

MEMORANDUM

TO: GTC Planning Committee Members & Alternates
FROM: James Stack, Executive Director JS
DATE: July 2, 2025
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).

The project sponsor(s) will discuss the following UPWP project(s). The following Scopes of Works are provided for your review and consideration:

1. **Task 5522** – Safe Routes Child Walk and Bike Safety Education Program
2. **Task 6217** – Yates County Guiderail and Horizontal Curve Study
3. **Task 6536** – Genesee Valley Park Olmsted Arched Bridges Restoration Plan
4. **Task 7214** – I-490 Center City Interchange Operations Mobility Study
5. **Task 8783** – Ovid Active Transportation Plan

Pending Planning Committee approval of the Scopes of Works referenced above, these projects can begin.

Recommended Action:

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

Monroe County Safe Routes Child Walk and Bike Safety Education Program

Scope of Work

A. Objective

Monroe County Safe Routes Child Walk and Bike Safety Education Program aims to engage a qualified consultant team to develop effective and age-appropriate educational materials, curriculum, and activities that promote safe walking and biking for K-5 school-aged children in Monroe County. The program intends to provide resources and build strong coordination with local schools, families, and education providers to improve roadway safety for the youngest residents in Monroe County.

B. Background

Monroe County recognizes the importance of child pedestrian and bicycle safety as traffic volumes increase and active transportation becomes more prominent. Monroe County has seen a child (under age 15) killed in four out of the last five years as they walk or ride bikes around our roadways. From 2023 to 2024, we have also seen a 24.4% increase in children injured while walking or riding a bike.

In response, Monroe County seeks to develop and pilot a county-specific initiative modeled after successful efforts like *Safe Routes Philly*. The proposed Safe Routes Child Walk and Bike Safety Education Program will provide safety education resources to children, families, and the school community on how to safely walk and bike to schools, recreation areas, and other activities. This program aims to take a holistic approach to address the safety of our children in a way that empowers the entire community to bring education and awareness to our community. Additionally, this Walk and Bike Safety education program will support and expand the scope of Monroe County's Safe Routes to School TAP grant on the portable safety village for roadway safety education.

The study area includes school districts and communities throughout Monroe County. The project will be coordinated by the Genesee Transportation Council (GTC), in collaboration with the Monroe County Department of Public Safety, and aims to support long-term safety, health, and mobility outcomes.

C. Tasks

1. Project Advisory Committee (PAC): The consultant team will be guided by a Project Advisory Committee ("the Committee") to oversee and guide the planning process. The Committee may include representatives of the following agencies:
 - Monroe County Department of Public Safety
 - Genesee Transportation Council
 - Monroe County Department of Planning and Development
 - Monroe County Department of Transportation

- School district representatives
 - New York State Department of Transportation (NYSDOT)
 - City of Rochester
 - Community organizations focused on child health and safety
2. Consultant procured through Request for Proposals
 3. Conduct background research and identify successful models
 4. Engage stakeholders and school districts to identify needs and opportunities
 5. Develop culturally responsive and age-appropriate curriculum and resources
 6. Pilot implementation in selected school districts or communities (September 2026 school year)
 7. Evaluate program outcomes and participant feedback
 8. Develop final report

D. Products

Deliverables expected for this project include, but are not limited to:

- Work plan
- Stakeholder engagement summaries
- Draft and final curriculum materials
- Pilot implementation strategies
- Evaluation framework and data collection/analysis
- Final project report
- Executive summary (photocopy-ready)
- Final education resources in English and Spanish
- 10 Paper copies of the final Report and Executive Summary

The consultant will provide all documents to GTC and Monroe County in electronic PDF format.

