

**FY 2020**

**Unified Planning Work Program**

**DRAFT**

**Regional Intergovernmental Council**

**Kanawha - Putnam Metropolitan Planning Organization**

**March 14, 2019**

**315 D Street ▪ South Charleston, WV ▪ 25303**

## **The Unified Planning Work Program**

The Unified Planning Work Program (UPWP) details the transportation planning work activities to be performed by the Regional Intergovernmental Council (RIC) transportation planning staff during Fiscal Year 2020 within the RIC Metropolitan Planning Area of Kanawha and Putnam counties in West Virginia. It can also, by extension, become an important vehicle for implementing elements of the current Metropolitan Transportation Plan (MTP). To this end, when feasible, MTP projects will be programmed in UPWP work tasks.

The RIC MTP is updated on a four-year cycle. RIC's last MTP update, Kanawha – Putnam 2045 Regional Transportation Plan, was completed and adopted by the RIC Policy Board on September 7, 2017. The focus of RIC's transportation planning efforts and resources in FY 2020 will be implementing the RIC MTP and the beginning steps of updating the MTP. The RIC Congestion Management Plan (CMP), also completed in FY 2018 in conjunction with the MTP. As part of the Huntington, WV Urbanized Area Transportation Management Area (TMA), RIC partnered in 2014 with its sister agency in Huntington, the KYOVA Interstate Planning Commission MPO, on the development of a congestion management process for that area, which includes a small portion of Putnam County. The existing TMA CMP will continue to function as the CMP of record for that portion of Putnam County that is within the TMA. The RIC CMP which was developed for the entirety of RIC's transportation planning area will advise and make recommendations to the TMA CMP. RIC staff coordinates all planning efforts with KYOVA staff that jointly affect both planning regions.

RIC transportation planning staff spent FY 2019 updating the RIC Bicycle and Pedestrian Plan for Kanawha and Putnam Counties, which was a recommendation from the MTP. RIC transportation planning staff also plans to assist the Kanawha Valley Regional Transportation Authority (KVRTA) with several transit planning tasks and will be working closely with their staff to perform these initiatives. The RIC staff will also perform work on other current transportation planning activities in FY 2020 as needed.

Many of RIC's transportation planning activities are guided by initiatives and provisions contained within the most recent federal surface transportation legislation, known as the Fixing America's Surface Transportation Act (FAST Act) and also the previous legislation, known as the Moving Ahead for Progress in the 21st Century Act (MAP-21). A key feature of MAP-21 calls for the establishment of a performance and outcome-

based transportation planning process at the metropolitan level. This process focuses on setting, monitoring and attaining system performance goals in seven key areas; safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays. RIC has incorporated performance-based planning into the planning work program as guidance continues to be released by FHWA, FTA, and WVDOH.

### **FAST Act Planning Emphasis Areas**

The Fixing America's Surface Transportation Act (FAST Act) specifies certain performance measures to be included by the RIC in the development of transportation programs and plans. Listed below is a summary of how the RIC's FY 2020 Unified Planning Work Program plans to address and incorporate these performance measures.

**1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.**

UPWP Elements 301120 (Long Range Plan Development) and 301420 (Short Range Planning) – provide for development and/or updates of multimodal plans to promote efficient and safe transportation of people, goods and services in the region, thus promoting economic opportunities and opening local business activities to a broader market base.

**2) Increase the safety of the transportation system for motorized and non-motorized users.**

UPWP Element 301120 (Long Range Plan Development) and Element 301420 (Short-Range Planning) – incorporate Safety Conscious Planning in the Metropolitan Transportation Plan and Intersection and Corridor improvement recommendations. UPWP Element 301820 (Special Studies) considers the safety of users in hazardous intersections and corridors through the analysis of crash data and travel times for intersection and corridor studies.

**3) Increase the security of the transportation system for motorized and non-motorized users.**

UPWP Element 301420 (Short Range Planning) – coordinate with, and provide assistance to, the WV Department of Military Affairs and other local law enforcement agencies on Homeland Security issues as requested.

