

June 7, 2016

Mr. William Guiher
Virginia Department of Transportation
1401 East Broad Street
Richmond, VA 23219-2000

Re: General Services Task Order X: Virginia Capital Trail Connection Study

Dear Mr. Guiher:

Michael Baker International (Michael Baker) is pleased to submit this scope of work to the Virginia Department of Transportation (VDOT) for completing the Virginia Capital Trail Connection Study in 2016 and 2017. This work will be performed under the Region 1 On-Call Transportation Services contract between VDOT TMPD and Baker, dated June 11, 2013. This work will be completed by Baker in collaboration with the Hampton Roads Transportation Planning Organization (HRTPO) and VDOT. The scope of services and schedule are included in this submittal for your review.

INTRODUCTION

The purpose of the Baker work is to provide mapping and analysis, to be combined with consensus building by the HRTPO, resulting in four (4) proposed alignments linked to the Virginia Capital Trail – two on the Southside and two on the Peninsula. The alignments will include short-term improvements that can be implemented in the near future (and will serve as a connection along the route as various sections are completed).

The study will include the following:

- Coordination with stakeholders;
- Data collection, review of prior plans and studies, and assessment of existing conditions;
- Analysis of on-road and off-road cycling opportunities using data pertaining roadway/traffic, right-of-way, easements, activity centers, and existing/proposed active transportation facilities ;
- Development of short-term improvements and preferred alignments for the two trail corridors; and
- Final report, which will document the opportunities and constraints for various segments along the proposed alignments.
 - The final report will include up to two (2) preferred alignments on the Peninsula that have the consensus of the localities along the route.
 - The final report will include up to two preferred alignments on the Southside that have the consensus of the localities along the route.

TASK 1: STAKEHOLDER AND PUBLIC OUTREACH

Following Notice to Proceed, Baker will coordinate with John Bolecek, the Statewide Bicycle and Pedestrian Coordinator, to attend a project kickoff meeting on June 14 at the Hampton Roads Transportation Planning Organization (HRTPO) offices. The meeting will include HRTPO staff and members of the “Ad-Hoc Committee for Connecting to the Virginia Capital Trail” (CCVCT), which the HRTPO has already established. HRTPO staff will lead the meeting, with Baker providing a supporting role, as needed. The meeting will have a charrette-style setup, with stakeholders gathering around maps to identify strengths, opportunities, aspirations, and constraints along the Hampton Roads peninsula and between Jamestown and Suffolk (via the ferry).

HRTPO will lead the stakeholder/public outreach efforts and will setup meetings, coordinate with the stakeholder working group, and develop and print materials (plots, handouts) for any in-person public workshops. Baker staff will attend the stakeholder/public meetings and will provide any information that is needed for meeting materials. In addition, Baker can help facilitate meetings, as needed, and present the technical analysis and development of alignments. There will be close coordination with the region’s jurisdictions throughout the planning process and the CCVCT can serve an important role in this effort. In addition, the HRTPO will communicate with the member jurisdictions, including governing bodies such as the Planning Commissions.

Baker will also work with the HRTPO to initiative any one-on-one stakeholder calls (or meetings) with the East Coast Greenway, the Capital Trail Foundation, and the National Park Service (NPS). Discussions with NPS at this early planning stage will explore short-term and long-term opportunities, discuss where trails or on-road facilities may intersect with NPS property and will help facilitate any longer term coordination on future trail projects. Similar coordination may need to occur with Homeowners Associations (HOAs) and similar entities along the route when connections to the trunk line trail from a privately maintained trail are desired.

Meetings

- Four (4) Ad Hoc Committee (CCVCT) meetings (see various tasks)
- Several (4-6) in-person or WebEx meetings with other groups and agencies, such as the East Coast Greenway, the Capital Trail Foundation, and the National Park Service

Deliverables

- Presentations for any CCVCT meeting
- Written summaries of any one-on-one calls
- Supporting documentation for any meeting materials

TASK 2: REVIEW OF PRIOR STUDIES, DATA COLLECTION, AND ASSESSMENT OF EXISTING CONDITIONS

Baker will begin with a brief review of trail corridor studies from around the country to identify any best practices and lessons learned. Next, Baker will review prior studies/plans, such as the Regional Bicycle Facilities Plan (James City County, City of Williamsburg, and York County), to identify existing or proposed active transportation facilities and ensure that recommendations are consistent with those studies/plans.

Baker will collect GIS data from VDOT, the HRTPO, and other national sources (such as the National Wetlands Inventory and the National Register of Historic Places). Baker anticipates that the HRTPO will provide available GIS data layers, such as: parcels; right-of-way; land use; parks; schools; colleges; military installations; and transportation networks/data (roadway, rail, and active transportation). VDOT will provide up-to-date roadway, traffic, and right-of-way data.

Meetings: None

Deliverables

- List of prior plans and studies and a brief summary of other studies from around the country
- Map of existing conditions, including: parks, historic resources, wetlands, existing and proposed active transportation facilities/amenities, and other “points of interest”.