E. Public Participation Plan

The project will incorporate a range of general and targeted public engagement strategies to ensure inclusive and meaningful community participation. These efforts will be designed to gather input, raise awareness, and foster dialogue among key stakeholders. Planned public participation activities include:

- Stakeholder meetings to solicit input about existing needs, conditions, issues, and goals
- Community Outreach to parents, guardians, and school communities
- Community engagement events such as bike rodeos and walk-to-school events
- Public Presentations at school board meetings or local forums
- Online comment forms and/or surveys

F. Schedule

Task	Timeline
Scope of Work Approval	July 2025
Draft/Release of RFP	July - August 2025
Consultant Selection	September - October 2025
Contract Authorization	November - December 2025
Establish the Project Advisory Committee	January - February 2026
Stakeholder Engagement #1	March - April 2026
Curriculum and Activity Development	May - August 2026
Pilot Implementation	September - October 2026
Evaluation and Data Collection	November - December 2026
Stakeholder Engagement #2	January - March 2027
Final Report and Executive Summary	April - May 2027
Financial Closeout	June 2027

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2025-26</u>		<u>FY 2025-26</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$100,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$0	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$5,000	Contractual	\$110,000
Local (Cash)	\$10,000	In-kind Exp.	\$5,000
Subtotal	\$15,000	Subtotal	\$0
<u>Total</u>	<u>\$115,000</u>	<u>Total</u>	<u>\$115,000</u>

Yates County Guiderail and Horizontal Curve Study

Scope of Work

A. Objective

The primary objectives of this project will be to complete a comprehensive guiderail study including existing guiderail locations, conformance to installation requirements, required revisions and upgrades to existing conditions, recommendations for added locations as well as completing a comprehensive horizontal curve study including the evaluation of all horizontal curves including radii, max slope percentage, length of curve, recommended curve speed, etc. These studies shall be utilized in conjunction with the County's 15-year roadway replacement and reconstruction plan.

B. Background

The studies will be provided for all current Yates County roads which include approximately 180 centerline miles (360 lane miles) of roadway infrastructure within the 9 townships that make-up Yates County. These studies are an instrumental part of our over-all plan for the implementation of the activities associated with reconstructing a road as part of our 15-year plan. Our activities for road reconstruction include, but are not limited to, culvert replacements, vegetation removal, clearing and cleaning of roadside ditches, driveway culvert replacements, sign upgrades, guiderail upgrades and replacements, horizontal curve layout, asphalt milling, asphalt paving, road striping and placement of new shoulders.

C. Tasks

Horizontal Curve Study:

- (1) Identify all current horizontal curves on all 180 miles of roadway.
 - a. General matrix separated by each county road.
 - b. County will share all existing information we have on file for use.
 - c. Assume 2% Normal Crown.
 - d. Matrix shall include but not be limited to the following:
 - i. County Route Number
 - ii. Curve Number
 - iii. Curve location description (nearest house #, Intersection or GPS points.
 - iv. I (Integration Angle)
 - v. Curve Radii
 - vi. P.C.
 - vii. P.I.
 - viii. P.T.
 - ix. Curve Length
 - x. Long Chord
 - xi. Advisory Speed
 - xii. Design Speed
 - xiii. Super Elevation Percentage (e%)
 - xiv. Run-out
 - xv. Beginning of Curve Stations

xvi. End Curve Stations

- (2) Identify all curve locations missing from the current Yates County information provided.
 - a. Provide all pertinent information for any new curves as shown in item #1 above.

Guiderail Study:

- (1) Identify all current locations of existing guiderail on all 180 miles of roadway.
 - a. Generate Matrix separated by each county road.
- (2) Inspect all current installations of all existing guiderail, including the 40 County maintained bridges to identify any issues relating to conformance, damage, etc.
- (3) Provide recommendations, guidance, details and requirements to ensure Yates County can self-perform or direct a contractor to make modifications, upgrades, or replacement of the current installation to meet all current standards as required by the New York State Department of Transportation (NYSDOT), Federal Highway Administration (FHA) or another authority having jurisdiction for New York State.
- (4) Inspect all current county infrastructure and provide recommendations and guidance for areas where guiderail should be added based on current conditions, road profiles, shoulder slopes, curve radii, speed zones, etc.
- (5) Provide all necessary details to ensure Yates County has the pertinent information to proceed with self-performing the required or recommended installations or hiring a contractor to complete the required work.
- (6) Provide Yates County with a "shape" file for implementation of all guiderail locations, both new and existing, into the current Yates County GIS mapping system.