**4) Increase the accessibility and mobility of people and freight.**

UPWP Element 301120 (Long Range Plan Development) – provides for outreach to freight transportation providers and alternative uses of facilities to move people and goods. UPWP Element 301720 (General Transit Planning) includes several work activities intended to enhance regional transit opportunities. UPWP Element 301820 (Special Studies) includes work activities to increase the accessibility and mobility of people utilizing the bicycle and pedestrian network.

**5) Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.**

UPWP Elements 301120 (Long Range Plan Development), 301220 (Transportation Improvement Program), 301820 (General Transit Planning), and 301420 (Short-Range Planning) – these elements provide, promote and/or recommend projects which are air quality neutral, improve air quality by reducing vehicle use, reduce congestion, promote increased traffic flow efficiency, and/or provide alternate transportation modes. Additionally, Elements 301120 and 301220 advance and/or recommend projects consistent with local planned economic and growth areas to provide efficient transportation services which encourage economic development.

UPWP Element 301420 (Short Range Planning) include preparing a State of the Region transportation monitoring report which will measure or identify areas of traffic congestion and develop strategies and improvement projects for reducing area congestion, resulting in a decrease in mobile pollution emissions and traffic delays.

**6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.**

UPWP Element 301120 (Long Range Plan Development) and Element 301220 (Transportation Improvement Program) - promote plans and projects involving all modes of transportation and connections among facilities. UPWP Element 301820 (Special Studies) includes work activities to increase the accessibility and mobility of people utilizing the bicycle and pedestrian network.

**7) Promote efficient system management and operation.**

Element 301420 (Short-Range Planning) – promote projects to improve traffic flow and improve intersection and corridor operations. Element 301820 (Special Studies) – identify hazardous intersections in the Kanawha and Putnam region, identify proven safety counter measures to improve safety.

**8) Emphasize the preservation of the existing transportation system**

UPWP Element 301120 (Long Range Plan Development), Element 301220 (Transportation Improvement Program) and Element 301420 (Short-Range Planning) - promote improvements to and maintenance of the existing transportation system.

**DRAFT**  
**RIC Transportation Planning Budget**  
**FY 2020**

<b>Element Number</b>	<b>Work Element</b>	<b>Federal FHWA</b>	<b>Local RIC</b>	<b>Local WVDOT</b>	<b>Total Match</b>	<b>Total</b>	<b>Person Months</b>
301020	Management & Administration	\$ 95,766	\$ 11,971	\$ 11,971	\$ 23,942	\$ 119,708	16.3
301120	Long-Range Transportation Plan	\$ 80,367	\$ 10,046	\$ 10,046	\$ 20,092	\$ 100,459	13.7
301220	Transportation Improvement Program	\$ 31,984	\$ 3,998	\$ 3,998	\$ 7,996	\$ 39,980	5.5
301420	Short-Range Transportation Planning	\$ 40,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 50,000	6.8
301620	Database/GIS	\$ 79,752	\$ 9,969	\$ 9,969	\$ 19,938	\$ 99,690	13.6
301720	General Transit Planning	\$ 16,752	\$ 2,094	\$ 2,094	\$ 4,188	\$ 20,940	2.9
301820	Special Studies	\$ 124,840	\$ 15,605	\$ 15,605	\$ 31,210	\$ 156,050	21.3
		<b>\$ 469,462</b>	<b>\$ 58,683</b>	<b>\$ 58,683</b>	<b>\$ 117,365</b>	<b>\$ 586,827</b>	<b>80.0</b>

Project ID	Element	DIRECT EXPENSES						Total Direct	Indirect	Total
		Salaries	Fringe Benefits	Contracted Services	Travel	Printing	*Other			
301019	Management and Administration	\$56,000	\$20,160		\$2,450	\$ 450	\$ 2,568	\$81,628	\$38,080	\$119,708
301119	Long Range Plan Development	\$29,500	\$10,620	\$40,179		\$ 100		\$80,399	\$20,060	\$100,459
301219	TIP	\$19,500	\$7,020			\$ 200		\$26,720	\$13,260	\$39,980
301419	Short Range Planning	\$23,995	\$8,638		\$1,000	\$ 50		\$33,683	\$16,317	\$50,000
301619	Database GIS	\$41,000	\$14,760		\$1,000	\$ 50	\$15,000	\$71,810	\$27,880	\$99,690
301719	General Transit	\$9,750	\$3,510		\$1,000	\$ 50		\$14,310	\$6,630	\$20,940
301819	Special Studies	\$36,250	\$13,050	\$80,000	\$1,000	\$ 100	\$1,000	\$131,400	\$24,650	\$156,050
	TOTAL	\$215,995	\$77,758	\$120,179	\$6,450	\$ 1,000	\$ 18,568	\$439,950	\$146,877	\$586,827

\*Other includes equipment, equipment maintenance, supplies, and public notices

Indirect Cost is estimated from the FY18 rate.

