

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE
Meeting Agenda

Petersburg Multi-Modal Station
100 West Washington Street
Petersburg, Virginia
February 22, 2024
4:30 PM

Meeting Type: ☐ Annual
X Regular
☐ Special (Called)

Microsoft Teams Link:

Microsoft Teams meeting
Join on your computer, mobile app or room device
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Meeting ID: 265 051 141 54
Passcode: tByi6F
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Voting and Non-Voting Members present:

Chesterfield County	Kevin Carroll
City of Colonial Heights	John Wood
Dinwiddie County	William Chavis
City of Hopewell	Janice Denton
City of Petersburg	Samuel Parham (Chair)
Prince George County	T.J. Webb (Vice Chair)
For the Secretary of Transportation	Dale Totten, P.E.
Petersburg Area Transit	Darius Mason
Crater Planning District Commission	Jay Ellington
FHWA	Steven Minor (non-voting)
FTA	Chelsea Beytas (non-voting)

Staff & Guests Invited:

Crater Planning District Commission	Ron Svejkovsky, MPO Secretary
VDOT	Mark Riblett

1. Call to Order/Certification of Quorum
2. Welcome
3. Chair's Report
4. Public Comment Period

ADMINISTRATIVE ITEMS:

5. Approval of Agenda **Approval**
6. Approval of minutes from the Jan. 11, 2024 mtg. – *Att. 1* **Approval**

ACTION ITEMS:

7. FY24 Accomplishments & FY25 UPWP Priorities – *Att. 2* **Approval**

As noted at the January 5, 2024 meeting, it is time again for the FY25 UPWP process. Our first step was to discuss the Draft FY23 Accomplishments and FY24 UPWP Priorities and put them out for public review. (**Attachment 2**). There were a couple of suggestions for additional requests for VDOT study (these requests will not be in the UPWP document itself but will be expected to be formally requested by the locality or MPO).

TAC recommended approval of the Accomplishments and Priorities with adding a Priority that the Crater PDC boost its GIS and public data portal for its members and the public.

Action requested: *Policy Committee approval of the FY24 Accomplishments and FY25 UPWP Priorities with the one TAC-recommended addition.*

8. Multimodal Plan Proposal Review – *Attachment 3* **Approval**

Last month, the Policy Committee approved a UPWP amendment to cover \$60,000 in FY24 and \$60,000 in FY25 for the \$120,000 budgeted for the Multimodal Plan consultant study.

We received a proposal from Michael Baker International. The Proposal Review Committee (led by Kit Friedman) reviewed the proposal and asked the TAC to recommend the Policy Committee approve the MBI proposal with addendum (at \$119,952, funded with DRPT Section 5303 funds; **Attachment 3**) and the proposal also be approved by the Crater Planning District Commission at their February 22, 2024 meeting as needed.

TAC recommends approval of the proposal and requests the Study begin soon.

Action requested: *Policy Committee approves the TAC-recommended proposal for the Multimodal Plan by Michael Baker International for possible additional action by the Crater Planning District Commission at their February 22, 2024 meeting.*

INFORMATION ITEMS:

9. DRPT Report	Information
10. VDOT Report	Information
11. Upcoming	Information

March 14, 2024:

- FY24 PL carryover request to FY25
- Draft FY25-29 STBG, CMAQ/CRP Allocations
- FY25-26 TA allocations
- SMART SCALE pre-applications by TCAMPO

April 11, 2024:

- Approval of Final FY25-29 STBG, CMAQ/CRP Allocations
- Draft FY25 UPWP

May 9, 2024:

- Adoption of FY25 UPWP
- Draft Title VI Plan Update and Public Participation Plan Update out for 45-day public review

June 27, 2024:

- Adoption of Title VI Plan Update and Public Participation Plan Update

12. Other Business

13. Next meeting

Friday, March 14, 2024, 4:30 pm. at the PAT Multimodal Center

14. Adjournment

ACRONYMS FOR THE FEBRUARY 22, 2024 POLICY COMMITTEE MEETING

STBG (formerly RSTP) – Surface Transportation Block Grant, federal program for Census urban areas (RRTPO and TCAMPO share these funds for the Richmond Urbanized Area).

CMAQ – Congestion Mitigation and Air Quality program, federal program allocated by population for areas currently or formerly air quality non-attainment (RRTPO and TCAMPO share these funds for the Richmond Urbanized Area).

CRP – Carbon Reduction Program – a new federal funding program allocated by population, similar to CMAQ (RRTPO and TCAMPO share these funds for the Richmond Urbanized Area).

OIPI – State Office of Intermodal Planning and Investment (is housed in the Secretary of Transportation's Office) – manages "Pipeline" studies, SMART SCALE, VTrans, and Performance measures and targets for Virginia.

CTB – Commonwealth transportation Board, appointed by the Governor, determines Virginia's transportation funding, policy, and programs.

SMART SCALE – CTB's data-driven project funding and prioritization system, applications are made every 2 years.

VTrans – Virginia's Transportation Plan, adopted every 4 years.

UPWP – Unified Planning Work Program, the planning tasks and budgets over the State Fiscal Year. Before preparation of the UPWP document, MPO staff develops an Accomplishments and Priorities List for public review then MPO approval.

Title VI Plan – A Title VI Plan (last adopted by the TCAMPO in 2015) is developed to ensure the Crater PDC and Tri-Cities Area MPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and to provide specific information on how to file a nondiscrimination complaint. It also provides an overview of Environmental Justice Assessment and Limited English Proficiency (LEP) concepts, definitions of Title VI concepts and associated nondiscrimination acts, and how Title VI and LEP requirements are addressed in the metropolitan transportation planning process.

Public Participation Plan – a Public Participation Plan (PPP) notes how an MPO will work to engage the public in its plans and programs, including with underrepresented groups. A PPP also gives the time frames for public comments for various MPO documents and actions (ex: UPWP, MTIP, and MTP). The last PPP was adopted by the TCAMPO in 2015.

ATTACHMENT 1

***TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE
DRAFT Meeting Minutes***

Petersburg Multi-Modal Station
100 West Washington Street
Petersburg, Virginia
January 11, 2024
4:30 PM

Meeting Type: ☐ Annual
X Regular
☐ Special (Called)

Microsoft Teams Link:

Voting and Non-Voting Members present:

City of Colonial Heights	John Wood
City of Hopewell	Janice Denton
City of Petersburg	Samuel Parham (Chair)
Prince George County	T.J. Webb (Vice Chair)
For the Secretary of Transportation	Dale Totten, P.E.
Petersburg Area Transit	Darius Mason
Crater Planning District Commission	Andrew Franzyshe (Alt.)
FHWA	Steven Minor (non-voting; online)

Members Absent:

Chesterfield County	Kevin Carroll
Dinwiddie County	William Chavis
FTA	Chelsea Beytas (non-voting)

Staff & Guests Present:

Crater Planning District Commission	Ron Svejksky, MPO Secretary
VDOT	Mark Riblett (online)
VDOT	Nicole Mueller (online)
VDOT	Sarah Rhodes (online)
FOLAR	Wendy Austin (online)
PlanRVA	Ken Lantz (online)
Prince George County	Jeff Stoke
FHWA	Paige DeBold (online)

1. Call to Order/Certification of Quorum

The meeting was called to order at 4:30 p.m. by Chair Parham. A quorum was present.

2. Welcome

Chair Parham welcomed new members Janice Denton (Hopewell) and Darius Mason (PAT).

3. Chair's Report

There was nothing to report this month.

4. Public Comment Period

There were no public comments.

ADMINISTRATIVE ITEMS:

5. Approval of Agenda

Approved

Mr. Franzysen moved, and Mr. Webb seconded the motion to approve the agenda. The motion was approved unanimously.

6. Approval of minutes from the Oct. 12, 2023 meeting – *Att. 1*

Approved

Ms. Denton moved, and Mr. Webb seconded the motion to approve the minutes of the October 12, 2023 meeting. The motion was approved unanimously.

ACTION ITEMS:

7. STBG Funds Transfer for UPC 109264 - *Attachment 2*

Approved

Mr. Svejkovsky noted that the MPO has been informed that UPC 109264 (Route 1/Temple Ave. Signal Replacement) has a serious shortfall and needs to be fully funded to be advertised in late 2024.

Mr. Svejkovsky added that UPC 109264 is CMAQ-funded, and this shortfall is so large (up to \$1.9M) it would take pushing out other CMAQ projects to cover much of the shortfall using CMAQ funds and it would eliminate the ability to fund any new CMAQ/CRP applications this round. We have learned that we can, however, use STBG funds to cover the shortfall.

Mr. Svejkovsky added that City staff is investigating ways to reduce the cost of the project, but they still expect there to be a substantial shortfall.

Mr. Svejksky noted that MPO staff and TAC recommends that the shortfall be covered by:

- transferring FY26 STBG funds from UPC 112660 (N. Enon Church Road Widening) to UPC 109264, and shifting the allocations for UPC 112660 out a year
- transferring FY26 STBG funds from UPC 109230 (Duncan Road Curve) to UPC 109264 and shifting the allocations for UPC 109230 out a year.