TASK 3: ACTIVE TRANSPORTATION CORRIDOR(S) ANALYSIS

Baker will evaluate prior studies, existing conditions data, and any HRTPO land use forecasts/knowledge of future development. The analysis will include assessment of parcel data, with the hope of identifying public lands that could be used for off-road trail development. While the primary goal is to develop alignments for two off-road trails, Baker will use VDOT roadway and traffic data to evaluate the relative “bicycle friendliness” of various on-road segments. This information will assist in identifying short-term improvements, which could represent a combination of off-road and on-road active transportation infrastructure. Baker will conduct field surveys of the corridor in order to better understand existing conditions. In cases where the recommended trails traverse private land, easements may be required. It is anticipated that the local governments will coordinate with landowners to discuss their willingness for such easements. Baker is prepared to assist with this coordination, as needed, and will help contact a maximum of twenty (20) landowners.

Meetings

- CCVCT meeting #2

Deliverables

- Concise memo or presentation, highlighting the results of the analysis

TASK 4: DEVELOPMENT OF ALIGNMENTS

Baker, with assistance from HRTPO, will use GIS data and stakeholder input to develop alignments for the two trails, one along the peninsula and the other to the City of Suffolk. It is anticipated that each

trail will include up to two preferred alignments, along with any short-term improvements (to address gaps or provide low-cost alternatives). Spur routes will be identified, as well, some of which may offer critical connections from the trunk line trail to neighborhoods and other existing active transportation facilities. Baker will map the alignments and assign unique segment numbers to various segments along the proposed alignments. In addition, Baker will use a data-driven approach (that also incorporates stakeholder input) to identify relative “priorities” (low, medium, high) for each segment. Baker will ultimately review each individual segment in the final document and reference the associated opportunities and constraints. Communities can subsequently use the segment-specific information as a resource in comprehensive or active transportation plans, grant applications, environmental documentation, and segment implementation. Finally, Baker will develop planning-level cost estimates for each alignment, which will not include right-of-way acquisition costs or site-specific costs, such as drainage. Any potential 4(f) impacts (along preferred alignments and spurs) will be highlighted and segments without 4(f) impacts with also be noted.

Meetings

- CCVCT meeting #3
- Public input forum (online or in-person)

Deliverables

- Maps showing the short-term improvements and preferred alignments
- Shapefiles of the alignment with Parcel ownership data

TASK 5: DRAFT AND FINAL STUDY REPORT

Baker will document the data collection, field observations, data analysis, and public input. The report will catalog the various short-term improvements and preferred alignments and will document the opportunities, constraints, costs, and relative priority for each segment. While it is difficult to predict the total number of segments, it is anticipated that Baker will address five (5) segments *per* alignment. It is assumed the draft report will be reviewed by the HRTPO and ultimately delivered electronically to VDOT. The draft study will also be developed as a presentation and will be reviewed with the Stakeholder Working Group.

Meetings: CCVCT meeting #4

Deliverables

- Draft Study Report – submitted to HRTPO and VDOT electronically
- Draft Study Presentation – reviewed by the CCVCT
- Final Study Report – submitted to HRTPO and VDOT electronically
- Final Study Maps – submitted to HRTPO and VDOT electronically

SCHEDULE

All exhibits and deliverables will be provided by according to the following timetable, which is subject to change based on public meeting dates and availability of data:

June 2016	Notice to Proceed and Kickoff Meeting with CCVCT
July 2016	Data Collection, Existing Conditions Review
August 2016	Data Collection, Existing Conditions Review
September 2016	Analysis and Field Surveys
October 2016	Analysis and Field Surveys, CCVCT Meeting #2
November 2016	Development of Short-Term Improvements and Preferred Alignments
December 2016	Development of Short-Term Improvements and Preferred Alignments
January 2017	Development of Short-Term Improvements and Preferred Alignments
February 2017	Finalize Alignments, CCVCT Meeting #3
March 2017	Documentation
April 2017	Documentation
May 2017	Documentation
June 2017	Draft Report, CCVCT Meeting #4
July 2017	Final Report

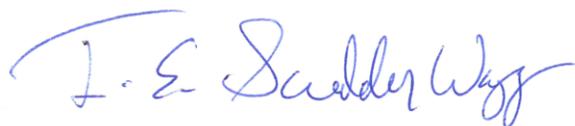
FEE AND BILLING

Baker will provide the services described in the Scope of Services for a not-to-exceed rate of \$199,447 based on the Term 2 labor classification, estimated hours, fixed billable rates and expenses. A breakdown of the fee is as shown in the following attachment.

Baker appreciates the opportunity to submit this letter of agreement to VDOT and we look forward to completing this for you. If you have questions or need additional information, please contact me at (804) 287-3161.

Sincerely,

MICHAEL BAKER INTERNATIONAL



F. E. Scudder Wagg
Project Manager