Project Advisory/Steering Committee:

- (1) Douglas M. Rapalee, Yates County Highway Superintendent
- (2) Matthew Reed, Yates County Deputy Highway Superintendent
- (3) Brian Hawley, Yates County Highway Field Maintenance Supervisor
- (4) Brian Winslow, Yates County Director of Emergency Services
- (5) Frank Ryan, Yates County Sheriff
- (6) Brandon Jensen, Yates County Undersheriff
- (7) Yates County Accident Reconstruction Team / Investigators

D. Products

- (1) Guiderail Map (Shape file) for integration into the Yates County GIS.
- (2) Guiderail Construction Details and Requirements for any Modifications, Revisions or New Guiderail by location.
- (3) Horizontal Curve Matrix by County Road with all pertinent information for County forces to layout the curves for milling and paving operations.
- (4) No hard copies needed. All information should be provided electronically.
- (5) A presentation of the project findings to the Legislature would be appreciated.

E. Public Participation Plan

Not applicable; this project primarily relates to data collection, calculations, construction details, guidance, recommendations and turnover of data.

F. Schedule

Yates County would prefer all information be provided for our use no later than March 1, 2026. If needed, Yates County can provide the names of the roads for inclusion in our next five (5) year capital plan if the March 1st date cannot be met. We could request a partial delivery of the required information and extend the delivery date for the balance, if needed.

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2025-26</u>		<u>FY 2025-26</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$160,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$160,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$10,000	Contractual	\$185,000
Local (Cash)	\$25,000	In-kind Exp.	\$10,000
Subtotal	\$35,000	Subtotal	\$195,000
<u>Total</u>	<u>\$195,000</u>	<u>Total</u>	<u>\$195,000</u>

Genesee Valley Park (GVP) Olmsted Arched Bridges Restoration Plan

Scope of Work

A. Objective

The project aims to establish a feasible framework for the long-term stewardship of the three Olmsted Arched Pedestrian Bridges in Genesee Valley Park (GVP). This Restoration Plan will identify appropriate restoration recommendations and strategies that are respectful to the historic significance and age of the bridges while defining jurisdictional responsibilities for their restoration and ongoing maintenance.

B. Background

The three arched bridges in Genesee Valley Park (GVP), designed by the Olmsted Brothers in the early 20th century, span the Erie Canal and reconnect park paths after rerouting of Erie Canal. Located at the confluence of the Genesee River, Red Creek, and the Erie Canal, GVP serves as a vital green space for nearby neighborhoods, including the 19th Ward, one of the largest neighborhoods of the city, and institutions like the University of Rochester and Strong Memorial Hospital.

Ownership and maintenance of the three arched bridges is complex. Located in Genesee Valley Park, the management and operation of Genesee Valley Park is divided between the County and the City of Rochester and the bridges are part of the New York State Barge Canal System, under the New York State Canal Corporation. The Canal Corporation is responsible for canal operations, while NYSDOT handles structural maintenance of canal-spanning bridges. The bridges' ownership and maintenance structure, combined with their age (over 100 years) and limited dedicated pedestrian bridge maintenance funding, has led to their deteriorating condition. In 2011, NYSDOT commissioned a Conditions Assessment, which indicated the concrete bridges were deteriorating and identified rehabilitation and replacement options. In 2023, the Conditions Assessment report was updated by two retired professional engineers working in a voluntary capacity; they noted further decay and an urgent need to have a plan in place to restore the bridges.

These bridges are key connections to the city's, county's, and region's non-motorized multi-use trail network. With growing usage of the Erie Canalway Trail and regional investments like the Genesee Riverway Trail and ROC the Riverway, maintaining these historic bridges is essential for regional connectivity, recreation, tourism, and community health.

