

**MEMORANDUM**

**TO:** GTC Planning Committee Members & Alternates  
**FROM:** Joseph M. Bovenzi, AICP, Executive Director *JMB*  
**DATE:** May 7, 2026  
**SUBJECT:** UPWP Project Scope of Work

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

The following UPWP project Scopes of Work are provided for your review and consideration:

- 1. Task 6218 – Genesee, Orleans, Wyoming Multi-County Guiderail Assessment**  
(Project Sponsors: Genesee, Orleans, and Wyoming Counties)
- 2. Task 8784 – Manchester Active Transportation Plan**  
(Project Sponsor: Ontario County)

Following Planning Committee approval of the Scopes of Work referenced above, these projects can begin.

***Recommended Action:***

*Consider the UPWP Project Scopes of Work referenced above for approval.*

# **Genesee, Orleans, and Wyoming Multi-County Guiderail Assessment**

## **Scope of Work**

### **A. Objective**

The objective of the Genesee, Orleans, and Wyoming Multi-County Guiderail Assessment is to improve roadway safety by systematically evaluating existing guiderail systems and identifying locations where installation, repair, upgrade, or removal of obsolete guiderail is warranted. The project will develop a comprehensive, data-driven inventory and prioritization of guiderail needs across Genesee County, Orleans County, and Wyoming County. Using current safety standards and best practices, the study will identify cost-effective improvements that reduce the severity of roadway departure crashes and enhance roadside safety, including eliminating guiderail that no longer meets a justified safety purpose. The resulting recommendations and supporting GIS data will position local agencies to advance projects and pursue implementation funding, including through programs such as the Highway Safety Improvement Program (HSIP).

### **B. Background**

Roadway departure crashes remain a significant contributor to serious injuries and fatalities on rural and local road systems throughout the region served by the Genesee Transportation Council. Many county roadways in Genesee County, Orleans County, and Wyoming County include roadside hazards such as steep slopes, drainage features, fixed objects, and waterways, where guiderail systems play a critical role in mitigating crash severity. However, existing guiderail installations vary in age, condition, and compliance with current design standards, and in some cases remain in place where they are no longer warranted or may introduce unintended safety risks.

County Highway Departments/DPWs often face resource constraints that limit their ability to comprehensively assess and prioritize guiderail needs. As a result, improvements are frequently implemented on a reactive basis rather than through a coordinated, systemwide approach. This multi-county assessment builds on regional safety planning efforts by providing a proactive evaluation of guiderail conditions, including identification of deficient, substandard, or obsolete installations suitable for removal. By integrating available data, field observations, and GIS-based analysis, the project will establish a consistent framework for identifying deficiencies, prioritizing improvements, and supporting strategic investment in roadside safety infrastructure across jurisdictional boundaries.

### **C. Tasks**

1. Inventory existing guiderail systems across Genesee, Orleans and Wyoming County, including location, condition and key characteristics.
2. Compile and review available data sources (roadway characteristics, crash history, traffic volumes and roadside features).
3. Assess guiderail needs based on applicable standards and safety criteria (clear zone requirements, roadside hazards, etc.).
4. Identify and prioritize locations for new guiderail installation, repairs, upgrades or removal of obsolete rail.
5. Develop planning-level recommendations and typical layouts for guiderail improvements.

6. Prepare order-of-magnitude cost estimates for prioritized improvements
7. Develop and maintain GIS shapefiles documenting guiderail inventory, deficiencies and recommend improvement locations.
8. Coordinate with County Highway Departments/DPWs and stakeholders to verify data and refine recommendations.
9. Document findings to support future funding opportunities including Highway Safety Improvement Program (HSIP).

**D. Products**

1. GIS shapefile(s) of guiderail inventory, condition assessments and recommend improvement locations (ESRI-compatible).
2. Technical memorandum summarizing methodology, data analysis and prioritization process.
3. Maps and figures illustrating guiderail locations, deficiencies, and proposed improvements.
4. Planning-level cost estimates for new guiderail installation, repairs, upgrades or removal of obsolete rail.
5. Prioritized project list to support implementation and funding applications.
6. Final report documenting study findings, recommendations and next steps.
7. Presentation materials for stakeholder and committee review.

**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. Start Date: August 2026
2. End Date: July 2027

**G. Project Budget**

Sources of Funds		Uses of Funds	
	FY 2026-27		FY 2026-27
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$300,000	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)	\$3,000	Contractual	\$330,000
Local (Cash)	\$30,000	In-kind Exp.	\$3,000
Subtotal	\$33,000	Subtotal	\$0
<u>Total</u>	<u>\$333,000</u>	<u>Total</u>	<u>\$333,000</u>

# Manchester Active Transportation Plan

## Scope of Work

### A. Objective

The Manchester Active Transportation Plan (ATP) will establish a coordinated, data-informed, and community-driven strategy to improve walking, bicycling, and other forms of non-motorized transportation across the Town of Manchester, the Villages of Manchester, Shortsville, and Clifton Springs, and the Hamlet of Port Gibson.

The plan will utilize data-driven analysis and community engagement to:

- Audit infrastructure gaps, policy barriers, and opportunities
- Prioritize health, safety, quality-of-life, connectivity, and job access
- Deliver a suite of recommendations, concept designs, and funding strategies

These tasks will be in line with and help advance local, state, and Genesee Transportation Council (GTC) transportation planning goals.