Mr. Svejksky added that Attachment 2 is the latest STBG allocation table (highlighting the two possible funds transfer source projects).

Mr. Svejksky added that Colonial Heights, Chesterfield County, Dinwiddie County, VDOT, and MPO staffs support the proposed transfers concept.

Mr. Svejksky noted that TAC recommends Policy Committee approval.

Mr. Wood move, and Mr. Webb seconded the motion that the Policy Committee concur with MPO Staff/VDOT bringing back the final proposed funding amounts (including STBG) for UPC 109264 as part of the TAC and Policy Committee consideration and approval of the TCAMPO FY25-30 SYIP STBG/CMAQ/CRP allocations. The motion was approved unanimously.

8. TAP Funds Transfer for UPC 107533 ART Phase V – Att. 3 *Approved by resolution*

Mr. Svejksky noted that the City of Colonial Heights received bids in mid-2023 and the bids came in much higher than the engineer's estimate and budget. The City has re-scoped the project to a lower estimate and is about to re-advertise. The MPO has \$580,615 of Previous TAP funds available, and this funds transfer (plus an expected State-administered TAP funds transfer) will cover the rest of the shortfall and allow the project to be fully funded at its new scope and allows the City to re-advertise the project.

Mr. Svejksky added that Attachment 3 includes the table showing the funding plan.

Mr. Svejksky noted that TAC recommends Policy Committee approval.

Mr. Wood moved, and Mr. Franzysen seconded the motion that the Policy Committee approve the Previous TAP funds transfer by resolution. The motion was approved unanimously.

9. 2024 TCAMPO Safety Targets – Attachment 4

Approved

Mr. Svejkovsky noted that the CTB approved the CY2024 Statewide Safety Targets at its June 21, 2022 meeting. MPOs have 180 days after the State submits their targets to FHWA (in this case, by February 29, 2024) using either the State's targets or their own targets.

Mr. Svejkovsky added that since the Regional Safety Plan has been completed, we compared the Safety Plan (pertinent pages from the Plan are in Attachment 4) with the Worksheet provided by VDOT to develop our targets (the Worksheet is a separate attachment to the email). This year, we chose not to use the Statewide Targets for fatalities but instead to use the Worksheet Targets for our MPO and our Regional Safety Plan.

Mr. Svejkovsky added that Attachment 4 also includes the proposed letter to send to VDOT after the Policy Committee approves the Targets.

Mr. Svejkovsky noted that TAC recommends Policy Committee approval.

Mr. Webb moved, and Ms. Denton seconded the motion that the Policy Committee approve the CY 2024 Safety Targets and authorize the MPO Director to sign the letter. The motion was approved unanimously.

10. Draft FY24 Accomplishments & FY25 UPWP Priorities – Att. 5

Approved

Mr. Svejkovsky noted that it is time again to start the FY25 UPWP process. Our first step is to discuss the Draft FY23 Accomplishments and FY24 UPWP Priorities (**Attachment 5**).

Mr. Svejkovsky added that TAC recommends Policy Committee approval of the DRAFT FY24 Accomplishments and FY25 UPWP Priorities for public review.

Ms. Denton moved, and Mr. Franzysen seconded the motion that the Policy Committee approval of the DRAFT FY24 Accomplishments and FY25 UPWP Priorities for public review. The motion was approved unanimously.

11. UPWP Amendment for FTA Area of Persistent Poverty Grant – Att. 6 **Approved by resolution**

Mr. Svejkovsky noted that as announced at an earlier meeting, Petersburg Area Transit has received an FTA Areas of Persistent Poverty grant - federal award of \$450,000 with a \$50,000 state match from DRPT.

Mr. Svejkovsky and Mr. Mason added that the Petersburg Transit Modernization Initiative will look to capitalize off the momentum occurring in other sectors of the city and help restore Petersburg as a vibrant multimodal transportation hub. This project will be a multipronged planning effort that focuses on providing high-quality, equitable, and modern transit services to the Petersburg community. Administered by the Virginia Department of Rail and Public Transportation (VDRPT) in close partnership with Petersburg Area Transit (PAT) and the City of Petersburg, this initiative will include three key components: (1) a Comprehensive Operational Analysis (COA) of Petersburg Area Transit's existing complementary paratransit service; (2) an accessibility gap assessment of fixed route, paratransit, and specialized transportation services; and (3) a zero-emission fleet transition plan.

Mr. Svejkovsky noted that we have been informed by DRPT that it is necessary for us to amend the FY24 UPWP to add this grant.

Mr. Svejkovsky added that TAC recommends Policy Committee approval. Attachment 6 is the resolution.

Mr. Wood moved, and Mr. Webb seconded the motion that the Policy Committee approve the FY24 UPWP Amendment by resolution. The motion was approved unanimously.

12. UPWP Amendment for Multimodal Plan – Att. 7

Approved by resolution

Mr. Svejkovsky noted that with the budget now set for the consultant contract (\$120,000), we need to shift the tasks for FY24 Section 5303 funds (Attachment 7). This will keep the Multimodal Plan consultant contract administration under DRPT in one Task.

Kit Friedman noted that the RFP is out, and the proposals will be reviewed by the Review Committee with a report (for information or action) next month of March.

Mr. Svejkovsky noted that TAC recommends Policy Committee approval of the UPWP amendment.

Mr. Webb moved, and Ms. Denton seconded the motion that the Policy Committee approve the FY24 UPWP Amendment by resolution. The motion was approved unanimously.

INFORMATION ITEMS:

13. SMART SCALE – Proposed Changes Follow-up – Attachment 8

Information

Mr. Svejksky noted that the CTB discussed the proposed changes to the SMART SCALE process at its December 4, 2023 Workshop and took action to approve changes at its December 4, 2023 Action meeting. A “marked up” copy of the December 4, 2023 CTB actions (presented to the MPOs by OIPI at the 12/12/23 Quarterly meeting) is in Attachment 8.

Mr. Svejksky added that the link to the workshop/action video: [Commonwealth Transportation Board Meeting \(Workshop/Action\) December 4, 2023 - YouTube](#)

Mr. Svejksky also noted that the VTrans Mid-term Needs (likely used for Round 6 of SMART SCALE) presented by OIPI are scheduled to be approved at the January 2024 CTB meeting. The VTrans presentation at the Sept. 20, 2023 CTB Workshop is [here](#).

14. CMAQ/CRP Call for Projects

Information

Mr. Svejksky noted that five CMAQ/CRP applications were submitted:

- Woodpecker and Bradley Bridge Roundabout (Chesterfield)
- CHART Phase V Supplement (Colonial Heights)
- Ferndale and River Rd Roundabout Supplement (Dinwiddie, CRP?)
- Rt 36 Oaklawn Signal Upgrades (Hopewell)
- Bus Shelters, Benches, etc. (Petersburg)

Mr. Svejksky added that we plan on bringing the updated existing project allocations and DRAFT new project allocations at the March meeting and making the final allocations at the April meeting. VDOT and DRPT are helping with the estimates.

15. DRPT Report

Information

The DRPT report was handed out (attached to the minutes)

16. VDOT Report

Information

Mr. Totten gave the VDOT monthly report (attached to the minutes)

17. Upcoming

Information

Mr. Svejksky briefed the Policy Committee on the upcoming action items:

February 22, 2024:

- Approve Final FY23 Accomplishments and FY24 UPWP Priorities
- Approve Multimodal Mobility Plan Consultant and Scope of Work (possible)

March 14, 2024:

- Approve FY24 PL carryover request to FY25 UPWP
- Approve Draft FY25-29 STBG, CMAQ/CRP Allocations for public review
- Approve FY25-26 TCAMPO Transportation Alternatives allocations

April 11, 2024:

- Approve Final FY25-29 STG, CMAQ/CRP Allocations
- Approve Draft FY25 UPWP for 30-day public review

May 9, 2024:

- Adopt FY25 UPWP
- Approve Draft Title VI Plan Update and Public Participation Plan Update out for 45-day public review

June 27, 2024:

- Adopt Title VI Plan Update and Public Participation Plan Update

18. Other Business

There was no other business.

19. Next meeting

Chair Parham noted that the next meeting will be held on Thursday, February 22, 2024, 4:30 p.m. at the PAT Multimodal Station

20. Adjournment

There being no more business, Mr. Webb moved, and Mr. Mason seconded the motion to adjourn. The motion was approved unanimously, and the meeting was adjourned at 5:10 p.m.

ACRONYMS FOR THE JANUARY 11, 2024 MEETING

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Public Participation Plan – a Public Participation Plan (PPP) notes how an MPO will work to engage the public in its plans and programs, including with underrepresented groups. A PPP also gives the time frames for public comments for various MPO documents and actions (ex: UPWP, MTIP, and MTP). The last PPP was adopted by the TCAMPO in 2015.