C. Tasks

1. Monroe County Planning and Development (MC Planning) will establish a Project Advisory Committee (PAC): The consultant team will be guided by a Project Advisory Committee ("the Committee") to oversee and guide the planning process. The Committee may include, but is not limited to, representatives of the following agencies:
 - Monroe County Department of Planning and Development
 - Genesee Transportation Council
 - Monroe County Parks Department

- Monroe County Department of Transportation
 - New York State Department of Transportation (NYSDOT)
 - City of Rochester, Department of Environmental Services
 - Rochester Olmsted Parks Alliance
 - User Groups, such as Corn Hill Navigation, Friends of the Genesee Valley Greenway
 - Interested stakeholder community organizations, such as surrounding neighborhood organizations and the University of Rochester.
2. The consultant will be procured through Request for Proposals: MC Planning, in partnership with the Genesee Transportation Council (GTC), will develop and issue a Request for Proposals (RFP) for consultant services. A consultant selection Steering committee will select and hire a qualified consultant with expertise in the following areas:
 - Historic preservation rehabilitation
 - Landscape architecture
 - Structural/bridge design and engineering
 - Transportation funding
 - Construction planning
 3. Community Engagement: project website; community meetings; and stakeholder interviews.
 - a. A total of two (2) community engagement sessions; one community engagement session will occur early in the project and the other will occur near the end of the project.
 - b. Community surveys will be utilized for public outreach.
 4. Assessment of jurisdiction operations and administration of the Genesee Valley Park Arched Bridges.
 - a. Review of departmental policies related to Genesee Valley Park arched bridges.
 - b. Interviews with individuals at the City of Rochester, Monroe County Parks Department, and other agencies and/or individuals as applicable.
 5. Assessment and listing of concerns and needs of the bridges.
 - a. May include but is not limited to reviewing existing and/or conducting new engineering and/or historic preservation reports/studies.
 6. Develop proposed recommendations on maintenance and repair timeline.
 7. Develop restoration recommendations and strategies, including long-term jurisdictional responsibilities and ownership options, permitting requirements, and appropriate potential restoration and maintenance funding sources.
 8. Draft Report Review by stakeholders.
 9. Final Report.

D. Products

Deliverables expected for this project include, but are not limited to:

1. Final Olmsted Arched Bridges Restoration Plan/Report containing recommendations for jurisdictional responsibilities, future maintenance, and ownership options, and bridge restoration implementation strategies, and appropriate funding sources.
2. Existing conditions & needs assessment report.
3. Interim and draft reports containing detailed information on applicable tasks
4. Public engagement plan and meeting agenda, and meeting minutes from the steering committee and public meeting materials.
5. Meeting agenda and minutes from steering committee, and public meeting materials.

E. Public Participation Plan

A comprehensive public outreach process will take place throughout the planning process to ensure inclusive and meaningful community involvement. The selected consultant team will develop a minimum of two (2) public meetings that will be conducted in conjunction with the project. The first public meeting will present the project to the community and obtain residents' input on issues and opportunities for the assessment of needs. The second public meeting will present the draft recommendations and seek public feedback. Key stakeholders, namely institutions, community groups and property owners will be engaged through the Project Advisory Committee and/or face-to-face interviews. GTC in partnership with MC Planning, can host a project website for the public to view and engage with regarding project updates.

F. Schedule

Task	Timeline
Scope of Work Approval	July 2025
Draft/Release of RFP	September 2025
Consultant Selection	November 2025
Establish the Project Advisory Committee	December 2025
Existing Condition and Needs assessment	March 2026
Community Meeting #1	April 2026
Develop Recommendations	June 2026
Community Meeting #2	September 2026
Develop Implementation Strategies	November 2026
Final Report and Executive Summary	February 2027
Financial Closeout	March 2027

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2025-26</u>		<u>FY 2025-26</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$125,000	Staff	\$0
FTA	<u>0</u>	Contractual	<u>0</u>
Subtotal	\$125,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$7,500	Contractual	\$135,000
Local (Cash)	<u>\$10,000</u>	In-kind Exp.	<u>\$7,500</u>
Subtotal	\$17,500	Subtotal	\$142,500
<u>Total</u>	<u>\$142,500</u>	<u>Total</u>	<u>\$142,500</u>

I-490 Center City Interchange Operations Mobility Study

Scope of Work

A. Objective

The objective of this project is to reimagine the transportation network serving the Center City and South Wedge Neighborhoods, focusing on the I-490 mainline, the ramp system, and City of Rochester street network to the east of the Frederick Douglass Susan B. Anthony Bridge, emphasizing exploring options to reduce the transportation footprint.