### B. Background

The Manchester ATP study area encompasses compact, walkable village centers surrounded by rural and suburban development within a 37-square-mile geography served by NYS Routes 21, 31, and 96, the NYS Thruway (I-90), and active freight rail lines. These high-speed corridors enable regional commerce but present barriers to safe walking and biking between neighborhoods, schools, parks, jobs, and regional trails. Populations of concern include older adults, youth, households without vehicles, and residents with disabilities, underscoring the need for Americans with Disabilities Act (ADA)-compliant, context-sensitive improvements. The area is identified as “disadvantaged” and “distressed” in federal and state metrics, strengthening the case for targeted investments.

Regional active transportation demand in Manchester is growing due to proximity to the Erie Canalway Trail and Ontario Pathways Trail, though last-mile connections remain weak—particularly in Port Gibson. Crash data and walkability assessments point to fragmented sidewalks, limited marked crossings, narrow shoulders, and perceived safety issues along key corridors. Advancing the ATP now positions local partners to compete for funding, integrate active transportation into municipal plans and policies, and improve health, quality-of-life, safety, connectivity, and economic development opportunities in line with GTC’s Long Range Transportation Plan (LRTP) 2050.

### C. Tasks

Project Tasks are listed in chronological order:

Task 1: Prepare Request for Proposals (RFP) – Ontario County Planning and GTC will coordinate to submit a draft Request for Proposals.

Task 2: Establish Project Steering Committee – Ontario County Planning will assemble a steering committee in cooperation with GTC. The Steering Committee will include, but is not limited to, elected representatives from the Town of Manchester, the Villages of Manchester, Shortsville, and Clifton Springs, New York State Department of

Transportation – Region 4, Regional Transit Service (RTS) – Ontario, Ontario County Department of Planning, Ontario County Department of Public Works, and the GTC.

- Task 3: Consultant Selection – Selected members of the Project Steering Committee will review all RFP submissions and choose the best consultant or team of consultants based on RFP submission materials, and hold interviews if deemed necessary.
- Task 4: Project Initiation Meeting – Ontario County Planning will coordinate and provide the meeting location. The meeting will begin the process of data gathering, coordination and distribution of responsibilities between the project and local officials.
- Task 5: Develop Inventory – The Consultant will prepare a draft technical memorandum documenting current pedestrian and bicycle infrastructure, ADA compliance, transit connections, first- and last-mile links, gaps and barriers, traffic speeds, and relevant land-use contexts for Steering Committee review and comment. County Planning will provide available GIS layers and prior study materials to support the inventory.
- Task 6: Conduct Interviews and Targeted Outreach – In coordination with County Planning, the Consultant will interview and engage stakeholders and conduct outreach to traditionally underrepresented populations to gain an understanding of opportunities and challenges associated with the transportation network.
- Task 7: Complete Needs Assessment – The Consultant will prepare a draft technical memorandum that analyzes crash data, vehicle travel speeds, walking, bicycling, and transit service conditions, ADA gaps, and access to key destinations. The Steering Committee will review and provide feedback on the draft.
- Task 8: First Public Meeting – The Consultant and Steering Committee will explain the project to the public, identifying related issues to be addressed.
- Task 9: Develop Draft Recommendations – The Consultant will prepare a set of recommendations and concepts for Steering Committee review and comment. Considerations may include sidewalk infill, enhanced crossings, traffic calming, protected or separated bike facilities, multi-use trail connections, wayfinding, ADA upgrades, transit stop access improvements, and employment access and goods movement enhancements. Policy and program considerations may address Complete Streets, Safe Routes to School, maintenance and snow removal, zoning and site design, and intermunicipal coordination.
- Task 10: Second Public Meeting – The Consultant will present recommendations and garner feedback from public and stakeholders.
- Task 11: Develop Final Recommendations – The Consultant will refine and prioritize recommendations; prepare location-specific concepts; and produce guidance for implementation.
- Task 12: Prepare Draft Report – The Consultant will assemble a Draft ATP for Steering Committee review.
- Task 13: Prepare Final Report – The Consultant will incorporate changes to the draft report at the direction of the Steering Committee.
- Task 14: Financial Closeout.
- Task 15: Environmental Review and Adoption – Following the project closeout, the Town and participating Villages will complete any required environmental reviews and adopt the ATP.

## D. Products

The project deliverables will include electronic versions and five (5) hardcopies 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 meetings will also be provided.

## 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 Project Steering Committee — 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.

Community involvement will include multiple public meetings, stakeholder interviews, surveys, and social media outreach, emphasizing engagement of older adults, youth, people with disabilities, low-income residents, and zero-vehicle households.

## F. Schedule

The project will begin in July 2026 and end in July 2027.

<b>Task</b>	<b>Anticipated Completion</b>
Scope of Work	April 2026
Release RFP	May/June
Establish Project Advisory Committee (PAC)	June
Select Consultant(s), Signed Contract	July
Project Kickoff Meeting + Public Outreach	July
Existing Conditions and Data Analysis Finalized	September
Finalizing Plans, Strategies, and Recommendations	April 2027
Draft Final Report to Town/Village Boards and Public	May/June
Plan Adopted by Town/Village – Study Complete	July

**G. Project Budget**

Sources of Funds		Uses of Funds	
	<u>FY 2026-27</u>		<u>FY 2026-27</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$112,500	Staff	\$0
FTA	0	Contractual	0
Subtotal	<u>\$112,500</u>	Subtotal	<u>\$0</u>
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	0	Contractual	112,500
Local (Cash)	12,500	In-kind Exp.	12,500
Subtotal	<u>\$12,500</u>	Subtotal	<u>\$125,000</u>
<u>Total</u>	<u>\$125,000</u>	<u>Total</u>	<u>\$125,000</u>