

MEMORANDUM

TO: GTC Planning Committee Members & Alternates
FROM: James Stack, Executive Director JS
DATE: November 6, 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 will discuss the following UPWP project. The following Scope of Work is provided for your review and consideration:

1. **Task 8759** – Wyoming County Active Transportation Plan

Pending Planning Committee approval of the Scope of Work referenced above, these projects can begin.

Recommended Action:

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

Wyoming County Active Transportation Plan

Scope of Work

A. Objective

The Wyoming County Active Transportation Plan (WCAT) will establish a clear, actionable vision for a safe, connected, and accessible network that supports walking, biking, and other non-motorized transportation. The plan will guide Wyoming County and its municipalities in implementing infrastructure, programs, and policies that enable residents and visitors of all ages and abilities to travel safely, affordably, and efficiently—while supporting public health, environmental sustainability, and community connectivity.

The WCAT will provide strategies to:

1. Promote healthy, active lifestyles through improved mobility and access to jobs, services, and recreation.
2. Enhance safety, access, and connectivity for all transportation modes, including public transit.
3. Preserve and reflect the County's rural and historic character.
4. Expand pedestrian and bicycle infrastructure.
5. Reduce traffic-related conflicts and improve roadway safety.
6. Leverage natural assets by improving access and connections to parks and open spaces, such as the Letchworth State Park, Silver Lake/Silver Lake State Park, Beaver Meadow Audubon, state wildlife management areas, County forest lands, and County and local municipal parks.
7. Improve access to major tourist destinations, downtown businesses, and other major business centers.
8. Plan for a future trail network with links to major regional trail systems, such as the Genesee Valley Greenway State Park, Empire State Trail, Southern Tier Trail, and Finger Lakes Trail.

The completed plan will align with and be incorporated into the Wyoming County Comprehensive Plan, currently in development, and contribute to the County's broader vision of becoming a healthy, connected, and resilient rural community. Furthermore, this planning project will result in more cooperation between municipalities on active transportation issues and provide a channel for municipalities to collaborate on, and advance, a more connected and cohesive countywide active transportation network. The project will build upon recently completed active transportation plans completed for

Arcade, Perry, and Warsaw and will consider multi-use trail opportunities through the utilization of and expansion to the existing trail system.

B. Background

Wyoming County is a predominantly rural community characterized by small towns, agricultural landscapes, and a dispersed population. Like many rural counties, Wyoming faces significant transportation challenges, particularly for residents without access to a private vehicle. Public transit options are limited, and existing infrastructure often lacks safe and accessible facilities for pedestrians, cyclists, and other non-motorized users. The County's rural setting offers a unique opportunity to expand and enhance trails and pathways that connect people not only to jobs, schools, and services, but also to the area's abundant natural and recreational resources. However, the current trail network is underdeveloped and fragmented, and many communities lack safe links between neighborhoods, parks, downtown areas, and regional destinations.

Community members have expressed a growing interest in walkable main streets, safe bike routes, and better trail connections—whether for commuting, running errands, or simply enjoying the outdoors. A well-planned network of sidewalks, on-road bike routes, and multi-use trails would improve safety, support public health, boost tourism, and strengthen the character of Wyoming County's towns and villages.

The County is currently developing its first comprehensive plan. The Plan's draft vision is for the County to thrive as a healthy, connected, and resilient rural community where people of all ages can live, work, and play in vibrant villages surrounded by natural beauty and agricultural heritage. By investing in infrastructure, housing, workforce development, wellness, and agricultural innovation the County will support strong local businesses, empower current and future generations, and welcome visitors to experience Letchworth State Park and beyond. A desired goal of the Plan is to strengthen community connections, promote innovation, and ensure a high quality of life for all.

The County Active Transportation Plan will also support the ongoing work of several other Wyoming County initiatives. The Genesee-Finger Lakes Regional Planning Council is working with the County on development of a Housing Needs Assessment and Market Analysis. The County is also currently updating its 2005 County Agricultural and Farmland Protection Plan and 2012 Countywide Water Supply Study. The planning process for the WATP will be acknowledged and considered as part of these planning efforts.

C. Tasks

1. Establish the Project Steering Committee
2. Consultant selection process
3. Prepare a community engagement plan
4. Prepare an existing conditions analysis
5. Conduct a needs assessment. The assessment will include review of relevant existing documentation and plans, including municipal land use plans and efforts, and County and GTC regional plans and programs to promote coordination and collaboration across multiple agency efforts
6. Prepare relevant scenarios and alternatives
7. Develop recommendations based on preferred alternatives
8. Develop an implementation plan and funding strategy
9. Develop plan for monitoring and measuring success
10. Produce a Public Communications and Promotion Plan

Products

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

- An inventory of existing infrastructure, facilities, and amenities supporting active transportation, particularly the trail network.
- A public engagement summary, including survey data, public comments, and public presentation/meeting materials.
- A report identifying network gaps, with focus on connecting an active transportation network to destinations such as major tourist destinations, village downtowns and major employment centers, important natural resources, parks, and recreational destinations, necessary services (such as shopping and medical centers), and linkages to other regional trail systems and transportation systems throughout Wyoming County. Network gaps will also include consideration of availability of public transit.
- Identification of potential connections and recommendations for strategies, policies and procedures, and infrastructure investments to strengthen Wyoming County's active transportation network and improve connectivity across its municipalities.
- The consultant will draft an Implementation Plan and Funding Strategy, which will identify phased implementation of actionable items to achieve the recommended strategies, policies and procedures.
- A consolidated County Active Transportation Plan
- An Executive Summary of the final plan
- All GIS or other digital data collected for the project via a shared link or USB Drive.

The consultant will provide all documents to GTC and Wyoming County in electronic PDF format. The consultant will produce paper copies of the final County Active Transportation Plan for each Project Advisory Committee Member and the County Board of Supervisors. Paper copies of the Executive Summary will be provided to each County municipality, each member of the County Board of Supervisors, and other interested parties. The consultant will provide all GIS mapping products, project files and metadata in an electronic format acceptable to the County.

D. Public Participation Plan

A robust public outreach process will take place throughout the planning process. There will be a minimum of 2 public meetings. Efforts will be made to identify effective outlets for advertising public meetings and obtaining public input, such as community and agency newsletters, flyers, email distribution lists, radio public announcements, press releases, and information posting on the County's website. Innovative methods for public outreach will be encouraged. The public outreach process may include online surveys to reach out to the general public and target groups; creative community engagement activities such as charrettes, public meetings, festivals, pop-up events, and stakeholder meetings/interviews; as well as, digital public engagement like an online forum with project information and online public meeting.

E. Schedule

Task	Timeline
Scope of Work Approval	November 2025
Release of RFP	December 2025-February 2026
Consultant Selected	March 2026
Contract Completed and Signed	April-May 2026
Develop a Community Engagement Plan	May 2026
Develop Existing Conditions Analysis	June-July 2026
Conduct Needs Assessment	August-September 2026
Develop Recommendations	October-November 2026
Develop Implementation Strategies	December 2026-January 2027
Final Report Completed	February 2027
Financial Closeout	March 2027

F. 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	\$0	Contractual	\$0
Subtotal	\$125,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$0	Contractual	\$125,000
Local (Cash)	\$0	In-kind Exp.	\$0
Subtotal	\$0	Subtotal	\$125,000
<u>Total</u>	<u>\$125,000</u>	<u>Total</u>	<u>\$125,000</u>