## Sub-Elements

### 301020 Management and Administration

DIRECT EXPENSES	Salaries	\$ 56,000
	Fringe Benefits	\$ 20,160
	Contracted Services	
	Travel	\$ 2,450
	Printing	\$ 450
	*Other	\$ 2,568
Total Direct		\$ 81,628
Indirect		\$ 38,080
Total		\$119,708

Element #	301020
Total Cost	\$ 119,708
Participating Agencies:	
FHWA	\$ 95,766
WVDOT	\$ 11,971
RIC	\$ 11,971

#### Description:

- 1) Complete transportation planning-related submissions including invoices, budgets, audits, contracts and applications as required throughout the fiscal year.
- 2) Supervise daily transportation planning activities performed by RIC staff.
- 3) Continue maintenance of the 3-C Planning Process.
- 4) Review and amend, as needed, all contracts and agreements which impact the transportation planning process.
- 5) Continue the Transportation Technical Advisory Committee activities in the Transportation Planning Process.
- 6) Continue local transit coordination activities with KVRTA.
- 7) Conduct needed planning, monitoring and administrative review functions.
- 8) Maintain RIC's public participation process.



- 9) Develop coordination procedures with all transportation-related resource agencies.
- 10) Convene regular and special meetings of the RIC Policy Board for the purpose of discussing, debating and making decisions regarding regional transportation issues.

**Work Activities:**

- 1) Recommend transportation planning activities, policies, projects and priorities to the RIC Policy Board.
- 2) Maintain necessary staffing levels and provide staff training, as needed, to meet the demands of the transportation planning process.
- 3) Maintain records, reports, budgets, financial records and applications as needed.
- 4) Maintain technical committees (TTAC and ad hoc as necessary), including activities such as distributing meeting notices, minutes, planning study information, maintenance of membership, and orientation of members.
- 5) Provide information and education to the Transportation Technical Advisory Committee on RIC's ongoing transportation planning activities.
- 6) Prepare agendas, meeting notices, minutes, reports and special assignments to assist the public participation program. Develop procedures to meet the goals of environmental justice regulations.
- 7) Review applications for the Transportation Alternatives and National Recreation Trails Fund grant programs. Assist local governments, as requested, in developing grant applications for transportation improvement projects. Provide grant administration for transportation improvement projects as requested.
- 8) Monitor, and coordinate with, all WVDOT transportation planning studies and any other transportation planning efforts by other agencies within the region.
- 9) Coordinate transportation planning activities with local, regional and statewide resource agencies.
- 10) Continue implementation of FAST Act transportation planning requirements.
- 11) Maintain RIC's website and social media to publish appropriate documents and notices.

- 12) Produce the “RIC Messenger” quarterly newsletter and the RIC Annual Report as part of RIC's public participation program.
- 13) Hold at least three (3) regular meetings and one (1) annual meeting of the RIC Policy Board; hold up to four (4) RIC Executive Committee meetings. Undertake all activities to establish, schedule, and hold said meetings, including publicity, records, and reports both before and after such meetings.

**Products:**

- 1) FY 2021 Budget and Unified Planning Work Program (UPWP).
- 2) Minutes and agendas of TTAC Meetings.
- 3) Funding applications and financial records as required.
- 4) Web-based transportation planning documents and notices.
- 5) Three (3) issues of the “RIC Messenger” quarterly newsletter and one (1) RIC Annual Report.
- 6) Agendas, minutes, and all meeting materials for RIC Policy Board meetings.