DRPT Agency Update – January 2024

FY2025 Grant Cycle and WebGrants

The FY2025 grant application cycle opened on December 1, 2023 and will close on February 1, 2024. All grant applications must be submitted in DRPT's new grants management system, WebGrants, which launched with the opening of the grant application cycle.

[Written guidance will be available on the DRPT website](#) and DRPT staff will host Office Hours to answer questions and offer technical assistance to grantees. Recordings of the WebGrants webinars are posted to the [DRPT YouTube Channel](#).

DRPT staff will hold WebGrants Virtual Office Hours from 12-1pm every Tuesday, Wednesday, and Thursday starting on January 9, 2024. Information on how to join the Office Hours meeting can be found below. You can contact DRPT staff with WebGrants-related questions at webgrants@drpt.virginia.gov. Please expect a response from DRPT staff within 1-2 business days.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 293 865 184 573

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FY2024 TRIP Mid-Cycle Grant Awards

The Commonwealth Transportation Board (CTB) approved \$4.4 million for 15 transit projects funded through the Transit Ridership Incentive Program (TRIP) at their December 4, 2023 meeting.

The CTB approved the following projects:

Arlington Regional Transit (ART)

ART will receive funding to construct a new bus stop and ADA site improvements to three bus stops. This grant will allow the county to use on-call contractors to immediately address accessibility issues to improve rider experience.

Bristol Virginia Transit

Bristol Transit will install security cameras on six transit buses and one passenger van to improve transit driver and rider safety. Currently, none of these transit vehicles are outfitted with security cameras. Bristol Transit will also construct a new bus shelter at an existing transit stop, improving passenger comfort and safety as well as traffic flow.

Central Shenandoah Planning District Commission (CSPDC)

CSPDC will rehabilitate the BRITE Transit Hub. The project will define a separate bus lane and vehicle parking, assure ADA-compliant access to bus loading areas, relocate bus shelters adjacent to bus parking, and outfit each with safety lighting and bike racks.

City of Alexandria

Alexandria will provide shelters, benches, and real-time signage at the planned transit center in the West End development (formerly Landmark Transit Center). The transit center is a high-ridership transfer hub for local and regional bus service and will act as a major hub for two planned bus rapid transit networks in the center of a major new development.

District Three Governmental Cooperative (Mountain Lynx Transit)

Mountain Lynx Transit, serving Abingdon, Galax, Marion, and Wytheville, as well as Bland, Carroll, Grayson, Smyth, Washington, and Wythe counties, will implement a systemwide zero-fare program. Most recent census data show high poverty areas are found across the agency's service area. The elimination of fares for Mountain Lynx riders removes a major obstacle for many riders and creates the opportunity for transportation for low-income people.

Greater Richmond Transit Company (GRTC)

GRTC will make bus stop improvements in Richmond and Chesterfield County to enhance ADA accessibility and to test new text-to-speech technology providing real-time transit information to riders.

Hampton Roads Transit (HRT)

HRT will improve shelters and amenities at three existing ferry stops. The new amenities will include lighting and security features to improve accessibility for customers during the evening and enhance the existing Americans with Disabilities Act (ADA) amenities. HRT will also receive funding to improve rider amenities at 22 stops across the system with benches, shelters, and trash cans.

HRT will also purchase and install driver safety barriers on 155 buses not currently equipped with them.

Petersburg Area Transit (PAT)

PAT will hire three security officers and install a new security camera system to monitor PAT's downtown multimodal center.

Roanoke County

Roanoke County will build a new bus shelter at an existing bus stop, providing an enhanced experience for riders with shelter from the weather, a place to sit and rest, and improved solar-powered lighting.

Williamsburg Area Transit Authority (WATA)

WATA will outfit six buses with new security cameras, improving safety for both the passengers and operations staff by providing live camera feeds.

Tri-Cities MPO TAC Meeting
February 2, 2024
VDOT Richmond District Updates

Commonwealth Transportation Board (CTB)

- [January 2024 Draft Workshop Minutes](#)
 - Transportation Alternatives Program – FY 25/26 Application Cycle
 - Scorecards have been released to CTB District Members/TMAs for use in selections.
 - Policy to Identify VTrans Mid-Term Needs
 - 2023 Mid-Term Needs are posted to the [InteractVTrans](#) site.
 - The identified needs will be used to screen projects in the upcoming round of SMART SCALE.
- [January 2024 Draft Action Meeting Minutes](#)
 - [Adopted the Transportation Efficient Land Use factor](#) and adopted the OIPI staff recommendation of including the Transportation Efficient Land Use factor as a multiplier to be utilized in the SMART SCALE Prioritization Process
- [CTB – Next Meeting](#) (VDOT Auditorium)
 - Workshop Meeting on February 20 at 10:00 am
 - Action Meeting on February 20 at 12:30 pm or upon adjournment of the Workshop meeting

Programming & Funding Activities

- [SMART SCALE – Round 6](#) (FY26 – FY31 SYIP)
 - Register for applicant training for Round 6 Pre-Application on February 28, 2024.
 - Pre-application will open on March 1, 2024, and close on April 1, 2024.
 - Full applications will open on June 1, 2024, and close on August 1, 2024.
- [Transportation Alternatives Program \(TAP\)](#)
 - FY 2025 – 2026 Application Cycle: Scorecards have been released to CTB District Members/TMAs for use in selections.
- [Revenue Sharing Program](#)
 - Revenue Sharing selections will be presented in the Spring of 2024.
- [Six-Year Improvement Program \(SYIP\) Development](#)
 - Development of the FY 2025-2030 Six-Year Improvement Program will begin soon; VDOT will provide information as the SYIP schedule is developed.

Please reach out to Sarah Rhodes (srhodes@VDOT.Virginia.gov) for assistance.

Key Projects / Announcements

- Fall Line
 - VDOT Design-Build Packages
 - DB#1 (Holly Hill Rd to Walder Ln; includes Chickahominy River crossing, UPC 121374)
 - Advertised in December 2022
 - Awarded in April 2023
 - Construction is anticipated to begin in Spring 2024.
 - DB#2 (Patton Park to W Hundred Rd/Chester Linear Park, UPC 121511)
 - Alignment at southern terminus has been finalized.
 - Advertisement date will be determined once the alignment is finalized and approved (anticipated to be in 2024).

Upcoming Public Hearings/Citizen Information Meetings ([Calendar](#))

- There are currently no Public Hearings or Willingness to Hold Public* Hearings scheduled in the Tri-Cities MPO study area.

*Willingness to Hold a Public Hearing: A public hearing is held if a written request is made and contact by VDOT cannot resolve the questions and concerns.

ATTACHMENT 2

FY24 UPWP Accomplishments

- *Plan2050*: Travel Demand Model runs using the adopted 2017-2050 Socioeconomic data
- Completed update of *Public Participation Plan* and *Title VI Policies*
- Adopted MPO 2024 Safety Performance Targets
- Allocated RSTP/CMAQ/CRP funds to projects for the FY25-29 SYIPs
- Amended the *FFY 2021-24 and FFY 2024-27 Metropolitan Transportation Improvement Program* as needed
- Approved the *FY25 UPWP*; amended the *FY24 UPWP* as needed
- Submitted Round 6 SMART SCALE Pre-applications; stayed up to date regarding changes to the process; provided assistance to MPO members
- Hired new Transportation Planner
- Purchased new laptop for Transportation Planner
- Completed Planning Area (MPO) Boundary and Urban Area Boundary updates after the Census Bureau release of Urban Areas in December 2022
- Began federal functional classification update (to be completed in FY25)
- Began Multimodal Plan (to be completed in FY25)
- Participated in various study groups and planning groups, including PHOPS Active Transportation Group, RAFT (Petersburg and Hopewell)
- Participated in STARS and Pipeline Studies:
 - Rives Road Corridor (Crater Rd to I-95, including I-95/Rives Rd Interchange (with proposed development), Crater Rd (Rives Rd to Wagner Rd, and Wagner Rd (Crater Rd to Normandy Dr)
 - Convert Washington and Wythe Streets from a one-way pair to two two-way streets with multimodal improvements.
 - I-85/I-95 Interchange (MPO Priority 1) – full analyses and concepts/design options.

Priorities for FY25 UPWP

- Complete federal functional classification update (complete in FY24)
- Amend the *FFY 2024-27 Metropolitan Transportation Improvement Program* as needed.
- Complete submission of Round 6 SMART SCALE Applications (due August 2024)
- Adopt MPO 2025 Safety Performance Targets
- Complete Multimodal Plan (bicycle/pedestrian/transit), particularly for equity
- RSTP/CMAQ new applications and allocations for FY26--30 SYIP
- Complete applications assistance etc. for Round 6 of SMART SCALE (applications due August 1, 2024)
- Boost its GIS and data portal for its members and public.
- Continue *Plan2050* (adopt in late FY26)

- Complete and approve the *FY26 UPWP*

While not included in the UPWP, the MPO would request that VDOT study:

- the Prince George County section of the Appomattox River Trail.
- Rt 460 Safety study (was requested during Relocated 460 scope downgrade)
- I-95/Roslyn (Southpark) interchange (previous Chapter 527 study)
- New bike/ped bridge between Petersburg Pocahontas Island and the overlook in Colonial Heights using historic abutments.