B. Background

The I-490 Center City Interchange is the complex interchange of I-490 with South Avenue and South Clinton Avenue on the east side of the Genesee River in downtown Rochester, New York. This interchange was designed to accommodate a connection to I-390, which as originally planned would have extended north from the current I-390/I-590 interchange in Brighton to downtown Rochester. However, for a variety of reasons, this connection was never built. Today, assets including ramps and bridges in the I-490 Center City Interchange that were constructed to facilitate this connection to I-390 are coming to the end of their service life, and before major investments are made to them, it is prudent to evaluate the need to keep these assets or replace them with a reconfigured interchange design.

There is an opportunity to reassess the design and functionality of this interchange to potentially reduce its footprint in the dense urban core and create new parcels of land in the Center City for redevelopment, improve connections with the local street grid, reconnect surrounding neighborhoods with each other and the Genesee River front, and increase opportunities for active transportation mobility.

This project is essentially a modeling study to determine the feasibility of redeveloping the I-490 Center City Interchange. It will require extensive traffic modeling of the I-490 mainline, ramps, and adjacent city street network, including nearby intersections. It is likely that multiple traffic models (e.g., Vissim, Synchro, and/or other appropriate traffic modeling software) will be required to evaluate changes both to I-490 and the local street grid. Of particular importance are the connections of I-490 with South Avenue, South Clinton Avenue, and South Plymouth Avenue. Information from previous planning studies undertaken in the area, including the *North/South Clinton Avenue, St. Paul Street/South Avenue Two-Way Conversion Study*, completed in 2012, may also be referenced for potential ideas to reconfigure the City's local street network.

As noted above, this project is intended to be a technical evaluation of the I-490 Center City Interchange. Once the feasibility of decommissioning infrastructure assets and reducing the interchange footprint is determined, future planning studies can take a more detailed look at potential redevelopment opportunities and future land uses in the vicinity of the interchange.

C. Tasks

The project will be accomplished by the following tasks:

1. Project Coordination: Form a project Steering Committee. The project Steering Committee will consist of members, at a minimum, from New York State Department of Transportation, the City of Rochester, Monroe County Department of Transportation, Monroe County Planning Department, and the Genesee Transportation Council.
2. Develop an RFP: Develop an RFP and engage a consultant. Given the size of the budget and anticipated schedule, the contract will need approval from the RTS Board of Commissioners.
3. Project Kick-off Meeting: The consultant will convene an initial meeting of the Steering Committee to begin data collection, confirm assumptions (i.e., whether the Inner Loop North City Grid Restoration concept will move forward to construction, etc.) as well as clarification of deliverables and the project schedule.
4. Inventory Existing Conditions: The consultant will compile data to inform the planning process:
 - Traffic counts and turning movement counts for morning and evening peak hours will be needed to inform the traffic modeling software. NYSDOT has the ability to help gather this data, but the consultant will be expected to collect the majority of this data in coordination with NYSDOT.
 - Maintenance needs of the current transportation infrastructure will be reviewed, with emphasis on the interchange's ramps and bridges.
 - Review existing transportation plans impacting the study area (e.g., *Rochester 2034 Comprehensive Plan*; *North/South Clinton Avenue, St. Paul Street/South Avenue Two-Way Conversion Study*; *Inner Loop North Transformation Project Scoping Report*, etc.).
5. Needs Assessment: Document how the current Center City Interchange functions in support of the movement of people and goods including maintenance needs, and how the network interacts with the fabric of the city (i.e., barriers to the riverfront and surrounding neighborhoods, limits to multimodal access, etc.). Briefly document opportunities (e.g., reduction in maintenance costs) that exist if the interchange is redeveloped.
6. Workshop Session: Hold a workshop with the Steering Committee to brainstorm scenarios for reimagining the interchange, reducing the pavement footprint, and reconnecting local streets.
7. Develop Draft Concepts for the Interchange and Local Road Network: Based on the modeling results, the consultant will develop an agreed upon number of concepts to reimagine the Center City Interchange and local street network. These concepts will focus on:

