate with the state to ensure consistency of the MPO constrained transportation long range plan with the state transportation plan and six-year improvement program. An inconsistency might trigger the corrective provisions of Code of Virginia 33.1-12(f).
- ii. Task II: Public Involvement-the proposer:
- Will submit a public involvement approach to accomplishing this planning effort, to include, but not limited to compliance with the Public Participation Plan for the Central Virginia Metropolitan Planning Organization, as well as Federal Title VI/Environmental Justice requirements;
 - Will consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. The metropolitan transportation plans and TIPs shall be developed with due consideration of these other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by others in the region.
 - Will prepare presentation materials to support the public involvement process. These materials should be available to the Council staff for use throughout the planning process. The materials can include, but are not limited to, handouts, presentations boards, power point presentations, and web-based materials.
 - The public involvement process and its documentation are considered key elements of this planning process. Compliance with the Public Participation Plan for the Central Virginia Metropolitan Planning Organization, compliance with Title VI as it relates to the MPO and its planning process, and compliance with Environmental Justice is essential. Detailed documentation of the public involvement process and its compliance to requisite requirements shall be included in the Update document.
- iii. Task III: Goals and Objectives
- The proposer will suggest an approach to developing/refining goals and objectives or guiding principles for this planning effort.

- iv. Task IV: Constrained and Vision Transportation Plan Development-the consultant will:
- Undertake a long range plan alternatives development and analysis effort. A set of transportation improvements will be developed using an analysis of the no-build network, projects in the current Year 2035 plan, and projects identified through the public involvement process. These will be organized into a discreet set of alternatives to be tested using the 2040 transportation model preparatory to the development of the review draft for the CLRP update. A volume to capacity ratio analysis will be completed
 - Develop a vision plan. Projects that meet identified transportation goals and objectives will be included in the vision plan. Planning level cost estimates of the costs for implementing these projects will be developed in accordance with current VDOT cost estimating methodology.
 - Identify the transportation funding stream in cooperation with the CVMPO and VDOT. Based on historic trends in transportation funding, current funding outlooks, and anticipated changes in funding, a year-by-year year-of-expenditure estimate of transportation funding will be developed. Funding projections will be provided to the FHWA for review in draft form. The financial planning for the vision and the constrained long range transportation plan shall include and reflect system-level estimates of costs and of the revenue sources that are reasonably expected to be available to adequately support operation and maintenance to highways and public transportation. (This is in addition to considerations of the MAP-21 financial estimates for the national highway system asset management plan and the transit asset management plan).
 - Accomplish an environmental planning review. Projects in the vision and the constrained plan will be assessed in terms of potential environmental impacts. These impacts will be assessed at a broad level only to identify (red flag) potential fatal flaws or mitigation needs affecting project selection. The environmental overview should include potential locations of threatened and endangered species, socio/cultural/historic/public interests/resources, wetlands, land management areas, hazardous materials sites, and environmental justice communities.
 - Develop a review draft and a final vision and financially constrained plan to that extent funds are or shall be reasonably available. In cooperation with the TTC, a prioritization methodology will be developed to assist in prioritizing transportation projects. Such a methodology could include, but

is not limited to, the current VDOT prioritization matrix, due consideration of the Region 2000 Comprehensive Economic Development Strategy, consideration of cost estimates and cost benefit analysis, potential impacts, conformity with local and state plans or transportation policies, and performance targets.

The prioritization effort must be well documented and understandable.

The current vision plan projects should be reviewed as part of the effort to determine, which, if any, can be removed from the plan.