**301120 Long - Range  
Transportation Plan**

<b>DIRECT EXPENSES</b>	Salaries	\$ 29,500
	Fringe Benefits	\$ 10,620
	Contracted Services	\$ 40,179
	Travel	
	Printing	\$ 100
	*Other	
Total Direct		\$ 80,399
Indirect		\$ 20,060
Total		\$ 100,459

Element #	301120
Total Cost	\$ 100,459
Participating Agencies:	
FHWA	\$ 80,367
WVDOT	\$ 10,046
RIC	\$ 10,046

**Description:**

During FY 2018, the RIC transportation planning staff, in partnership with the consulting team from Kimley-Horn, Inc. completed work begun in FY 2017 on the Kanawha – Putnam 2045 Regional Transportation Plan (MTP) update. The existing MTP was adopted by the RIC Policy Board in September 2017, amended in December 2017 and again in June 2018. The MTP update process also included development of a Congestion Management Process (CMP) for the RIC transportation planning area consisting of Kanawha and Putnam counties. The CMP development process shares many components and activities with the MTP update process.

Work over the next fiscal year will involve implementation of the updated MTP and CMP and any possible amendments will include updated Transportation Performance Management rules with the associated targets and an Air Quality Conformity determination. During the second half of FY 2020 RIC staff will begin the consultant procurement process to begin updating the current MTP with a planned adoption date of September 2021.

**Work Activities:**

- 1) Review recommended projects from current plan and revise as necessary
- 2) Determine financial feasibility of potential projects requiring further study
- 3) Coordinate public participation process
- 4) Any amendments will include updated Transportation Performance Management rules with the associated targets and an Air Quality Conformity determination.
- 5) Develop a draft and final scope of work for the RIC 2045 MTP update.
- 6) Develop Request for Qualifications for consultant services for the RIC 2045 update.
- 7) Independent Cost Estimate of future MTP update
- 8) Update population, employment and school enrollment forecasts to use in the RIC 2045 MTP update. Update any other data as needed.
- 9) Acquire consultant services to assist with the RIC 2045 MTP update.
- 10) Acquire, review and summarize all relevant existing data, studies and plans on the regional transportation system for integration into the RIC 2045 MTP update.

## **Products**

- 1) Final 2045 MTP document and stand-alone executive summary
- 2) Presentation of the findings and recommendations contained within the final 2045 MTP
- 3) Amendments to RIC Board, FHWA and WVDOH.
- 4) Request for Consultant Qualifications
- 5) Updated population, employment and school enrollment forecasts
- 6) Consultant services contract
- 7) RIC 2045 MTP Scope of Work
- 8) Existing transportation system conditions summary report.

**301220 Transportation Improvement Program (TIP)**

<b>DIRECT EXPENSES</b>	Salaries	\$ 19,500
	Fringe Benefits	\$ 7,020
	Contracted Services	
	Travel	\$ -
	Printing	\$ 200
	*Other	
Total Direct		\$ 26,720
Indirect		\$ 13,260
Total		\$ 39,980

Element #	301220
Total Cost	\$ 60,000
Participating Agencies:	
FHWA	\$ 39,980
WVDOT	\$ 3,998
RIC	\$ 3,998

**Description:**

- 1) Advance candidate transportation projects for inclusion in the TIP.
- 2) Amend the TIP as needed, including adding new transportation improvement projects, as well as revising funding amounts and type, schedule, etc.
- 3) Maintain a database indicating the status of all highway and transit improvement projects included within the TIP.
- 4) Incorporate transportation performance measures and targets into the TIP and ensure that all TIP projects reflect performance-based planning.
- 5) Ensure RIC's TIP and all transportation projects contained within it comply with all federal Clean Air Act requirements.
- 6) Ensure RIC's TIP and all transportation projects contained within it comply with all federal Title VI program and Environmental Justice requirements.
- 7) Develop new TIP document as required.