- Reducing the scale of the existing interchange while providing opportunities to increase options for connectivity between neighborhoods and to existing amenities such as the Genesee Riverfront and Roc City Skatepark, creating new parcels of land for redevelopment, and expanding active transportation assets all while maintaining access and an appropriate level of service on I-490.
 - Consideration will also be given to improving the configuration of I-490 through the interchange (e.g., eliminating the horizontal curves). The focus of this task will be on what's possible from a feasibility perspective, combining results of the traffic modeling and the input from the Steering Committee members.
8. Conduct Traffic Modeling: Conduct traffic modeling (e.g., Vissim, Synchro, and/or other appropriate traffic modeling software) of both the primary (I-490 mainline and ramps) and secondary (City streets and intersections) networks for the draft concepts for the Interchange and Local Road Network identified in Task 7.
 9. Public Engagement: Hold a public engagement opportunity. Once a series of concept-level scenarios have been developed, and their feasible vetted through traffic modeling and Steering Committee input, these options may be presented to the public.
 10. Identify Preferred Concept(s): The Steering Committee, taking the results from the public engagement session into consideration, will determine a preferred concept. A planning level cost estimate will be prepared for the final preferred concept.
 11. Produce a Draft Report: A Draft Report and implementation strategy will be produced and reviewed by the Steering Committee.
 12. Produce a Final Report: A Final Report will be produced. An Executive Summary will also be developed.

D. Products

The project deliverables will include electronic versions of technical memos, an Executive Summary, a Draft Report, and a Final Report. PowerPoint presentations and other materials (agendas, handouts, etc.) developed for Steering Committee and public outreach activities will also be provided.

E. Public Participation Plan

Given the technical focus of this project on traffic modeling exercises, the public will have an opportunity to provide feedback on the preferred concept once the feasibility of the modeled concepts has been determined both by traffic modeling software and the Steering Committee.

It is anticipated that a subsequent project(s), using the findings of this project as a starting point, will focus on opportunities for placemaking, expanded active transportation options, and future land uses of parcels in the vicinity of the interchange.

F. Schedule

It is anticipated that the project will take 18 months to complete from the start of the contract.

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2025-26</u>		<u>FY 2025-26</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$300,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$300,000	Subtotal	\$0
<u>Matching</u>		<u>Other Agency</u>	
<u>Funds</u>			
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$20,000	Contractual	300,000
Local (Cash)	0	In-kind Exp.	20,000
Subtotal	\$0	Subtotal	\$0
<u>Total</u>	<u>\$320,000</u>	<u>Total</u>	<u>\$320,000</u>

Ovid Active Transportation Plan

Scope of Work

A. Objective

The proposed Active Transportation Plan (ATP) will guide the transformation of Ovid's downtown and lake connections into a more active, resilient, sustainable, and economically vibrant community utilizing data-driven analysis and community engagement.

A successful Active Transportation Plan will bring people together to envision:

- Connecting residents, workers, visitors, and recreational enthusiasts to important destinations and amenities that increase the physical health of all while increasing the area's economic vitality.
- Reducing the risk of crashes by focusing on enhanced pedestrian and bicycle infrastructure protecting all ages and abilities while considering other non-traditional, locally specific modes that share the roads including buggies and farm equipment.
- A more walkable and accessible downtown corridor.
- Establishing active transportation connections to destinations on both lakes.
- Connecting with outside active transportation networks to bring tourism dollars to existing and potential local businesses and support regional connectivity
- An ATP that works in conjunction with other plans that are in development.
- A realistic and feasible plan for funding new active transportation interventions.