We Make a Difference

January 12, 2024

Ron Svejksky, MPO Director
Tri-Cities Area MPO
1964 Wakefield Street
Petersburg, VA 23805

Re: Tri-Cities Area Regional Multimodal Mobility Plan

Dear Selection Committee:

The Michael Baker International team is pleased to submit this proposal for the Tri-Cities Area MPO's (TCAMPO) Regional Multimodal Mobility Plan. Our Richmond-based planning and engineering team is experienced in multimodal planning across the Commonwealth and familiar with the specific needs of the Tri-Cities community through our development of the TCAMPO Performance-Based Planning Process. Nick Britton, AICP, our project manager for this effort, was the project manager for the New River Valley MPO's 2021 Multimodal Plan and has extensive experience working with and applying DRPT's *Multimodal System Design Guidelines* on transit, bicycle, pedestrian, and other planning efforts. Mr. Britton and his team have worked on a variety of trail planning projects with success on the funding and implementation fronts. Our experience with the SMART SCALE, Project Pipeline, and DRPT's MERIT program will play an important role in not only project identification, evaluation, and prioritization, but in the research and analysis leading up to those phases.

Our team has extensive experience working with the public and stakeholders with a focus on equity, accessibility, and education. Our unique mix of skills and project background give us particular insight into the interplay between communities and the multimodal network, particularly across multiple jurisdictions and within different contexts: from the core downtown areas of Petersburg, Colonial Heights, and Hopewell to the rural edges of the MPO in Dinwiddie, Prince George, and Chesterfield counties. If you have any questions, please contact Mr. Britton at 804-287-3165 or nick.britton@mbakerintl.com. We would be happy to further negotiate any items presented in our scope and fee proposal.

Sincerely,

A handwritten signature in blue ink that reads "Anna B. Parkins".

**Lorna L. Parkins, FAICP, Vice President
Michael Baker International**

Proposal for:

Tri-Cities Area Regional Multimodal Mobility Plan



January 12, 2024

Submitted to:

Tri-Cities Area Metropolitan Planning Organization (TCAMPO)

Submitted by:

Michael Baker
INTERNATIONAL

Understanding of Work to be Performed

The Tri-Cities Area Metropolitan Planning Organization (TCAMPO) is seeking a team to develop a regional multimodal mobility plan that aligns with the 2020 DRPT Multimodal System Design Guidelines (MMSDG). The Tri-Cities Area continues to capitalize on its location, both in terms of natural features and its proximity to large population centers. The region will be soon home to the southern terminus of the Fall Line Trail, a proposed multi-use path that will begin in Ashland and connect to the existing Virginia Capital Trail in Richmond and the Appomattox River Greenway in Colonial Heights.

The Michael Baker International (Michael Baker) team understands that not every region, nor community within a region, is the same and that the planning process must be tailored to meet specific needs. Mobility is an important factor in the daily lives of many Tri-Cities Area residents, and it is important to understand these needs and plan accordingly. The region is home to a high percentage of designated disadvantaged populations, with high poverty rates, low vehicle ownership, and high transit dependency. These realities underscore the importance of multimodal connectivity, including safe and dependable walking and bicycling routes between activity centers.

The Michael Baker team will ensure the goals of the RFP are met:

- There is a thorough inventory of existing multimodal plans and assets;
- An extensive needs assessment is conducted to identify potential gaps in the multimodal network;
- The community is engaged and invested in the creation of a vision for the Tri-Cities' multimodal future;
- Key corridors and centers of the multimodal network are identified and recommendations and project prioritization reflects the aforementioned vision; and
- The plan is fully implementable through a rigorous implementation plan that can be used by both the MPO and the localities.

Team Qualifications

Michael Baker is well positioned to conduct this update. We have worked steadily on multimodal and mobility projects throughout the Commonwealth of Virginia using the guidance of DRPT's Multimodal System Design Guidelines. We are intimately familiar with the Tri-Cities Area through our work on the MPO's project prioritization process and we have extensive background in performance-based planning through SMART SCALE and Project Pipeline. In addition to our trail planning work on the Valley to Valley Trail, Birthplace of America Trail, Craig Creek Trail, and the Shenandoah Valley Rail Trail, our team has created bicycle and pedestrian plans for the Town of Vinton (Washington Avenue) and the City of Lexington. Finally, we were the authors of the *New River Valley Multimodal Plan*, a year-long update to the TCAMPO's bicycle and pedestrian plan. Despite the challenges of developing the plan during the COVID-19 pandemic, we were able to engage the public and the region's localities and stakeholders throughout the process to create an actionable multimodal plan that identified gaps in the network and potential short- and long-term solutions.

Our project Manager, Nick Britton, AICP, is already familiar with the multimodal resources in the Tri-Cities Area, having worked directly with TCAMPO, Petersburg Area Transit, and the region's localities in his previous position at DRPT. Nick will leverage his existing relationships with Tri-Cities Area stakeholders to seamlessly conduct outreach activities with the public and with stakeholders. Our familiarity with the region combined with our experience in multimodal planning will allow us to create efficiencies in the planning process that will help us deliver a study that will serve TCAMPO and their partners for years to come. Importantly, we combine these critical attributes with a creative approach to both engagement and product delivery that will ensure this plan is completed with quality input and is delivered in a form that will be of use in ongoing planning efforts throughout the Tri-Cities Area.

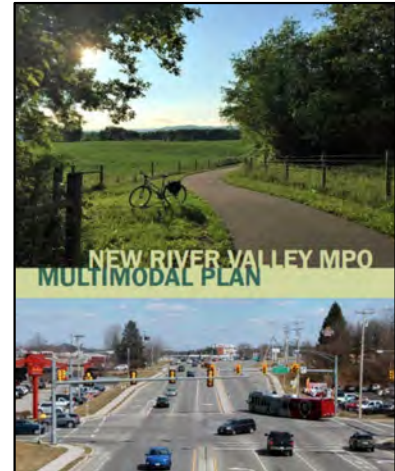


Figure 1. The 2021 NRVMPOMultimodal Plan was developed by Michael Baker and the project was led by Nick Britton.

Project Approach

Task 1: Project Management

Our Project Manager, Nick Britton, AICP, will be the point of contact for the project and will be committed in maintaining an active and open line of communication with the TCAMPO project manager and other members of the team as needed. Michael Baker will coordinate closely with TCAMPO via bi-weekly project phone meetings throughout the life of the study in addition to the meeting schedule outlined below. This is in addition to the two required presentations to stakeholders that will be determined by TCAMPO as the project moves forward in time.

To develop a Regional Multimodal Systems Plan, the MBI team will apply the methodology from the 2020 MMSDG (see Figure 1). To fully grasp the existing conditions and identify potential gaps, our first steps will be collection of data and existing materials from other plans. This will require ongoing work with TCAMPO, the localities, and other relevant mobility agencies in the region. Coordination and data collection/maintenance is an ongoing task throughout the project.

We anticipate adherence to the proposed meeting schedule outlined in the project RFP. Given the number of meetings, we propose attendance of Michael Baker staff as follows, with in-person meetings highlighted. Virtual meetings will be handled through Teams or similar online meeting platform. Generally speaking, in-person meetings will include: all TAC and Policy Committee meetings and milestone Steering Committees. The full schedule is as follows:

