

Regional Traffic Operations Center (RTOC) Strategic Plan

DRAFT Scope of Work

A. Objective

To develop a Strategic Plan for the Regional Traffic Operations Center (RTOC) that will guide the RTOC's activities over the next ten years.

B. Background

Opened in 2002, the RTOC is the hub of Transportation System Management and Operations (TSMO) activities in the Greater Rochester metropolitan area. Currently, the RTOC does not have a strategic or business plan. As a result of recently completed and ongoing planning efforts, including the *Regional Transportation Systems Management and Operations Strategic Plan*, the *I-490 Integrated Corridor Management Plan*, and the RTOC Performance Measurement Database project, RTOC staff have identified a need for an analysis that describes the functions and services currently provided by the RTOC, articulates the operational goals and associated services it will provide in the future, and describes what actions the RTOC needs to take to achieve those goals.

A strategic plan will serve as a "roadmap" for the RTOC to follow in identifying future staffing, equipment, space, and inter-agency management and coordination needs. It will document the RTOC's operational goals and identify a strategy for achieving those goals. It will help RTOC leadership manage anticipated staffing changes, ongoing interagency coordination challenges in areas like Traffic Incident Management (TIM) response and Intelligent Transportation Systems (ITS) deployments, and performance measurement activities. This plan will also help preserve local and federal-aid investments in the RTOC facility and ensure its long-term viability by identifying its capital and operating funding needs.

Previous regional TSMO planning efforts emphasized ITS field deployments and inter-agency initiatives for improving communication and coordination between the RTOC and outside organizations. However, these efforts have treated each agency housed at the RTOC as a separate entity and have not addressed the RTOC itself as a coherent unit that requires a consistent and uniform approach to service planning. The strategic plan will provide a holistic look at the RTOC as an integrated multi-agency facility and articulate how it can best accomplish long-range service delivery goals.

This project will help NYSDOT-Region 4 advance policies in NYSDOT's *Transportation Systems Management and Operations Plan*, completed in March 2020. That plan was prepared to coordinate internal NYSDOT activities for improving travel mobility, reliability, and choice through an emphasis on TSMO solutions. This plan includes six overarching TSMO-related goals related to improving travel safety, efficiency, and reliability along with specific roles and functions, such as Planning and Traffic Engineering, TSMO Operations, and Traffic Signal Operations, that the regions will be responsible for implementing. Accordingly, this project will help RTOC managers ensure they are meeting statewide goals and expectations.

A steering committee of stakeholders from the agencies that manage the RTOC will be organized to oversee this project. A Request for Proposals (RFP) package will be prepared and consultant services will be obtained to conduct this project.

C. Tasks

1. Establish a Steering Committee of representatives from stakeholder agencies directly involved in managing the RTOC, including the New York State Department of Transportation (NYSDOT), the New York State Police (NYSP), the Monroe County Department of Transportation (MCDOT), and Genesee Transportation Council (GTC).
2. Develop and issue a Request for Proposals (RFP). The Steering Committee will review and comment on the RFP before it is issued. The Steering Committee will evaluate consultant proposals and select a preferred consultant.
3. Inventory current staffing, management, equipment, space, and routine operating policies and practices at the RTOC. The inventory will document interagency agreements, both formal and informal, that are used to manage the RTOC.
4. Based on the inventory findings and interviews with key RTOC staff, develop a needs assessment that documents the RTOC's expected future capabilities by identifying staffing, equipment, space, and operating needs.
5. Develop a business concept that identifies the RTOC's roles and functions in the delivery of regional transportation services.
6. Develop a draft set of service delivery goals, with associated strategies and recommendations, to implement the business concept identified in Task 5 and address the needs identified in Task 4. Coordinate with the Steering Committee to refine and finalize the strategies and recommendations.
7. Combine the products of Tasks 3 through 6 to produce a Draft Strategic Plan for Steering Committee review.
8. Revise and update the Draft Strategic Plan to produce a Final Strategic Plan with associated supporting materials (Executive Summary, Technical Appendices, etc.).

D. Products

1. Draft Strategic Plan
2. Final Strategic Plan with associated Executive Summary
3. Steering Committee meeting materials

E. Public Participation Plan

Per the GTC Public Participation Policy, this project is classified as a Technical/Data Collection Project. Accordingly, no public input activities are required or will be undertaken.

F. Schedule

1. Scope of work approved: October 2021
2. Consultant selection: January 2022
3. Project initiation meeting: February 2022
4. Inventory of existing conditions completed: February-March 2022
5. Needs assessment completed: April-May 2022
6. Develop a business concept: June 2022
7. Alternatives developed: June-September 2022
8. Draft plan completed: October 2022
9. Final plan completed: November 2022
10. Financial closeout: December 2022

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2021-22</u>		<u>FY 2021-22</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$75,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	<u>\$75,000</u>	Subtotal	<u>\$0</u>
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	5,000	Contractual	75,000
Local (Cash)	0	In-kind Exp.	5,000
Subtotal	<u>\$5,000</u>	Subtotal	<u>\$80,000</u>
<u>Total</u>	<u>\$80,000</u>	<u>Total</u>	<u>\$80,000</u>