

MEMORANDUM

TO: GTC Planning Committee Members & Alternates
FROM: James Stack, Executive Director JS
DATE: May 29, 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 8141** – Just Transition Workforce Development Plan
2. **Task 8782** – Nunda 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.

RTS Workforce Development Support Study

Scope of Work

A. Objective

This project will support the Rochester-Genesee Regional Transportation Authority (RGRTA) in streamlining and sustaining its internal workforce training systems as it incorporates a new apprenticeship program and transitions its fleet toward clean energy systems (e.g., electric and hydrogen). Specifically, the project will assist in identifying external curriculum providers for technical training and creating an internal onboarding and reference guide for new apprentices, hires, and internal transitioned employees. The intent is not to expand RTS' workforce programs, but to help manage and improve the usability, clarity, and sustainability of existing ones.

B. Background

RTS has recently formalized an apprenticeship program through union agreement and is currently scaling up training needs related to electric and hydrogen fuel cell buses. The technical instruction and classroom responsibilities fall mainly on Greg Gaulin, RTS' sole Technical Trainer. In this context, GFLRPC's role is to provide support that helps relieve the burden on RTS' internal systems by enhancing foundational tools and identifying scalable external support.

The geographic scope of this study includes the RTS service area within the Genesee-Finger Lakes region. This project builds on RTS' commitment to workforce readiness, just transitions, and regional sustainability as outlined in the Genesee Transportation Council's Long Range Transportation Plan (LRTP) 2045.

C. Tasks

Task 1: Form Project Steering Committee

Form a small advisory group including representatives from RTS (Greg Gaulin) and other technicians, and other workforce development stakeholders (e.g., GLOW Partners and Finger Lakes Works).

Task 2: Research Curriculum Development Vendors

Identify and evaluate companies or organizations that offer transit-relevant technical training curriculum development services. Produce a comparative matrix outlining pros/cons, cost ranges, timeline, delivery model, and alignment with RTS' needs that range from novice to advance technical training modules. This resource will allow RTS to make an informed decision when selecting a vendor.

Task 3: Develop RTS Trainee Onboarding Handbook

Create a comprehensive reference document for RTS apprentices, new hires, and internal transfers entering the technical workforce. This handbook will serve as a centralized guide to expectations, curriculum, structure, and foundational skills.

A key component of this task will be based on the outcome of Task 2. When RTS selects a preferred curriculum provider from the report, the next steps will be to coordinate with said vendor to understand how their curriculum is structured, delivered, and assessed. This information will then be translated into the onboarding handbook in clear, accessible language.

The handbook itself will include (but not limited to):

1. Welcome and orientation to RTS and Technical Training
2. Overview of selected curriculum and training schedule (self-paced, hybrid, etc.)
3. Coursework expectation and test-taking guidance
4. Dress code, workplace behavior, and other relevant RTS policies
5. Professional/soft skills training
6. Guidance for internal transitioning into technical roles
7. A “technical basics” prime: covering foundational knowledge relevant to bus maintenance and clean energy systems.

Task 4: Stakeholder Consultation

Consult with local partners including GLOW Partners, Finger Lakes Works, and relevant secondary institutions. This task will ensure the materials developed align with regional workforce best practices and help identify any additional support that could assist RTS in the long term.

Task 5: Finalization and Delivery Materials

Revise and finalize deliverables based on steering committee input. Deliver final vendor research document and onboarding document to RTS, along with brief executive summary.

D. Products

1. Vendor Research Report: Comparative Review of curriculum development companies for transit workforce training.
2. RTS Training Onboarding Handbook: Orientation and training reference guide.
3. Executive Summary summarizing project purpose, methodology, and future support that has been identified for additional UPWP projects.
4. Presentation slides summarizing the project for GTC board.