**Work Activities:**

- 1) Coordinate and receive candidate transportation improvement projects for inclusion in the TIP from the West Virginia Division of Highways, the Kanawha Valley Regional Transportation Authority, the West Virginia Division of Transit and other agencies.
- 2) Update the TIP document, including the addition of amendments.
- 3) Update RIC's TIP transportation improvements projects database as needed.
- 4) Provide proposed TIP amendments and accompanying project descriptions to RIC's Transportation Technical Advisory Committee (TTAC) and Policy Board for review and approval.
- 5) Follow all transportation conformity requirements for TIP Amendments.
- 6) Review all proposed TIP amendments to ensure conformity with performance-based planning, Clean Air Act, Title VI and Environmental Justice requirements.
- 7) Perform any other tasks necessary for compliance with the FAST ACT, CAA and Title VI.
- 8) Publish legal notices within the Charleston Gazette advertising any proposed regionally significant amendments to the TIP.
- 9) Support the WVDOH with their STIP update process STIP 2019 – 2024
- 10) Develop updated TIP for fiscal years 2020 – 2023.
- 11) Prepare an annual list of approved transportation improvement projects obligated by WV DOT during the previous fiscal year.
- 12) Maintain currently adopted TIP document and amendments list on RIC's website.

**Products:**

- 1) TIP amendments, including new projects and administrative amendments
- 2) Adjusted TIP projects database as needed
- 3) Publish legal notices in Charleston Gazette when required

- 4) New TIP document for fiscal years 2020 – 2023
- 5) Annual list of state-obligated projects
- 6) Publication of RIC's current TIP and amendments on RIC's website

## 301420 Short-Range Planning

DIRECT EXPENSES	Salaries	\$ 23,995
	Fringe Benefits	\$ 8,638
	Contracted Services	\$ -
	Travel	\$ 1,000
	Printing	\$ 50
	*Other	\$ -
Total Direct		\$ 33,683
Indirect		\$ 16,317
Total		\$ 50,000

Element #	301420
Total Cost	\$ 50,000
Participating Agencies:	
FHWA	\$ 40,000
WVDOT	\$ 5,000
RIC	\$ 5,000

### Description:

- 1) Provide transportation planning assistance and technical support to local governments within Kanawha and Putnam counties and to the Putnam County Transportation Committee.
- 2) Work in collaboration with the KYOVA Interstate Planning Commission MPO on the ongoing implementation and administration of the Congestion Management Plan and Process for the Putnam County portion of the Huntington TMA.
- 3) Work cooperatively with KYOVA and/or WVDOH on any transportation projects or plans that may impact or be located within the Putnam County portion of the Huntington TMA, as needed.
- 4) Begin implementation of Transportation Performance Management (TPM) practices as guidance is provided by the Federal Highway Administration (FHWA) and WV DOH. Integrate TPM into RIC's transportation planning process where applicable.
- 5) Coordinate with RIC's Comprehensive Economic Development Strategy (CEDS) to ensure consistency between the CEDS and transportation projects and strategies.
- 6) Prepare a state of the region's transportation system report as a part of RIC's Congestion Management Process.



- 7) Review a list of congestion "hot spot" locations within the region and determine if locations need to be added to or removed from the list.
- 8) Perform ongoing monitoring of the Kanawha and Putnam County highway transportation system through data analysis in order to determine congestion rates.

**Work Activities:**

- 1) Perform transportation planning assistance and technical support to local governments within Kanawha and Putnam counties and to the Putnam County Transportation Committee.
- 2) Administer and monitor the Putnam County portion of the Huntington TMA Congestion Management Process.
- 3) Perform work in cooperation with KYOVA on transportation projects or plans that may impact or be located within the Putnam County portion of the Huntington TMA.
- 4) Implement and integrate Transportation Performance Management practices into the RIC transportation planning program as appropriate.
- 5) Assist in development of RIC's Comprehensive Economic Development Strategy (CEDS) to ensure consistency between the CEDS and transportation projects and strategies.
- 6) Prepare a state of the region's transportation system report as a part of RIC's Congestion Management Process.
- 7) Review a list of congestion "hot spot" locations within the region and determine if locations need to be added to or removed from the list.
- 8) Perform ongoing monitoring of the Kanawha and Putnam County highway transportation system through data analysis in order to determine congestion rates.

**Products:**

- 1) Transportation planning assistance and technical support to local governments within Kanawha and Putnam counties

- 2) Collaborative work with KYOVA on the Congestion Management Plan and Process for Putnam County portion of Huntington TMA
- 3) Collaborative work with KYOVA on transportation plans and studies for Putnam County portion of Huntington TMA
- 4) Transportation Performance Management practices integration into the RIC transportation planning program
- 5) 5-Year Comprehensive Economic Development Strategy (CEDS) transportation planning element and Annual Update
- 6) State of the region's transportation system report as a part of RIC's Congestion Management Process.
- 7) Updated Congestion "hot spot" location list
- 8) System monitoring of the roadway facilities in Kanawha and Putnam counties.