Date/Timeframe	Meeting		MBI Attendance
February 2, 2024	TCAMPO TAC Meeting Introduction/Kick-Off	●	In-person
Mid-February 2024	Pre-Steering Committee (SC) Meeting	●	Virtual
Mid-February 2024	Steering Committee Meeting	●	In-person
Late February/early March 2024	Staff Check-in	●	Virtual
Mid-March 2024	Pre-SC Meeting	●	Virtual
Mid-March 2024	Steering Committee Meeting	●	Virtual
Late March/early April 2024	Pre-TAC Meeting	●	Virtual
April 5, 2024	TCAMPO TAC Meeting Progress Update	●	In-person
Mid-April 2024	Pre-SC Meeting	●	Virtual
Mid-April 2024	Steering Committee Meeting	●	Virtual
End of April/early May 2024	Staff Check-in	●	Virtual
Mid-May 2024	Pre-SC Meeting	●	Virtual
Mid-May 2024	Steering Committee Meeting	●	Virtual
Late May/early June 2024	Pre-TAC Meeting	●	Virtual
June 7, 2024	TCAMPO TAC Meeting Progress Update	●	In-person
Mid-June 2024	Pre-SC Meeting	●	Virtual
Mid-June 2024	Steering Committee Meeting	●	Virtual
Late June/early July 2024	Staff Check-in	●	Virtual
Mid-July 2024	Pre-SC Meeting	●	Virtual
Mid-July 2024	Steering Committee Meeting	●	In-person
Late July/early August 2024	Pre-TAC Meeting	●	Virtual
August 2, 2024	TCAMPO TAC Meeting Progress Update	●	In-person
Mid-August 2024	Pre-SC Meeting	●	Virtual
Mid-August 2024	Steering Committee Meeting	●	Virtual
Late August/early September 2024	Staff Check-in	●	Virtual
Mid-September 2024	Pre-SC Meeting	●	Virtual
Mid-September 2024	Steering Committee Meeting	●	Virtual
Late September/early October 2024	Pre-TAC Meeting	●	Virtual
October 4, 2024	TCAMPO TAC Meeting Progress Update	●	In-person
Mid-October 2024	Pre-SC Meeting	●	Virtual
Mid-October 2024	Steering Committee Meeting	●	Virtual
Late October/early November 2024	Staff Check-in	●	Virtual
Mid-November 2024	Pre-SC Meeting	●	Virtual
Mid-November 2024	Steering Committee Meeting	●	Virtual
Late November/early December 2024	Pre-TAC Meeting	●	Virtual
December 6, 2024	TCAMPO TAC Meeting Progress Update	●	In-person
Mid-December 2024	Pre-SC Meeting	●	Virtual
Mid-December 2024	Steering Committee Meeting	●	Virtual
Late December 2024/early January 2025	Staff Check-in	●	Virtual
Mid-January 2025	Pre-SC Meeting	●	Virtual
Mid-January 2025	Steering Committee Meeting	●	Virtual
Late January/early February 2025	Pre-TAC Meeting	●	Virtual
February 7, 2025	TCAMPO TAC Meeting Project Wrap-up	●	In-person
Mid-February 2025	Pre-SC Meeting	●	Virtual
Mid-February 2025	Steering Committee Meeting	●	In-person
February 20, 2025	TCAMPO Policy Committee Final Presentation	●	In-person

Table 1. List of meeting details for project.

Materials for meetings will be submitted a day before the meeting date.

Task 1 Deliverables

- Kick-off meeting (within two weeks of NTP)
- Detailed project schedule (within two weeks of NTP)
- Community engagement plan (one month after NTP)
- Meeting agendas for all meetings and minutes for Steering Committee meetings

Task 2: Inventory of Existing Multimodal System Assets and Plans

The first step is to inventory what exists in the region's multimodal system. This includes both on-the-ground infrastructure as well as planned and/or programmed investments. In doing this, through coordinated data collection, mapping, and work with the public and stakeholders, we are able to develop a baseline for the multimodal network in the Tri-Cities Area, which helps us identify the potential issues—gaps, inequities, and other elements that may require adjustments or further attention. The deliverable for Task 2 will be a compendium of the three technical memos outlined in the subtask deliverables below.

Task 2.1: Identify and Evaluate Existing Infrastructure and Mobility Conditions

Michael Baker will begin with a review of the population and employment data that will be augmented with data on local and regional travel patterns, both documented through quantifiable data (such as transit ridership, walk scores, and other related indices) and “anecdotal” data (such as observations of popular street crossings or so-called desire paths). It is important to acknowledge variability and randomness in people's movements across urban areas. This is why the MBI team will engage TCAMPO and local government staff to verify and “ground-truth” all significant findings that require additional assumptions or information. We will also augment our existing conditions assessment with additional resources and metrics that will help us flesh out the multimodal network and begin to highlight gaps, including urban heat island areas, sidewalk conditions, and bus stop conditions. In a parallel effort, we will develop and execute a focused engagement effort, including surveys, conversations, and interviews with pedestrians, transit riders, and cyclists in the larger urban activity centers.

Task 2.1 Deliverables

- Existing Infrastructure and Mobility Conditions Technical Memo including:
 - o Maps, charts, and/or graphs as warranted by data
 - o Data workbook including metrics and sources
 - o Public engagement summary and findings
- Two days (14 hours) of field-based community engagement (as discussed above) in targeted locations in Petersburg, Hopewell, and Colonial Heights
- Excel-based dashboard of measurements (an “Existing Conditions” dashboard that can be used to highlight certain parameters or conditions)

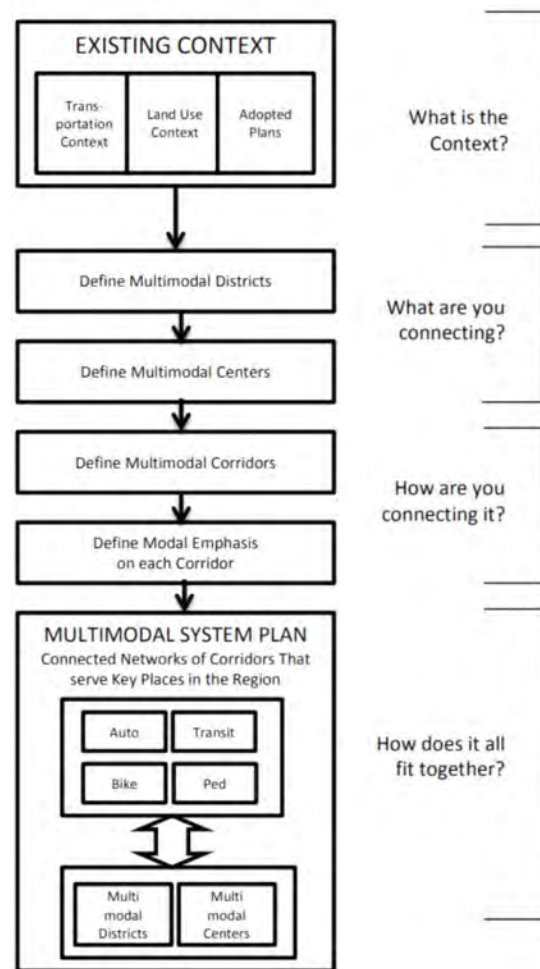


Figure 2. Multimodal system planning framework

Task 2.2: Compile and Review Existing Plans

The Michael Baker team will review any comprehensive plans or studies (e.g., long-range transportation plans, bicycle and pedestrian plans, transit development and/or strategic plans, trail plans, etc.) that have been conducted in the area over the last decade. TCAMPO will assist MBI in the identification of studies for review. This step will be used to identify any proposed changes in land use or planned transportation improvements. Particular attention will be focused on programmed investments and projects that are considered regional priorities, such as the Fall Line Trail, and large potential community and economic development projects that may influence future multimodal decision-making. The team will also review VTrans needs to see what areas are already primed for potential mitigation and SMART SCALE, MERIT, and other grant applications for transportation projects that impact the multimodal fabric of the Tri-Cities Area.

Task 2.2 Deliverable

- Existing Plans Review Technical Memo

Task 2.3: Estimated Economic Impact of the Multimodal System

The Michael Baker team will review existing literature and datasets to produce an estimated economic impact of the Tri-Cities Multimodal System. This will include economic impacts from outdoor recreation data, walkable community measures, and local, regional, and national transit services. We will review DRPT's 2020 *Economic Benefits of Public Transportation in Virginia* for region-specific information that may help use refine our estimates.

Task 2.3 Deliverable

- Estimated Economic Impact of the Multimodal System Technical Memo

Task 3: Tri-Cities Area Multimodal Needs Assessment

With the baseline established and existing conditions documented, the Michael Baker team will work with TCAMPO staff to identify local and regional needs, the existing and proposed infrastructure in place, and the difference between the two. The difference will tell us where we have system gaps.

The first step in the development of a Multimodal Systems Plan is identifying the future patterns of transportation and land use in the region. The data collected up to this point will tell us much of this and we will use conversations with the localities and stakeholders to fill in any information gaps. This, and much of the subsequent analysis, will be performed using GIS, giving us a data-driven needs assessment. The MBI team will map the population and employment density (jobs & people per acre), while taking into consideration the review of planned land uses and input provided by MPO and local government staff, to identify areas of existing and future activity. This Activity Density will be our primary source for defining the optimal multimodal landscape of the Tri-Cities region. Land use patterns and travel data from Task 1 will help us define the network's primary and secondary corridors and the modal emphasis of corridors. The existing conditions of those corridors then shows us where the system is not meeting demand.

This will be a data-driven process throughout, but it is important to consider the context of both the existing conditions and future conditions. This is why the process of defining multimodal corridors, districts, and centers can be an iterative process. Sometimes there are gaps in the data or the network appears incomplete. We will work with the Steering Committee in these cases to ensure that future conditions are appropriately represented.

Task 3 Deliverables

- Existing Multimodal Network (Map Series)
- Draft Multimodal Plan Framework (Map Series)

Task 4: Community Engagement

Once the Michael Baker team has a draft multimodal plan framework, which identifies both the documented existing network and the gaps identified through analysis, we can work with the community to vet these gaps and needs. The data may tell us one thing but, in many cases, it is imperative that residents of the community understand what we are looking at and considering when we begin making recommendations.



Figure 3. Renderings help people see what conditions could be like with various levels of investment.

