

MEMORANDUM

TO: GTC Planning Committee Members & Alternates
FROM: James Stack, Executive Director JS
DATE: April 1, 2021
SUBJECT: UPWP Project Scopes of Work

The Planning Committee must approve a Scope of Work for each new project in the Unified Planning Work Program (UPWP).

Project sponsors will discuss the following UPWP project. A Scope of Work is provided for your review and consideration:

1. **Task 6818 – Victor Street Connectivity and Access Plan** (Town of Victor)

Pending Planning Committee approval of the Scope of Work referenced above, this project can begin.

Recommended Action:

Consider the UPWP Project Scope of Work referenced above for approval.

Victor Street Connectivity and Access Plan

Scope of Work

A. Objective

To develop a long-term street network master plan to identify gaps in the street network connectivity and provide concept-level plans to connect streets and control access.

B. Background

During the past several years, the Town of Victor has completed several transportation planning projects intended to address traffic safety, circulation, and congestion challenges in the town. These projects include the *Route 96 Transformative Corridor Strategic Infrastructure Plan*, the *Victor Access Management Plan*, and the transportation chapter of the town's 2015 comprehensive plan. This project will build on those previous efforts by identifying connectivity gaps in the town's transportation network, recommending improvements to existing streets and intersections, and providing concept-level designs to better connect streets, trails, and sidewalks.

This plan will focus on developing conceptual designs for traffic circulation improvements along the NYS Route 96 corridor, including both NYS Route 96 as well as nearby roads and streets. It will recommend options for additional street connections that divert traffic from NYS Route 96 onto side streets while minimizing access points onto NYS Route 96. It will improve connections between neighborhoods and business areas so that traffic is not reliant on a few main roads. It will consider expansion and improvements to non-motorized transportation infrastructure, including trails, sidewalks and crosswalks, and bicycle lanes as a means of promoting alternative transportation modes. In addition, this project will consider access management strategies and future land use as a means of improving multimodal transportation safety and efficiency.

These concept-level designs will provide the town with a blueprint for future infrastructure improvement projects and help the town prioritize and secure funding for projects. It will provide the town with a strategy for balancing safety, accessibility, and mobility concerns among town residents with the need to support ongoing economic and community development initiatives.

C. Tasks

1. Establish a steering committee to oversee and coordinate the project development process. The steering committee will include representatives from the Town and Village of Victor, Ontario County, the New York State Department of Transportation, and Genesee Transportation Council. In addition, the steering committee may include representatives of local business, community, education, and not-for-profit agencies.
2. Develop and issue a Request for Proposals (RFP) for consultant services. The steering committee will review the RFP before it is released. Evaluate consultant proposals and select a preferred consultant.

3. Identify issues and opportunities in the project area by reviewing existing local and regional plans and studies and collecting land use, economic development, and demographic data to support the project development process.
4. Inventory existing transportation infrastructure in the project area by mapping the current street network, including vehicular, pedestrian, and bicycle facilities; describing infrastructure conditions, connectivity gaps, safety concerns, and access management challenges; and identifying other pertinent inventory elements to support the project development process.
5. Conduct the first round of public outreach activities. The purpose of Round 1 will be to introduce the project to the community and obtain community input on the issues, opportunities, and inventory findings.
6. Based on the findings of Tasks 2 through 5, develop a set of draft recommendations for review by the steering committee.
7. Conduct the second round of public outreach activities. The purpose of Round 2 will be to obtain community input on the draft recommendations.
8. Revise and update the draft recommendations based on steering committee and community input to produce a set of preferred recommendations. The preferred recommendations shall include estimated costs and implementation priorities and timeframes.
9. Develop a Draft Report that documents the inventory, recommendations development process, public outreach process, and preferred recommendations.
10. Revise the Draft Report to produce a Final Report with associated Executive Summary and technical documentation.

D. Products

1. Draft Report
2. Final Report with associated Executive Summary and technical documentation
3. Steering committee and public meeting materials

E. Public Participation Plan

Per the GTC Public Participation Policy, this project is classified as a Planning/Policy Project. Accordingly, two rounds of public input activities will be undertaken. The first round will introduce the project to the community and obtain residents' input on issues, opportunities, and locations to be studied. The second round will present the draft alternatives to the community and obtain resident's input on the alternatives prior to selecting preferred alternatives. Both rounds of public input will be conducted in accordance with pandemic-related restrictions on public gatherings; either virtual or in-person events will be held and online public outreach services will be used to provide opportunities for community input.

F. Schedule

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|---|---------------------|
| 1. Scope of work approved | May 2021 |
| 2. Consultant selection | August 2021 |
| 3. Project initiation meeting | September 2021 |
| 4. Identify issues and opportunities | October 2021 |
| 5. Inventory of existing conditions completed | November 2021 |
| 6. Identify goals, strategies, and needs | December 2021 |
| 7. First public meeting | January 2022 |
| 8. Alternatives developed | February-March 2022 |
| 9. Second public meeting | April 2022 |
| 10. Preferred alternatives selected | May 2022 |
| 11. Produce implementation strategy | June 2022 |
| 12. Draft report completed | July 2022 |
| 13. Final report completed | August 2022 |
| 14. Financial closeout | September 2022 |

G. Project Budget

Sources of Funds		Uses of Funds	
	FY 2021-22		FY 2021-22
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$81,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$81,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	0	Contractual	85,000
Local (Cash)	4,000	In-kind Exp.	0
Subtotal	\$4,000	Subtotal	\$85,000
<u>Total</u>	<u>\$85,000</u>	<u>Total</u>	<u>\$85,000</u>