B. Background

The aftermath of two large fires continues to hinder economic development in downtown Ovid. The Village of Ovid serves as the geographic and economic nexus of southern Seneca County, offering amenities such as a grocery store, laundromat, coffee shop, library, community health nonprofit, and a handful of restaurants and retail storefronts, many of which were lost in the fires.

The community is actively working to restore these amenities through a thoughtful and deliberate process. This Active Transportation Plan will provide a guiding framework for the redevelopment of the Village. The impact of the most recent fire, which occurred on January 21, 2025 after the application for this project was submitted, increases the urgency of developing this Plan.

Outside the Village, the Town has over eight miles of shoreline along Seneca and Cayuga Lakes, attracting visitors to the region and study area with lake-centered activities. Key destinations and developments include wineries and vineyards, vacation and short-term rentals, the former Willard Psychiatric Center complex, the former Boy Scout Camp Babcock Hovey, the public boat launch at Sheldrake Point, the Cayuga Lake Scenic Blueway and Byway, downtown Ovid, and the surrounding areas. Creating active transportation connections between these destinations and networks is a key objective of this effort.

The recently completed *Housing Between the Lakes: A Housing Needs Assessment for Seneca County, NY* documented demographic conditions surrounding age and poverty levels that demonstrate a current and future need for Active Transportation connections not just for recreation, but to connect residents to work, home, and other essential amenities.

This plan should integrate well with the proposed New York State Empire State Development (ESD) grant for a Strategic Planning & Feasibility Study on post-fire redevelopment and the proposed ESD's County Infrastructure Grant Program for installing a larger capacity water line.

This plan will work to develop safe and appealing active transportation connections to the downtown economic hub. It should also connect people to local schools, both lakes, and to future redevelopment areas. Proposed improvements should provide attractive active transportation alternatives to the motoring public and the younger and older populations that cannot drive or afford costly automobiles to access necessary services.

The study area is the entirety of the Town and Village of Ovid. The plan will develop existing or new active transportation connections between the Village's downtown to destinations on both Seneca and Cayuga Lakes. Connections to regional active transportation networks will be coordinated with local systems to provide continuous access from the Town and Village. The Village's downtown represents a significant hub, given the existing and planned amenities that support the Village, Town, and region.

C. Tasks

Project Tasks are listed in chronological order:

1. Request for Proposals (RFP): Seneca County Department of Planning and Community Development, in partnership with the Town and Village of Ovid and representatives from Genesee Transportation Council, shall develop or cause to develop an RFP.
2. Project Advisory Committee: The formation of a Project Advisory Committee (PAC) will commence, which may include but is not limited to elected representatives from the Town and Village of Ovid, as well as representatives from the Genesee Transportation Council, New York State Department of Transportation – Central NY Region 3, Regional Transit Service (RTS), Seneca County Highway Department, Seneca County Department of Planning and Community Development, Seneca County Office for the Aging, Seneca County Chamber of Commerce, Seneca Towns Engaging People for Solutions (STEPS), Cayuga Lake Scenic Byway, Town of Ovid Highway Department, Village of Ovid Superintendent of Public Works, and key local business and nonprofit leaders chosen by Village and Town elected officials.
3. Project Consultant(s) Selection: Selected members of the PAC who have backgrounds in active transportation planning will review all RFP submissions and choose the best consultant or team of consultants based on RFP submission materials.
4. Initial Meeting: The chosen consultant(s) will convene the inaugural meeting with the PAC to start reviewing existing conditions and start the data collection process. The consultant(s) will also unveil a customized public engagement plan and will clarify roles, responsibilities, expectations, deliverables, and the full project timeline.
5. Existing Conditions: The chosen consultant(s) will conduct an existing conditions and data analysis section that will include but is not limited to:
 - a. Reviewing the Town and Village's context including historic assets, existing planning and land use documents, property ownership analysis, and the 2019 Town of Ovid Comprehensive Plan that includes the Village.
 - b. Compiling a list of existing and other planned infrastructure projects that will touch on the ATP including a list of existing pedestrian, bicycle, and other active transportation infrastructure while identifying gaps and opportunities in these networks.