These engagement opportunities will be centered around informing the public about what multimodal planning is and what elements make up a multimodal network. While the team will design the events—the format will be determined in consultation with MPO staff—with the goal of obtaining actionable feedback, we understand that to get there, education is a key step in the process. We anticipate holding three sets of meetings, with each set of meetings scattered throughout a given week on different days and at different times of day, allowing us to capture different audiences. We envision each set of meetings will be made up of three meetings in a format to be determined. Our team will work with TCAMPO to determine options for incentivization of participation in these activities such as some type of compensation. Locations of meetings will also be determined later, but our goal is to maximize accessibility through transit and inclusive and familiar locations and to spread the meetings throughout the TCAMPO service area.

We anticipate the first set of community engagement events to be sometime in late June. This allows us to hold meetings after school has ended but before many begin their summer-related activities or traveling. It also allows us to maximize outdoor engagement without the temperature limiting its effectiveness. We anticipate these meetings will be focused heavily on the “what” and “why” of the multimodal planning process and the team will specifically ask the public about areas of focus and/or concern (i.e., the needs assessment). The second set of meetings would occur in September, after school has begun but before any major holidays or winter weather threats. These meetings would be focused on early recommendations and the prioritization process. Finally, the third set of meetings would take place towards the end of the planning process when we have a draft version of the document available. Based on the schedule, we anticipate this set of meetings would fall sometime in late January or February to avoid any holidays.



Figure 4. Libraries tend to be good spaces for meetings because of their inclusiveness.

In summary, we propose nine total meetings:

- Set 1: Late June 2024 (3 meetings) focused on background information, the planning process, and areas of concern and/or focus (the needs assessment);
- Set 2: September 2024 (3 meetings) focused on early recommendations, the prioritization process, and key transects and other materials; and
- Set 3: Late January/early February (3 meetings) focused on the final planning recommendations and draft planning document.

Task 4 Deliverables

- Three (3) sets of three (3) meetings (nine [9] total meetings) in a format and at locations to be determined in consultation with TCAMPO
- Community engagement report featuring a full accounting of all public meetings, public meeting materials, comments received, survey results, and summary of major themes and how they were factored into the planning process to be delivered upon completion of plan.

Task 5: Recommendations and Prioritization

After completing the needs assessment and the first set of public meetings, the Michael Baker team will begin the process of identifying potential projects and filtering them through an evaluation matrix. This matrix will focus on multiple parameters and characteristics, including but not limited to functionality, environmental impacts, percentage of population impacted, and overall feasibility. Up to ten (10) of the highest scoring projects will be further

developed through various visualization programs, including the collaborative online urban design platform StreetMix, to demonstrate how these potential interventions could look upon implementation and to determine cost estimates, potential sources of funding (such as applicable state and federal grants), and other related factors.

Task 5 Deliverable

- Profiles for up to ten (10) key projects complete with visualizations, transects, cost estimates, potential funding sources, and any notes that impact project feasibility.

Task 6: Implementation and Evaluation Strategies

The final step in the development of the Multimodal Systems Plan will be the identification of a path forward to implementation. The Michael Baker team will work with TCAMPO staff and the Steering Committee to identify short- and long-term needs and develop a plan of action that will turn the plan into reality. In addition to the ten (10) projects profiled in Task 5, the remaining projects will be evaluated and provided with some ranking and/or prioritization that can be used by TCAMPO at a later date. They will be organized by geography and type. This may include recommendations for specific Multimodal Center plans or Multimodal Corridor studies that can take the concepts from the Tri-Cities Area Multimodal Systems Plan and turn them into designs ripe for funding and construction. Special attention will be placed on projects that provide relief from some of the issues discussed in the needs assessment, including urban heat islands, disconnectivity between activity centers, and infrastructural inequities. The MBI team will identify responsible parties, a timeline for implementation, and potential funding sources for accomplishing these next steps. Our expertise in all facets of SMART SCALE, from preparation of applications to supporting OIPI in project evaluation and auditing completed projects, provides useful insight for prioritizing projects for funding and implementation. This will be supplemented with a resources database including information on the funding resources discussed and cited in the plan, a full geodatabase of our baseline, analysis, and output data, and other planning resources used during the development of the plan.

Task 6 Deliverable

- Draft and Final Tri-Cities Area Multimodal Plan with Resources Database (appendix)

Schedule

Michael Baker proposes a 12-month schedule, with plan adoption in February 2025.

	2024											2025	
	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Task 1 Project Management	●	●	●	●	●	●	●	●	●	●	●	●	●
Task 2 Inventory of Existing Multimodal System Assets and Plans			◆										
Task 3 Needs Assessment				◆									
Task 4 Community Engagement		●			●		●					●	◆
Task 5 Recommendations and Project Prioritization										◆			
Task 6 Implementation and Evaluation Strategies													◆

Schedule assumes **notice to proceed** by the beginning of February. Diamonds (◆) indicate a project deliverable for that task and circles (●) represent meetings.

Fee Proposal

Michael Baker's proposed fee for this project is \$119,952. This fee is broken down by task and staff member below.

Tri-Cities Area MPO Multimodal Plan Cost Estimate			
SUMMARY OF COSTS			
Firm: Michael Baker International			
1/12/2024			
Tasks	Baker Hours	Baker Costs*	Total
Task 1 Project Management	160	\$22,043	\$22,043
Task 2 Inventory of Existing Multimodal System Assets and Plans	88	\$9,706	\$9,706
Task 3 Needs Assessment	160	\$17,005	\$17,005
Task 4 Community Engagement	160	\$17,464	\$17,464
Task 5 Recommendations and Project Prioritization	240	\$27,687	\$27,687
Task 6 Implementation and Evaluation Strategies	200	\$22,922	\$22,922
Other Direct Costs		\$3,125	\$3,125
TOTAL LABOR		\$116,827	\$116,827
GRAND TOTAL		\$119,952	\$119,952
TOTAL ESTIMATED COST			\$119,952

*All labor costs are based on approved fixed hourly rates that encompass all direct labor, salary burden, overhead, and fee.

Tri-Cities Area MPO Multimodal Plan Cost Estimate										
Firm: Michael Baker International										
1/12/24										
LABOR COSTS @ APPROVED FIXED HOURLY RATES (Rates include burden, overhead, and fee)										
WORKHOURS BY EMPLOYEE CLASSIFICATION AND TASK										
Tasks	Project Manager J.N. Britton	Planner III J. Mallow	Planner I D. Smallwood	Planner I E. Asplund	Planner III R. Wright	GIS Manager J. Thornton			Total Cost By Task	Total Workhours By Task
Task 1 Project Management	40	120							\$ 22,043.20	160
Task 2 Inventory of Existing Multimodal System Assets and Plans	4	48	24	12					\$ 9,705.52	88
Task 3 Needs Assessment	4	48	24	48		36			\$ 17,004.52	160
Task 4 Community Engagement	4	48	48	24		36			\$ 17,464.12	160
Task 5 Recommendations and Project Prioritization	20	64	24	48	48	36			\$ 27,687.08	240
Task 6 Implementation and Evaluation Strategies	20	48	24	48	24	36			\$ 22,922.12	200
Total Hours	92	376	144	180	72	144	0	0		1,008
Fixed Hourly Rates	\$ 191.80	\$ 119.76	\$ 94.99	\$ 75.84	\$ 118.70	\$ 126.91	\$ 94.99	\$ 61.65		
Labor Cost	\$17,646.00	\$45,030.00	\$13,679.00	\$13,651.00	\$8,546.00	\$18,275.00	\$0.00	\$0.00	\$ 116,826.56	
NONSALARY DIRECT COSTS										
Item	Units		Cost	TOTAL COST COMPUTATION THIS TASK						Cost
Travel	1,000 miles @ \$0.625		\$625	A. Labor Cost						\$ 116,826.56
Lodging	0 nights @ \$115		\$0	B. Direct Costs						\$3,125
Subsistence	0 days @ \$54		\$0							
Vendor Reproduction (Display boards, reports)			\$2,500							
Photography										
Shipping										
Printing (business & notecards, flyers, photos, stickers)										
Supplies (binders, folders, etc.)										
Other (promotional items, banner ups, postage, etc.)										
			\$3,125	TOTAL COST THIS Firm						\$119,952

Selected Project Staff

Nick Britton, AICP

Project Manager

Mr. Britton has land use and transportation planning experience at state, metropolitan, and local levels of government in Virginia and Utah before coming to Michael Baker. He specializes in multimodal planning with a focus on public transportation and bicycle and pedestrian planning and is also skilled in short- and long-range master planning. Most recently he managed projects for both the Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation combining his foundational transportation knowledge with his extensive background in planning best practices and public outreach. Nick also has an extensive background in land use planning, comprehensive planning, zoning, local and state policy and ordinance development, and stakeholder engagement.

Josh Mallow, AICP

Planning Support

Mr. Mallow is a multi-disciplinary planner with competencies in the fields of land use, transportation, and historic preservation. His specialties include transit-oriented development, corridor studies, neighborhood planning, bicycle/pedestrian planning, architectural survey, mapping, and data visualization. Mr. Mallow seeks to engage the public in meaningful and innovative ways and has experience in multifaceted engagement approaches. Mr. Mallow's placement on a project team ensures cohesion between planning analysis, engineering, and public engagement.