**301620 Transportation Database/  
Travel Demand Model/  
Geospatial Information  
System (GIS)**

<b>DIRECT EXPENSES</b>	Salaries	\$ 41,000
	Fringe Benefits	\$ 14,760
	Contracted Services	
	Travel	\$ 1,000
	Printing	\$ 50
	*Other	\$ 15,000
Total Direct		\$ 71,810
Indirect		\$ 27,880
Total		\$ 99,690

Element #	301620
Total Cost	\$ 99,690
Participating Agencies:	
FHWA	\$ 79,752
WVDOT	\$ 9,969
RIC	\$ 9,969

**Description:**

- 1) Maintain transportation database, including all current data required for travel demand model and other transportation planning activities.
- 2) Continue development of GIS system, including staffing, education, hardware, software, and data.
- 3) Maintain and improve the RIC travel demand model as needed.
- 4) Maintain and update RIC's crash and traffic count database.
- 5) Respond to census data, census data mapping, traffic count data and traffic count mapping requests from RIC staff, regional agencies, businesses, and the public.
- 6) Assist local governments with preparation for the 2020 Census.
- 7) Provide GIS services and mapping to the Kanawha Valley Regional Transportation Authority (KVRTA).
- 8) Provide mapping, geospatial analysis and data presentation support for RIC's Kanawha – Putnam Bicycle and Pedestrian Plan Update.

**Work Activities:**

- 1) Continue the acquisition and updates of GIS base mapping for adequate presentation and analysis of transportation data, and other presentation data as required.
- 2) Continue staff training in GIS for RIC's transportation planning program.
- 3) Upgrade hardware and software components as needed.
- 4) Provide maps and data for RIC transportation planning activities and local governments as needed.
- 5) Incorporate accident, traffic volume and other transportation data into RIC's GIS.
- 6) Provide training for RIC staff in the use of GIS and travel demand model platforms.
- 7) Coordinate with the WVDOT on all regional and statewide GIS activities.
- 8) Provide GIS services and mapping to the Kanawha Valley Regional Transportation Authority (KVRTA)
- 9) Update the RIC multi-modal crash database to coordinate with performance measure reporting requirements, corridor or intersection studies, or as needed.
- 10) Update highway Average Daily Traffic (ADT) counts and provide traffic count data and traffic count maps for RIC staff, regional agencies, and the public as requested.
- 11) Work with WVDOT and municipalities to improve traffic count database.
- 12) Update census database and produce census data maps for RIC staff, regional agencies, and the public as requested.
- 13) Assist local governments with preparation for the 2020 Census.

**Products:**

- 1) Improved base mapping as acquired
- 2) Additional GIS data layers as they become available or are developed by RIC staff

- 3) GIS services and mapping to the Kanawha Valley Regional Transportation Authority (KVRTA)
- 4) Mapping, geospatial analysis and data presentation support for RIC's Kanawha – Putnam Bicycle and Pedestrian Plan.
- 5) Travel demand model output products as needed.
- 6) Updated crash database.
- 7) Updated roadway traffic count data and maps for RIC staff, regional agencies, and the public as requested.
- 8) Census data reports and maps as requested by RIC staff, regional agencies, businesses, and the public.

## 301720 General Transit Planning

DIRECT EXPENSES	Salaries	\$ 9,750
	Fringe Benefits	\$ 3,510
	Contracted Services	
	Travel	\$ 1,000
	Printing	\$ 50
	*Other	\$ -
Total Direct		\$ 14,310
Indirect		\$ 6,630
Total		\$ 20,940

Element #	301720
Total Cost	\$ 20,940
Participating Agencies:	
FHWA	\$ 16,752
WVDOT	\$ 2,094
RIC	\$ 2,094

### Description:

- 1) Provide long-term and short-term transit planning services to the Kanawha Valley Regional Transportation Authority (KVRTA) including transit performance-based planning.
- 2) Provide coordination, scheduling, hiring and training for personnel conducting surveys for KVRTA.
- 3) Provide financial and ridership analysis assistance to KVRTA in the form of an annual KVRTA Route and Services Analysis Report.
- 4) Provide public participation assistance to KVRTA by coordinating and hosting open house-style public outreach meetings within their service area.
- 5) Provide technical assistance to KVRTA including, but not limited to, mapping, GIS analysis and facilities location geocoding.
- 6) Provide assistance to KVRTA as needed for implementation of transit related transportation performance management strategies and targets.
- 7) Provide technical assistance to the WV Division of Public Transit and regional paratransit providers.