- c. Analyzing motor vehicle traffic patterns that include volume, speed, direction, and crash data, while resolving any gaps in the data.
 - d. Tabulating and/or mapping the existing and planned key destinations and centers of activity and the functionality of existing and planned origin-destination patterns for all modes of transportation.
6. Needs Assessment: Consultants will identify specific transportation needs, issues, and opportunities related to:
 - a. Engaging the public through a combination of meetings, workshops, surveys, stakeholder interviews, and/or focus groups to understand the needs and concerns of active transportation users with a focus on incorporating complete streets and traffic-calming best practices to effectively balance the needs of all shared transportation network users.
 - b. Identifying physical and programmatic needs and gaps based on the above existing conditions data analysis.
7. Opportunities Identified: Prepare concept-level cost estimates for alternative/preferred active transportation improvements. Develop a strategy for implementation including a suggested local structure for advancing recommendations and continual monitoring of progress.
8. Final Report: The consultant(s) will produce a Final Report Draft that will be presented to the PAC and the public before being finalized and adopted by the Village and Town. This finished Final Report shall include a narrative, timeline, graphics, analysis, and implementation plan and strategy.

D. Products

The primary final deliverable will be a Final Report and Executive Summary of findings and recommendations developed in earlier tasks. This will serve as a guiding document for supporting and funding projects, initiatives, and services that promote collaboration and partnerships for improved pedestrian and bicycle connectivity.

The products will provide a clear direction and include a phased approach for community partners to readily act and implement recommendations. We anticipate one project outcome will be a recommended ongoing local mechanism or structure for implementing the recommendations. In addition, we anticipate that the final product will be used to inform the municipal capital improvement planning process.

E. Public Participation Plan

Public participation will be an integral part of creating a robust plan. To accomplish this, the consultant(s) — with input from the PAC — will produce a public participation plan that will engage people of different abilities, ages, cultures, and viewpoints, ensuring the plan reflects the needs and wants of the community.

The plan will include goals for communication and publicity efforts, a schedule for achieving public input, and reaching specific groups. The consultants will be required to reach out and engage with minority, disabled, low-income, elderly, youth, and Amish/Mennonite (Plain People) populations.

At least two publicly accessible public meetings will be held: the first to gather input on existing conditions, needs, and goals; the second to present and solicit feedback on the findings, proposed recommendations, and implementation strategy.

For those unable to attend the public meetings, the consultant(s) will provide an online component to present meeting materials and allow people to complete an online survey to provide input. Fliers and posters will be circulated to strategic locations throughout the Town and Village. Physical copies of the survey will be available at certain publicly accessible locations to allow people to participate that do not have internet access. A limited media campaign will post advertisements in local media. Door-to-door surveying will be conducted if time and resources allow.

F. Schedule

Task	Anticipated Completion
Scope of Work	July 2025
Release RFP	Aug./Sept. 2025
Establish Project Advisory Committee (PAC)	Sept/Oct. 2025
Select Consultant(s), Signed Contract	Oct./Nov. 2025
Project Kickoff Meeting + Public Outreach	Dec. 2025/Jan. 2026
Existing Conditions and Data Analysis Finalized	March/April 2026
Finalizing Plans, Strategies, and Recommendations	July/Aug. 2026
Draft Final Report to Town/Village Boards and Public	Oct./Nov. 2026
Plan Adopted by Town/Village – Study Complete	Dec. 2026/Jan. 2027

G. Project Budget

Sources of Funds		Uses of Funds	
	FY 2025-26		FY 2025-26
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$76,500	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$76,500	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	8,500	Contractual	76,500
Local (Cash)	0	In-kind Exp.	8,500
Subtotal	\$0	Subtotal	\$85,000
<u>Total</u>	<u>\$85,000</u>	<u>Total</u>	<u>\$85,000</u>

The original application called for a total cost of \$60,000. However, the UPWP Development Committee suggested increasing the total to \$85,000 to better accomplish the desired goals.