

November 30, 2012

Mr. Dan Painter
District Planning Manager
Virginia Department of Transportation – Culpeper District
1601 Orange Road
Culpeper Virginia 22701

RE: Gordonsville Intersection Improvement Study

Dear Mr. Painter:

HNTB Corporation (“HNTB”) is pleased to submit this proposal (“the Agreement”) to the Virginia Department of Transportation (“VDOT” or “the Client”) for providing professional transportation services for the above referenced project. This work will be performed under the Region 1 On-call Transportation Services Contract between VDOT TMPD and HNTB, dated December 15, 2009.

PROJECT UNDERSTANDING/BACKGROUND

The Town of Gordonsville is located in a portion of Virginia that experiences a high volume of regional goods movement and commuter traffic from Charlottesville and the Richmond area. These activities combined with the local school and shopping traffic stresses the roadway system at each end of High Street. Specific uses at the two ends of High Street include Gordon - Barbour Elementary School, the Gordonsville Baptist Church, popular businesses, and a local shopping center, all of which will necessitate special attention when evaluating improvements in their respective locations. Further, pedestrian movements are abundant given the proximity of the elementary school, popular running routes, and surrounding neighborhood activities.

This study will develop improvements that optimize as well as balance the following objectives:

1. Improve heavy truck mobility and safety
2. Increase pedestrian and bicycle safety
3. Minimize disruption to surrounding residents, businesses, and schools
4. Meet the Town’s vision for the corridor.

Study Area:

This project will evaluate the traffic and pedestrian / bike operations of two locations in Gordonsville, Virginia (shown in Figure 1):

1. North High Street and West Gordon Avenue
2. South High Street and Martinsburg Avenue

SCOPE OF SERVICES

TASK 1.0 – REVIEW AVAILABLE STUDIES / PLANS

The project team will review recent studies, plans, proffers, and financial commitments relevant to the study area and may include sources at varying levels of scale as listed below. This data is to be provided by VDOT, Town of Gordonsville, and others as available. It is assumed the data will be provided at no cost to HNTB. We will review the following, but not limited to, documents:

- Town
 - Streetscape plan(s)
 - Previous planning efforts
 - Comprehensive plan
- State
 - Six Year Secondary Road Plan
 - VTrans 2035

TASK 2.0 – COLLECT AVAILABLE DATA

Task 2.1 Collect Available Data / Maps

Collect available transportation and land use data and prepare base maps or tables including:

- GIS data available from Town / State or others,
- VDOT and Town traffic counts
- Geometries at intersections
- Crash data from VDOT, Town, other sources
- Right of way information
- Any planned improvements from developers or public agencies
- Existing land use / zoning data
- SPS data
- State bike route mapping
- Current access locations on all approaches in the study area

The scoping meeting with the Town staff identified several data sources already generated by the Town. HNTB will fully utilize these resources to minimize data collection costs. Two turning movement counts will be conducted during the AM and PM peak periods at North and South High Streets as defined above. Classification counts (24-hour tube counts) will be performed in the study area.

Task 2.2 – Field Review

HNTB will conduct a field review, meet with staff and others, and review opportunities and locations where traffic and multi-modal improvements and/or Complete Streets designs could be applied. Locations include:

1. North High Street and West Gordon Avenue
 - a. School access points on North High Street (multi-modal)
 - b. Shopping center access to West Gordon Avenue
 - c. Church access on North High Street

2. South High Street and Martinsburg Avenue
 - a. State Route T-1017 / Rt. 33 / Rt. 15
 - b. Major business attractors at Martinsburg Avenue / South High Street

TASK 3.0 – CONDUCT OPERATIONAL AND SAFETY ANALYSIS

Task 3.1 Conduct Traffic Operational Analysis

Because the purpose of this project primarily focuses on immediate spot improvements at the study intersections, the traffic operational analysis will be conducted only for the existing conditions and the proposed solution alternatives will be validated using year 2014 forecasts. The analysis will follow these steps:

- Prepare intersection Synchro files with previously collected data (two locations). Conduct Synchro analysis, including delay and queue lengths: identify problem locations and movements.
- Assess truck turning radii at the two key locations.
- Identify potential solutions: test alternatives to define which types of improvements could be most effective in improving traffic operations.
- Evaluate Sim Traffic Files in study locations, if applicable.
- Evaluate optimal locations for accesses on all approaches in the study area.
- Validate the alternatives in Synchro/SimTraffic using forecasted 2014 data. The year 2014 traffic will be forecasted using simple growth factor method Based on VDOT historical AADT.

Task 3.2 Perform Safety Analysis

- Collect historical crash data of the recent three years from VDOT, Police, other sources
- Identify crash patterns and frequencies within the study area
- Identify high crash locations or those with apparent safety related issues
- Evaluate the safety impacts for the proposed alternative solutions

Task 3 Deliverables

Technical memorandum documenting the analysis results, including tables and graphics showing levels of service, truck circulation, crash history, and other traffic data will be provided. Shapefiles containing traffic data collected for this project will be provided to VDOT and the Town.

TASK 4.0 – EVALUATE MULTI-MODAL / COMPLETE STREETS OPPORTUNITIES

Task 4.1 Evaluate pedestrian / bike accessibility / safety at the two locations listed above.

Task 4.2 Prepare streets typical cross sections for the corridor near the school, the church and businesses (three cross sections)

Task 4 Deliverables

Memorandum documenting the analysis conducted and presenting the cross sections, and pedestrian treatments.