Desmond Smallwood

Planning Support

Mr. Smallwood is a multi-disciplinary planner with competencies in the fields of land use and transportation. He has assisted in completing several plans and studies across the Commonwealth of Virginia. He provides expertise in ArcGIS and brings a strong working knowledge of the community benefits and challenges of pedestrian and bicycle planning. He has previously served as the Bicycle and Pedestrian Coordinator for the Virginia Department of Transportation's Richmond District Office. As a member of the planning team, he ensures the cohesion between planning analysis, engineering, and stakeholder engagement.

Ray Wright, PE

Engineering Support

Ray is experienced in wide variety of aspects within Traffic Engineering at the local, state, and metropolitan levels of government in Minnesota, North Carolina, and primarily Virginia. He is experienced and proficient in roadway safety applications, operational analysis, and has burgeoning experience in cost estimation. He has extensive knowledge in the application of Highway Capacity Manual, Highway Safety Manual, and MUTCD principles, along with burgeoning experience using multiple traffic simulation modeling software such

as SIDRA and Synchro/SimTraffic. Other duties and tasks assigned to Mr. Wright include drafting technical memorandums, developing traffic recommendations, developing sign and pavement marking plans, preparing conceptual drawings, and preparing and reviewing cost estimations.

Jacob Thornton, GISP

GIS Manager/Planning Support

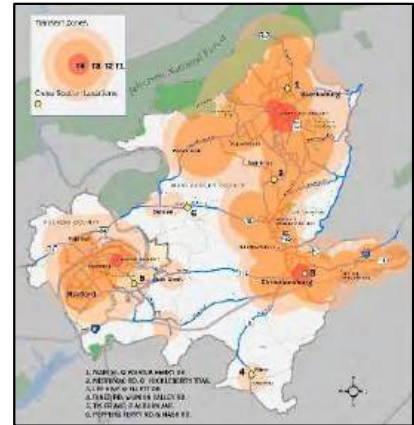
Mr. Thornton is a GIS Specialist with over 20 years of experience in cartography, analysis, data management, and graphic design. He led the GIS efforts for the Baker team on projects including traffic engineering studies, bike/pedestrian and transit planning, local and statewide multimodal transportation planning projects, Electric Vehicle planning projects, and NEPA studies. Jacob is skilled with ESRI GIS Desktop products, ArcGIS Online and StoryMaps, global positioning systems (GPS), and graphic design software and has won awards for cartography at statewide conferences. Jacob is a design-focused cartographer with a talent for creating visual aesthetics and telling stories through maps. Prior to joining Michael Baker, he spent 6 years as a GIS Coordinator instructing classes, managing software and data, and creating mapping products at Vanderbilt University.

Project Qualifications

New River Valley Multimodal Plan

Christiansburg, Virginia (2021)

Michael Baker performed analysis, public outreach, extensive fieldwork, and plan development for the 2021 update to New River Valley (NRV) MPO's bicycle and pedestrian master plan which was rechristened the New River Valley Multimodal Plan. The team analyzed planning and transportation documents from the multiple jurisdictions that make up the NRV and developed a multimodal framework for the entire region using the then-newly updated Multimodal System Design Guidelines published by DRPT.



The plan endeavored to affirm defined activity centers, placemaking and through corridors, and provide typical section recommendations for transect zones. It also identified new activity centers, corridors, and provide typical section recommendations based on changes to the development patterns and the transportation network in the region. Michael Baker's team placed an emphasis on linking public transit hub/bus stops, bike share stations, and park-and-ride locations with a continuous bicycle/pedestrian network. Our analysis was complemented by ongoing outreach with the public, regional stakeholders (including the Valley's universities and community facilities), transit agencies, and local government staff. Because this plan's developed occurred during the height of the COVID-19 pandemic, certain modes of outreach were limited, but Michael Baker focused on making the avenues available to us as inclusive, comprehensive, and user-friendly as possible.

The final document outlined various techniques for improving overall connectivity across both the region as a whole and specific districts and communities, including improved and proposed crossings of major highways and the New River in Radford. Our team provided a implementation plan, recommendations, and visualizations of potential projects in both urban, suburban, and rural settings.

Project Pipeline Framework Technical Assistance Virginia, Statewide (2022)

Michael Baker assisted OIPI, VDOT, and DRPT in developing a multimodal Project Pipeline process for identifying transit, rail, and TDM improvements at up to 45 study locations for future planning years. Michael Baker provided project management, technical assistance, and recommendations to improve transit for 45 projects across the Commonwealth of Virginia for Project Pipeline. The 45 projects were preselected for their importance as an identified safety, congestion, or access need in Virginia's Transportation Plan. Michael Baker's analysis and recommendations included design and multimodal solutions based on each project's transit propensity, transit potential, park-and-ride suitability, bicycle and pedestrian access to transit, and TDM recommendations. Michael Baker achieved this through a coordinated, multidisciplinary project development process paralleled with ongoing stakeholder and public outreach. Project Pipeline was organized into multiple phases resulting in a list of projects that are ready for funding in each of the study areas.



Michael Baker was responsible for leading the team's work on Phase I and Phase II of the Project Pipeline Framework Technical Assistance for DRPT, which developed rail, transportation demand management, and transit solutions for 45 VTrans-identified corridors across Virginia. The intent of this work was to identify issues in concert with localities, prepare context-based engineering or policy solutions, and prepare the necessary materials for potential application to the SMART SCALE grant program. The project manager oversaw the day-to-day project management and administrative tasks and coordinated with DRPT, VDOT, OIPI, multiple consulting teams, and transit agencies across the Commonwealth. The project included ongoing stakeholder and public outreach to introduce and refine project ideas.

Tri-Cities Area MPO Performance-Based Planning Process

Petersburg, Virginia (2022)

Under the Office of Intermodal Planning and Investment's (OIPI) Growth and Accessibility Planning Technical Assistance Program, Michael Baker led the development of a study for the Tri-Cities Metropolitan Planning Organization (TCAMPO) to establish a performance-based approach for their Long Range Transportation Plan (LRTP) update. This effort evaluated Tri-Cities long range Vision, Goals and Objectives to develop a data driven approach to identify projects that will help achieve the region's targets and be competitive among a variety of likely funding sources.



Michael Baker International coordinated with TCAMPO on the identification, validation, calibration, and selection of performance measures and associated thresholds for a performance-based planning process. The Vision, Goals, and Objectives developed for Plan2045 were reviewed to develop a universe of performance metrics that are supportive of the region's transportation vision. These metrics were evaluated to determine their effectiveness in illustrating the benefit of transportation investments. Available datasets to support each measure were identified to evaluate their ability to accurately report on each measure. The appropriate number of measures to support each metric category was identified based on the combined measures' ability to determine effectiveness across a range of project types while minimizing the ongoing data collection or computational burden for TCAMPO.

Thresholds were determined for each performance measure such that needs can be identified where the performance surpasses the threshold. The Baker team developed a customized prioritization matrix to aid TCAMPO in ranking projects that will permit TCAMPO to score individual projects based on a variety of measures. Michael Baker performed data collection and developed a data structure and document templates for the performance based planning process. A process was then developed for ranking projects to be included in fiscally constrained plans. Methods for TCAMPO to apply weighting to measures to reflect local and regional priorities were included.

Virginia Capital Trail Connection Study (Birthplace of America Trail)

Hampton Roads, Virginia (2017 – 2023)

Phase 1

Michael Baker performed research and analysis, combined with consensus building, to identify two proposed alignments that will extend a mixed-use trail southward from the Virginia Capital Trail through the Peninsula to Fort Monroe and through the south side of the James River from Jamestown to Suffolk.



To identify candidate alignment locations, prior studies, existing conditions data, and land use forecasts were reviewed. An assessment of parcel data was conducted to identify public lands that could be used for offroad trail development. While the primary goal was to develop alignments for two off-road trails, Michael Baker used VDOT roadway and traffic data to evaluate the relative “bicycle friendliness” of various on-road segments to identify short-term improvements. Michael Baker conducted field surveys of the corridor to better understand existing conditions.

Michael Baker used a data-driven approach (that also incorporated stakeholder input) to identify relative “priorities” (low, medium, high) for each segment using a custom GIS tool that assigned weights to candidate alignments based on a variety of input variables. Michael Baker’s and stakeholder and public input were used to determine the preferred alternative.

Finally, Michael Baker developed planning-level cost estimates for each alignment. Any potential 4(f) impacts (along preferred alignments and spurs) were highlighted and segments without 4(f) impacts were also noted. The Virginia Capital Trail is considered a segment of the East Coast Greenway.

Phase 2

In this Phase, Michael Baker conducted extensive outreach to project stakeholders and developed several specific segments of the trail to a level sufficient for grant funding applications. Multiple localities utilized the information Baker produced to apply for competitive funding, successful in several cases. Phase 2 also involved a comprehensive update to the 2017 planning study, reflecting recently funded or constructed segments as well as changes in local routing priorities and preferences.