E. Public Participation Plan

N/A

F. Schedule

1. Scope of Work Approved	May 2025
2. Form Steering Committee	May-June 2025
3. Curriculum Vendor Research	June-August 2025
4. Handbook Framework Development	September-December 2025
5. Stakeholder Consultation & Refinement	January-February 2026
6. Finalize Deliverables	March-May 2026
7. Project Wrap & Closeout	June-August 2026

G. Project Budget

Sources of Funds		Uses of Funds	
	FY 2025-26		FY 2025-26
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$24,300	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$24,300	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$24,300
Local (In-kind)	2,700	Contractual	0
Local (Cash)	0	In-kind Exp.	2,700
Subtotal	\$2,700	Subtotal	\$27,000
<u>Total</u>	<u>\$27,000</u>	<u>Total</u>	<u>\$27,000</u>

Nunda Active Transportation Plan

Scope of Work

A. Objective

The Nunda Active Transportation Plan (ATP) will establish a baseline for data-driven recommendations for pedestrian and other multi-modal transit improvements in the Village of Nunda, the Hamlet of Dalton, and adjacent areas in the Town of Nunda. Project objectives include:

- 1) Enhancing safe opportunities for walking, biking, and taking transit, in ways that connect people to the destinations they need to reach: schools, employment, shopping, dining, trails and parks, and other community destinations;
- 2) Ensuring that all neighborhoods in the Village and adjacent residential and commercial development in the Town have options for walking, biking, and transit;
- 3) Reducing climate-changing emissions;
- 4) Improving pedestrian and bicycle traffic safety for all users, and;
- 5) Setting up Nunda multi-modal and pedestrian transportation projects to be competitive for grants and regional funding opportunities.

B. Background

The Town and Village of Nunda have populations of 2,688 and 1,169, respectively. Both the Town and the Village have populations of residents over 65 and residents living in poverty at a higher rate than the broader Livingston County. The Village of Nunda sees 27% of its population living with some kind of disability, twice the Livingston County rate of 13.5%. Both the Town and the Village have higher percentages of people who walk to work than surrounding communities, with 9.5% in the Town and 14% in the Village.

New York State Routes 408 & 436 serve significant commercial, local, and regional traffic and intersect at the heart of the Village. Issues related to visibility, speed, pavement degradation, and congestion are prevalent. Pedestrians frequently need to traverse these routes and their intersection as Keshequa High School, residential neighborhoods, athletic fields, grocery store, restaurants, and shops are located in different quadrants surrounding the intersection and along these key corridors.

The need for an ATP was identified through the Be Well Nunda program in association with the Performance Improvement Plan activities undertaken by the Livingston County Department of Health during the Spring of 2024. It was noted by both organizations that there is a need for non-motorized transportation options in the Town and Village of Nunda.

This project will build upon previous planning efforts and community surveys to improve safety, access, and mobility by developing a sustainable transportation network that provides facilities for and encourages use by all modes, with particular emphasis on pedestrians and bicycles. This continues to be a priority for the Village, Town, partner agencies.

The project is linked to the following relevant plans: the Rochester-Genesee Regional Transportation Authority's Regional Village Local Service study (2023); the Genesee Valley Greenway Action Plan (2021); the Livingston County Performance Improvement Plan in collaboration with the Livingston County Department of Health and the Be Well in Nunda

Initiative (current); the Town & Village Joint Zoning Update (2023-2024); the GTC Regional and Local Trails Initiative; and the Greater Nunda Action Partnership.

The Nunda ATP will provide the framework and recommendations for future projects to improve pedestrian and bicycle access throughout the Village of Nunda and the Hamlet of Dalton. The plan will strengthen competitive applications for project funding and further build consensus within the community. The completed plan will follow a thoughtful, deliberate and data-driven approach to: strategically and comprehensively address identified areas of concern; improve resiliency, sustainability, connectivity, access and mobility among community destinations; and logically expand existing system to include adjacent communities and destinations in the Town.