- 8) Provide intergovernmental review of Section 5310 Capital Assistance grant applications within the region.
- 9) Provide a forum for coordination and communication among regional transit providers.

**Work Activities:**

- 1) Perform transit planning tasks for KVRTA as requested.
- 2) Coordinate surveys for KVRTA to analyze ridership trends and public opinion.
- 3) Collect data from KVRTA's financial reports, fare box reports, ride checks, schedules, KAT driver logs, KAT monthly reports, National Transit Database Report and other reports as needed. Analyze service indicators of KVRTA's fixed route and demand response (KAT) services and compare to service standards on a system-wide and route-level basis. Make note of any deficiencies or downward trends. Recommend routes or service elements for review or change by KVRTA.
- 4) Coordinate and host two (2) public participation meetings for KVRTA at various locations within Kanawha County.
- 5) Produce mapping and perform GIS analysis for KVRTA as requested.
- 6) Coordinate with KVRTA and communities to relocate bus shelters and signs.
- 7) Prepare maps for use by regional paratransit agencies as requested.
- 8) Perform an intergovernmental review of Section 5310 Capital Assistance grant applications within the RIC area.
- 9) Convene meetings of regional transit providers as needed to facilitate coordination and communication among them as needed.
- 10) Coordinate with the WV Division of Public Transit to produce or update the Coordinated Public Transit-Human Services Transportation Plan 2015.

**Products:**

- 1) General transit planning for KVRTA

- 2) KVRTA ridership survey
- 3) KVRTA Route Analysis Report
- 4) KVRTA Public Participation Meetings
- 5) Maps and GIS analysis for KVRTA as requested
- 6) Bus Shelter plan for KVRTA
- 7) Maps for use by paratransit agencies as requested
- 8) Intergovernmental review for Section 5310 grant applications
- 9) Regional transit providers meetings as needed



## 301820 Special Studies

DIRECT EXPENSES	Salaries	\$ 36,250
	Fringe Benefits	\$ 13,050
	Contracted Services	\$ 80,000
	Travel	\$ 1,000
	Printing	\$ 100
	*Other	\$ 1,000
	Total Direct	\$ 131,400
Indirect	\$ 24,650	
Total	\$ 156,050	

Element #	301820
Total Cost	\$ 156,050
Participating Agencies:	
FHWA	\$ 124,840
WVDOT	\$ 15,605
RIC	\$ 15,605

### Description:

Perform subarea, corridor, intersection and/or other multimodal studies based upon recommendations from the Kanawha – Putnam 2045 Regional Transportation Plan, or by request or recommendation from a local community or WVDOT. Such a study might collect and analyze highway or other transportation system data, determine traffic patterns and identify problems or deficiencies. Potential improvements will be identified and evaluated through a data-driven screening process and final recommendations for improvement projects will be made based upon that process.

In FY 2020, most of RIC's work will be consumed by the development of a Hazardous Intersection Study within Kanawha and Putnam counties. RIC will also assist local municipalities with the development of an ADA Transition Plan as requested.

### Work Activities:

- 1) Conduct Hazardous Intersection Study
  - a. Conduct meetings with stakeholders, community groups and public throughout the study process.
  - b. Perform analysis of crash and traffic data within the RIC region.

- c. Assess proven safety counter measures within the region to improve intersection safety.
- 2) Convene regular meetings of RIC's Bicycle and Pedestrian Committee.
- 3) Coordinate with WVDOH and assist communities with ADA Transition Plans to ensure compliance.
- 4) Coordinate with other agencies on bicycle and pedestrian activities, including Transportation Alternatives and Recreational Trail grant applications.

**Products:**

- 1) Technical assistance with ADA transition plan
- 2) Hazardous Intersection Safety Study with recommended counter measures.