

SCOPE OF WORK

Accomack-Northampton Planning District Commission

VDOT Rural Transportation Planning Assistance Program

FY 2010 RURAL WORK PROGRAM

The Accomack-Northampton Planning District Commission (A-NPDC), which is composed of elected officials and citizens appointed by the Commission's member governments, is the recipient of Rural Transportation Planning (RTP) funding, and will serve as the policy body for review and approval of programs and plans. A Technical Committee appointed by the Commission will assist Commission staff in designing and carrying out the program.

I. Technical Committee and Administration

The Transportation Planning Technical Committee is open to Planning Directors of member jurisdictions, other key staff, FHWA staff, and VDOT Residency, District, and Transportation Planning Division staff. During FY 2010, the Technical Committee will work with Commission staff to implement the Rural Work Program. The Technical Committee will be available to advise the Commission on technical issues.

II. Required Activities for the Transportation Planning Program

Consistent with Article I of the Agreement for Utilization of State Planning and Research (SPR) funds, the Scope of Work includes the following:

- A. Review and compile local government comments on statewide transportation plan updates.
- B. Review and comment on annual statewide transportation improvement programs.
- C. Assess the impact of major developments and other land use changes on transportation.
- D. Develop land use data for updates of small urban studies.
- E. Develop a regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board.
- F. Identify major issues pertaining to transportation safety, road capacity, and accessibility.
- G. Develop methods to expand, enhance, and increase the availability of transit services and to increase the use of such services.
- H. Incorporate Safety Conscious Planning into all regional transportation planning activities.

III. WORK PROGRAM: July 1, 2009 - June 30, 2010

The Technical Committee will use these resources to implement the Rural Work Program, including continued support for historical and current transportation planning efforts, and continued identification of local and regional transportation priorities.

Activities are set out in four general work tasks. More detail will be provided as needed by VDOT.

<u>TASK</u>	<u>DESCRIPTION</u>
1.	<p>Regional Technical Assistance Committee and Project Administration.</p> <ul style="list-style-type: none">a) Provide staff support to Committee.b) Implement one-year work program.c) Identify current and future demand.d) Review performance measures.e) Identify current and future deficiencies.f) Provide Project Administration, including meeting notices, meeting packets and materials, meeting minutes, quarterly reports, and invoices.g) Coordinate the review of the draft plan recommendations and plan elements with the Rural Technical Committee.

The task deliverables will be a written Committee Work Program, three written Quarterly Progress Reports and one Final Progress Report documenting the Committee's work and staff support, and copies of Committee meeting packets and materials.

2.	<p>Implement the Regional Long Range Transportation Plan - Phase III</p> <ul style="list-style-type: none">a) Continue to develop and update the Regional Long Range Transportation Plan. Complete any unfinished tasks and deliverables from Phase I and II of the Rural Long Range Plan.b) Coordinate and assist with the public and stakeholder involvement process.c) Assist VDOT and consultant with presentations to the Planning Commission throughout plan development.d) Work with Planning Commission to secure formal adoption/approval of the Rural Long Range Transportation Plane) Provide support and input to VDOT's statewide planning efforts (i.e. VTRANS, Freight Study and Performance Report).f) Provide assistance to member jurisdictions on transportation planning related issues.
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The task deliverables will be a phase III report including completion of tasks from Phases I and II related to the review of safety and capacity audits, developing cost estimates and recommendations for current and future roadway deficiencies, creating maps to show recommended improvements, prioritization of recommendations by time horizon, and public outreach based on the A-NPDC's adopted Public Involvement Plan.

3.	General Technical Assistance
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Continue to develop and update the A-NPDC Regional Transportation Web Site, assist local governments and the Committee with transportation related needs.

The task deliverable will be the address for an updated A-NPDC Regional Transportation Web Site, printed copies of the web pages and a summary of technical assistance offered.

4. Statewide Multimodal Long-Range Transportation Plan Coordination

Provide assistance to the Statewide Multimodal Planning Office.

The task deliverable will be a summary of comments offered at the annual input session hosted by the A-NPDC.

A draft work program follows:

Work Program – Rev. February 18, 2010

Required Activities for the Transportation Planning Program	Person Responsible	Support	Scheduled Completion Date	Comments
A. Review and compile local government comments on statewide transportation plan updates	Planner	TTAC	July 15, 2010	Accomplished with assistance of VDOT consultant
B. Review and comment on annual statewide transportation improvement programs	TTAC	Planner	Ongoing	
C. Assess the impact of major developments and other land use changes on transportation	Planner	TTAC	May 2010	
D. Develop land use data for updates of small urban studies	Planner	TTAC	May 2010	
E. Develop regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board	Planner	TTAC	June 2010	As per Task 4 below.
F. Identify major issues pertaining to transportation safety, road capacity, and accessibility.	Planner	TTAC	June 2010	As per Task 4 below and data analysis provided by consultant
G. Develop methods to expand, enhance, and increase the availability of transit services and to increase the use of such services.	Planner	TTAC	Ongoing	
H. Incorporate Safety Conscious Planning into all regional transportation planning activities.			Ongoing	
I. Update the Eastern Shore Bicycle Plan	Planner	TTAC		
J. Approach towns on Route 13 to adopt Access Management Ordinance District	Planner	TTAC		
K. Develop Gateway Corridor Overlay Model	Planner	TTAC		

Work Program: July 1, 2009 – June 30, 2010				
Task 1				
Written Committee work program	TTAC	Planner	1-21-2010 2/18/2010	Draft
Three written Quarterly Progress Reports	Planner	PDC Staff	10/15/09 01/15/10 04/15/10	Complete Complete
Final Progress Report and copies of Committee Meeting packets and materials	Planner	PDC Staff	07/15/10	
Task 2				
Phase III report including completion of tasks from Phases I and II related to the review of safety and capacity audits, etc.	VHB/VDOT	Planner/ TTAC		
Develop A-NPDC public involvement plan	Planner	TTAC		
Task 3				
Development of A-NPDC Regional Transportation Web Site, printed copies of the web pages and a summary of technical assistance offered.	Planner	TTAC	02/18/10 03/18/10 04/15/10 Ongoing	Web page outline developed and presented to TTAC Draft webpage presented to TTAC Webpage complete Monthly (min.) updates executed
Task 4				
Summary of comments offered at the annual input sessions hosted by the A-NPDC	Planner	TTAC	03/18/10 04/15/2010 05/2010 06/15/2010 07/15/10	Meeting date(s) selected Agenda developed Meetings held Summary of comments presented to TTAC Final comments included in Final Report