TASK 5.0 – PUBLIC AND STAKEHOLDER INPUT

Meetings with staff and other stakeholders will be an essential part of this process. During the information gathering Task 1 and 2, we would meet with staff from the Town and VDOT. Further, the business

community, local landowners, and other stakeholders will be involved in both the initial process and in reviewing potential solutions. We propose:

- Meetings with Town staff: up to five (5) meetings:
 - Kick-off, on site, with VDOT and Town staff and stakeholders
 - Collect data / field review, with VDOT and Town staff (combined this kick-off meeting)
 - Stakeholder meeting to discuss challenges, observations
 - Town staff meeting to discuss draft recommendations
 - Work session with Town staff, PC and/or Town council members and stakeholders
 - At a Final presentation- on site, with Town Council and stakeholders
- Meeting materials, including the meeting agendas and notes will be prepared by the Consultant.

HNTB will organize all logistics related to the public meetings, except that meeting locations will be provided at no cost to HNTB by the Town staff. Any publicity or meeting notices will be the responsibility of the Town staff.

Note: Any additional meetings identified during the project will require a scope addendum and refined budget.

Task 5 Deliverables

- *Meeting sign-in sheets*
- *Meeting agendas*
- *Meeting notes (if necessary) to document key decisions made*

TASK 6.0 – FINALIZE RECOMMENDED IMPROVEMENTS

Based on the analysis and review by staff and stakeholders, we will prepare the following products which will be reflected in the final report:

- Sketch designs (plan views).
- Estimate Reasonable Order of Magnitude (ROM) cost of improvements applying standard construction costs. The estimate would not include costs of right of way, but needed right of way would be identified.
- Overhead utility relocations would be identified and cost provided if this can be obtained from the utility companies within the project schedule.

TASK 7.0 – DEVELOP IMPLEMENTATION PLAN AND FINAL REPORT

The final report would include:

- A recommended implementation plan that would indicate phasing of improvement construction.
- Sketch level designs (plan views) for the two priority locations, and a written report on each.
- Street typical sections that could be applied to longer sections over time.
- Back up information including:
 - Technical analysis and safety studies.
 - Public / stakeholder input documentation.

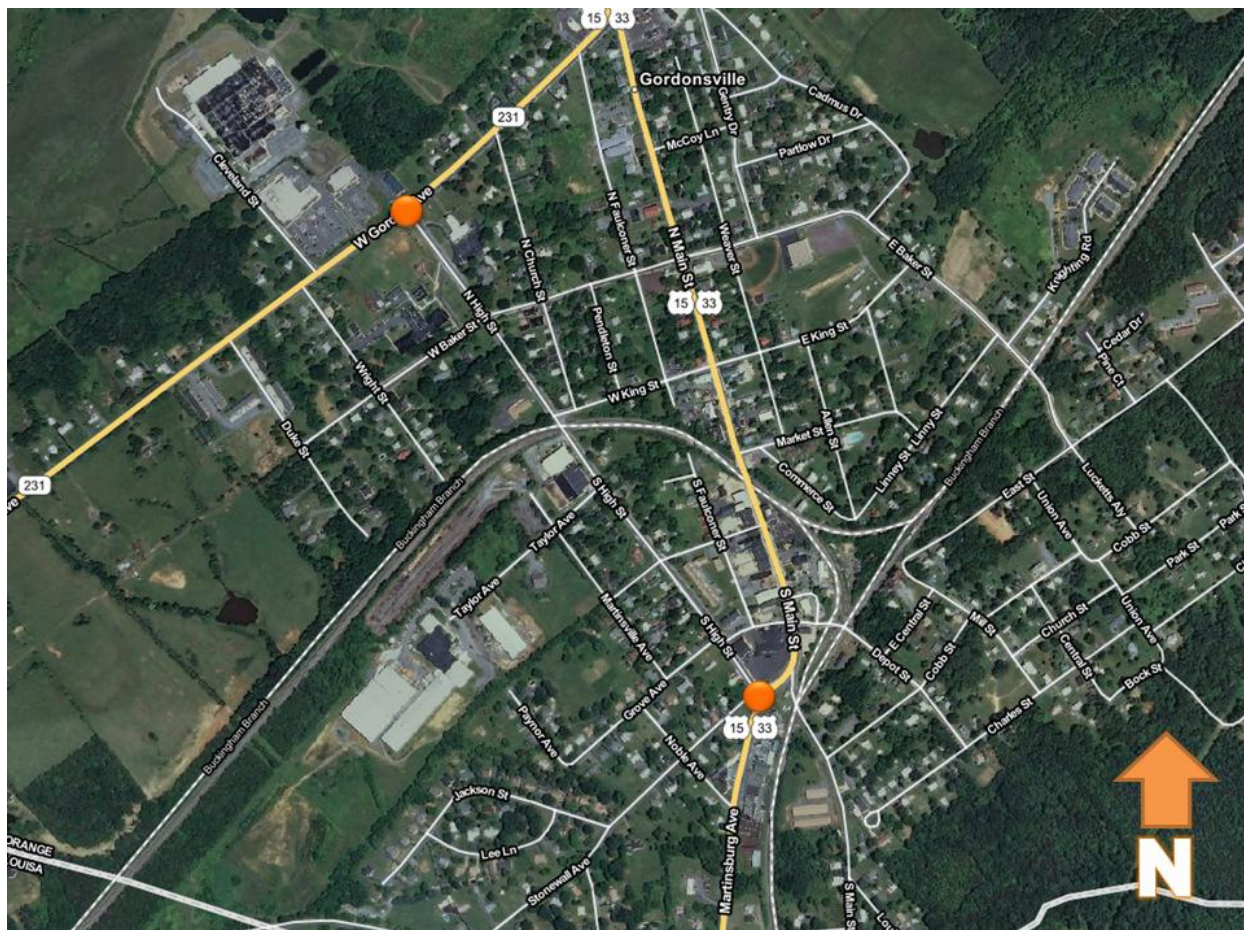


Figure 1: Study Area