C. Tasks

The primary tasks needed to conduct this planning project will be:

- 1) Project Coordination: The project will be driven by the Steering Committee consisting of representatives from the Town and Village of Nunda, Livingston County, the Genesee Transportation Council, New York State Department of Transportation and other relevant stakeholders.
- 2) Request For Proposals (RFP): The Steering Committee shall develop an RFP. Selected members of the Steering Committee will then review the RFP submissions provided by consultants with professional expertise in active transportation planning.
- 3) Kickoff Meeting: The chosen consultant will convene an initial meeting of the Steering Committee to begin collecting and gathering data for the ATP with a customized public engagement plan as well as clarification of roles, responsibilities, expectations, deliverables, and the full project schedule/timeline.
- 4) Public Engagement Plan: The consultant will present an approach to public engagement consisting of a minimum of two rounds of public engagement, building upon previous efforts. Outreach efforts should be undertaken at key milestones of the project such as during the needs assessment, and after the development of the draft report. The consultant will provide materials to facilitate public meetings and community engagement efforts.
- 5) Existing Conditions Analysis: Consultants will conduct an existing conditions analysis.
 - a. Research project background, including historical context, applicable planning documents, and existing land use, ownership, zoning codes, school transportation policies, and studies.
 - b. Inventory existing and planned pedestrian, bicycle, and other active transportation infrastructure within the study area.
 - c. Assess pedestrian/bicycle level of service and stress levels.
 - d. Further assess motor vehicle traffic volume and direction, safety/crash data, destinations and activity centers, typical origin-destination pairs for all modes, and the presence, condition, as well as the usefulness of any active transportation amenities.
 - e. Determine physical and programmatic needs as well as resource gaps for the study area based on the existing conditions inventory.

- 6) Needs Assessment: Consultants will identify specific transportation needs, issues, and opportunities related to:
 - a. Active transportation network gaps and needs
 - b. The general safety of the study area for pedestrians and bicyclists
 - c. Operational concerns (level of service, crash data, volumes, patterns, etc.) of key corridors and intersections within the study area as it relates to pedestrian and bicycle access, mobility, and safety.
 - d. Planned land use developments within the study area that could accommodate or enhance pedestrian and bicycle infrastructure.
- 7) Area Recommendations: Prepare concept level cost estimates for alternative/preferred pedestrian and bicycle infrastructure improvements. Develop a recommended strategy for implementation, including a suggested local structure for advancing recommendations and continual monitoring of progress.
- 8) Draft Active Transportation Report: This report will incorporate findings from previous tasks including public engagement to present a draft report for public review.
- 9) Final Report: A comprehensive final report will be developed based on public comments of the draft report incorporating analysis, data, and other relevant information describing the development process and its identified conclusions.

Additional products may be required as a result of input obtained during the public participation process.

D. Products

The primary final deliverable will be a Final Report and Executive Summary on findings and recommendations, which 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 and which enhance community sustainability in Nunda.

It is anticipated that the project will provide a clear direction and include a phased approach for the community partners to readily act and implement recommendations. We anticipate one project outcome will be a recommended on-going 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

The Public Participation Plan will take into account previous planning and outreach efforts such as those from the Be Well in Nunda committee, and the Livingston County Planning and Health departments during NYS Performance Improvement Plan activities.

The selected consultant will be required to understand prior outreach efforts and to produce a project public participation plan gathering additional public input. Public input must be incorporated appropriately into final products.

Approaches to public participation should consider online, in-person, and targeted outreach. Public events and spaces should be utilized whenever possible to increase visibility of outreach

efforts. A minimum of two rounds of public engagement will be undertaken at key milestones during the project.

F. Schedule

- 1) Develop a community engagement plan: December 2025
- 2) Develop existing conditions analysis: January-February 2026
- 3) Conduct a needs assessment: March-April 2026
- 4) Develop recommendations: May-June 2026
- 5) Develop implementation: strategies July 2026
- 6) Final report completed: August 2026
- 7) Financial closeout: September 2026

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	\$85,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$85,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	5,000	Contractual	90,000
Local (Cash)	5,000	In-kind Exp.	5,000
Subtotal	\$10,000	Subtotal	\$95,000
<u>Total</u>	<u>\$95,000</u>	<u>Total</u>	<u>\$95,000</u>

The Village Mayor and Town Supervisor have both committed to a local cash match to UPWP funds for the Active Transportation Plan consultant activities and the Livingston County Planning Department will match with in-kind service hours.