- Additionally, the Plan shall address the multimodal nature of the Central Virginia transportation system.
 - Further, the Plan shall address operational and management strategies, especially access management as a means of extending the life cycle of the Central Virginia region's transportation system, including identification of corridors that will benefit from this management approach and suggested policies or guiding principles.
- v. Task V: Adoption Process-the consultant
Will support the MPO adoption of the resulting review draft and the final Year 2040 plan update.
- vi. Task VI: Document Production-the consultant will prepare:
- a review draft and a final long range transportation plan document.
 - a technical report documenting working procedures and information, public involvement, analysis, decisions, and project results, with associated text, graphics, tables, and figures. The technical reports should be printed in 8 ½ "x11" format, with 11"x17" fold out graphics as necessary. Twenty (20) copies of the report are required.
 - A bound executive summary (150 copies) is required in 8 ½"x11" format. Maps showing the recommended year 2040 improvements shall be shown on 22"x17" sheets.
 - A graphic representation of the final plan/map will be reproduced in a blue lined format for review and comment.
 - Upon approval, the final plan will be printed on a wall-map style format. The plan will include the selected improvements as adopted and will be displayed in a maximum of five colors. The reverse side of the map will contain a summary of information extracted from the technical documentation. It shall include the recommendations list. Camera ready graphic

and 250 copies will be submitted to the CVMPO upon completion.

- All final products will also be presented in electronic format as determined by the MPO.

vii. Task VII: Project Management

- Schedule to complete all tasks by: The proposer will provide a project management plan, including schedule and work-stage milestones, to meet the Scope of Work Statement. The schedule shall include tasks and sub tasks to accommodate the CVMPO timeline goals as follow:
 - The MPO is required by FHWA to update the current transportation plan by October 2015. It is the desire of the MPO to accomplish the update, including the adoption process, by July 2015.
- Collaboration with TTC and MPO: The project management plan should include significant involvement of the TTC throughout the course of the planning process, as well as the MPO.
- Integration with VDOT: The project management plan should clearly indicate how this plan development process will be consistent with VDOT's latest VTM policy and procedures manual, and coordinated with VDOT's transportation model update development process.
- Reporting: The project management plan should include reporting procedures.
- Understandable, meaningful communication: The transportation planning process often is confusing to non-transportation planning professionals. The proposer should suggest means to communicate the planning process and the pertinent information, analysis, decision-making, conclusions, and recommendations in an understandable, meaningful manner.

The anticipated audiences for this effort will include the MPO, TTC, public officials, economic development officials, and general public. Graphics, mapping, GIS techniques, and web-based approaches are some possible communication avenues to be considered.

Cost Estimate: \$200,000

STATEMENT OF PURPOSE
Approved September 5, 2002

The Central Virginia Transportation Technical Committee (Committee) is responsible for supporting the Central Virginia Metropolitan Planning Organization's (CVMPO) and Region 2000 Regional Commission's transportation policy decision-making efforts.

The Committee provides technical advice in coordinating the federally-mandated "3-C" or continuing, comprehensive, and cooperative, transportation planning and programming process.

The Committee's three principal work efforts are updating the long range transportation plan, updating the transportation improvement program (TIP), and developing the annual unified planning work program. The Committee, in conjunction with its rural colleagues, also develops the annual Rural Transportation Planning Assistance Program Scope of Work. The Committee's intent is to review and comment on TIP projects and work program products.

The Committee acknowledges that the long range transportation plan update is the primary planning document for transportation issues in the Central Virginia region. This planning initiative drives the formulation of the transportation improvement program, as well as the annual work programs.

The Committee further realizes that the long range transportation planning process must identify regional priorities in order to fully influence project funding decisions ultimately exercised by the Commonwealth Transportation Board. The Committee's intent is to recommend priorities and encourage the CVMPO to set these priorities at the regional level.

Because of its importance, the Committee is fully committed to actively being involved in the long range transportation planning process.

In carrying out its responsibilities, the Committee will:

1. Coordinate with local planning departments to ensure an understanding of pertinent local development issues and their impact on the region;
2. Coordinate with nearby MPOs and develop an ongoing dialogue with them;
3. Strive to integrate land use and economic development, as well as transportation considerations, in its planning process;
4. Strive to be proactive as opposed to reactive in problem solving.