Lower Appomattox River Trail to Virginia Capital Trail Connection

Richmond, Virginia (2018)

Michael Baker provided transportation planning services to evaluate a potential mixed-use trail alignment from the planned northern terminus of the Appomattox River Trail to the Virginia Capital Trail. In addition to creating alternatives for a mixed-use trail, the project also entailed



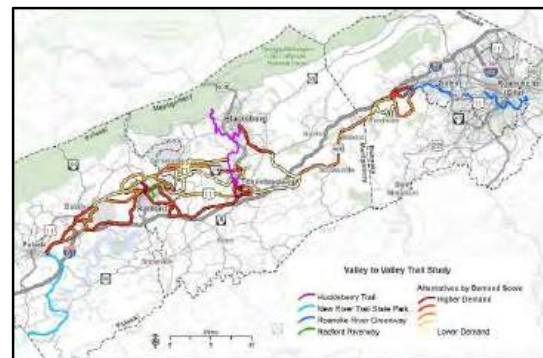
determining and presenting alternatives for crossing a navigable section of the James River that included options for ferry landings, bridges, and shuttles.

The work included convening a stakeholder committee to identify goals and include participation by local governments, the Crater Planning District Commission, and VDOT. Previous studies were reviewed to ensure consistency with any existing plans. Additionally, relevant GIS data was collected and aggregated from the PDC, VDOT and national sources including the National Wetlands Inventory and the National Register of Historic Places. This data included parcels, existing/future land use, parks, schools, colleges, roadways, traffic, and right-of-way data.

Michael Baker used this GIS data in combination with stakeholder input to develop and evaluate alternatives for trail alignments. Potential alternatives were identified, mapped, and divided into segments of independent utility that could serve as standalone projects. Michael Baker utilized a GIS tool that assigned weights to candidate alignments to identify alignments to advance to stakeholders for consideration as a recommended alternative. Michael Baker built consensus around the ultimate recommended alternative and developed planning-level cost estimates that reflected unique considerations such as wetlands, bridges, and underpasses. Michael Baker delivered maps and tables illustrating the alternatives, as well as a Technical Memorandum describing the analysis. The final deliverable included a study report as well as a custom ESRI Story Map to readily convey the results of the study to the public online.

Valley to Valley Trail Roanoke, Virginia (2022)

Michael Baker performed research and detailed analysis on a more than 60-mile-long corridor between the City of Roanoke and the Town of Pulaski in Southwestern Virginia to determine a recommended multiuse trail connecting four existing trail networks. The corridor included two river corridors, a number of large local, regional, and state parks, and two large universities. The project entailed developing a full-length alternative but also identifying short-term improvements and segments of independent utility that localities could use for applications in the short- and mid-term.



The project including convening a stakeholder committee made up of regional stakeholders across two MPOs and multiple counties, cities, and towns. It also included the Virginia DOT, FHWA, and an area trails committee chair. Over 30 existing plans and other resources were collected and reviewed for recommendations and geospatial data from across the study area was collected for a two-step analysis process. The first step involved determining areas of demand for a trail was determined based on weighted factors such as existing parks and trails, schools, restaurants and businesses. The second step analyzed obstacles to trail

development such as topography and property ownership. Multiple options were taken to the public through an online outreach process (during the Covid-19 pandemic) and subsequently Michael Baker built consensus around a recommended alignment with the stakeholders. Deliverables included technical memos on the analysis steps, maps and tables illustrating the alternatives, and planning-level cost estimates for the ultimate recommended alignment. The final deliverable included a study report and a custom ESRI Story Map which visually outlined the process and results in a simple and effective manner.

Shenandoah Valley Rail Trail Assessment

Rockingham County, Virginia (2022)

Michael Baker provided the VDOT Staunton District with an assessment of the Norfolk-Southern owned rail right of way that traverses the Shenandoah Valley between the Town of Broadway in Rockingham County and the Town of Front Royal in Warren County. This study identified the condition of the right of way and provided a preliminary assessment of any structures.



Michael Baker staff conducted a field survey of accessible portions of the right of way. The survey team collected written and photographic documentation of pertinent features and developed a GIS layer with an associated attribute table that captured the results of the survey.

Michael Baker performed bridge site assessments for 19 bridges and 27 culverts along the rail right of way. For each structure an estimate of the viability of each structure for pedestrian and limited vehicular use was provided. Detailed estimates of future comprehensive inspection and load rating costs for each structure were developed. These included preliminary recommendations and estimates for repairs that may be required to render each structure serviceable for pedestrian and limited vehicular loading.

Michael Baker performed a desktop environmental review of available data such as rare/threatened/endangered species, cultural resources, Section 4(f), wetlands and streams, agricultural and forestal lands, HAZMAT, and Karst Geology. Michael Baker summarized the data, identified constraints, and provided mitigation strategies.

The Michael Baker roadway team performed a desktop review of the 88 roadway crossings including an ADT review using available data from VDOT and provided concepts for typical crossing treatments. Michael Baker reviewed the preferred trailhead and parking sites to determine parking lot sizing requirements, amenities, and accessibility to the trail. Trail alignment was verified via a desktop review in order to develop a segmentation plan that identified segments of independent utility. Cost estimates were provided for each trail segment and each typical roadway crossing using previously completed projects, Statewide and District averages, and the Statewide Planning Cost Estimating Tool (SPLCE). Baker developed a study report with all study findings and developed accompanying presentation materials for public outreach.

Craig Creek Trail Survey and Research

Craig County, Virginia (2022)

Michael Baker provided the VDOT Salem District with an internal assessment of the VDOT owned former rail right of way that follows Craig Creek in Botetourt and Craig Counties. This study identified the condition of the right of way and provided a preliminary assessment of structures.

Michael Baker reviewed field survey information collected by VDOT to develop an inventory of conditions along the right of way. A GIS layer was subsequently developed with an associated attribute table that captured the results of the survey. Michael Baker also investigated and obtained any available plat and deed information along the right of way.

Michael Baker performed bridge site assessments for five bridges along the former rail right of way. The intent of the field assessment was to provide an estimate of the viability of each structure for pedestrian and limited vehicular use. The Michael Baker team visited each structure site and performed evaluations based on observations and available information, including available inspection reports and existing plans for each structure. Detailed estimates of future comprehensive inspections and load ratings costs were developed for each structure. Preliminary recommendations and estimates for repairs that may be required to render each structure serviceable for pedestrian and limited vehicular loading were provided.



Michael Baker developed preliminary cost estimates for trail segments of independent utility. Estimates were inclusive of construction costs and ancillary facilities including trailheads and parking. Detailed documentation supporting cost estimates was developed including typical section sketches to specifically illustrate segment recommendations.

Michael Baker staff researched similar trails that are maintained by volunteer organizations and documented common practices of trail maintenance in rural areas that lack Parks departments. Common practices addressing trail access by farmers and other landowners was included. Michael Baker performed research and developed a draft framework for how VDOT should handle requests from those seeking to either purchase the railbed right of way or build structures within the right of way. A framework and policy for keeping the right of way intact was also developed. Michael Baker produces a study report inclusive of study findings.

419 Town Center Development Standards

Roanoke County, Virginia (2022)

The Michael Baker team worked with the Office of Intermodal Planning and Investment (OIPI) and Roanoke County to develop design standards for a commercial corridor south of the City of Roanoke along Virginia Route 419 (Electric Road). The corridor consists of multiple commercial strips and Tanglewood Mall, a large suburban-style mall campus undergoing redevelopment. Roanoke County developed the *419 Town Center Plan* and needed guidance on best practices, design



guidelines, and development standards for new development within the corridor over the next ten to 25 years. We brought a data-driven approach to developing the design guidelines and standards, ensuring that there were quantifiable metrics that Roanoke County can use for their long-term development of this site. Baselines were established for the existing development with the future in mind, noting that there are overarching goals for a town center in the corridor. Michael Baker's team employed specific goals for catalyst sites within the development and established multimodal connections throughout. We provided Roanoke County with an easy-to-use and straightforward design guideline toolkit and helped identify potential ordinance and policy goal changes for the County to assist with the growth of 419 Town Center.

January 30, 2024

Ron Svejksky, MPO Director
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1964 Wakefield Street
Petersburg, VA 23805

Re: Tri-Cities Area Regional Multimodal Mobility Plan – Addendum to Scope of Work

Per Michael Baker International's conversation with the Tri-Cities Area MPO (TCAMPO) staff on January 25, the following clarifications are made to the submitted scope of work:

1. All geodatabases and other data developed for the project will be provided to TCAMPO upon completion of the project.
2. The analysis will focus heavily on disadvantaged populations and explain why equity and accessibility play such a key role in the analysis of multimodal networks.
3. Efforts will be made to provide Spanish language translation, where possible based on staff availability and budget, for surveys and in person public engagement meetings.