



February 25, 2017

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

**RE: Task KHA-002 Hydraulic Small Area Plan**

Mr. Robert Benfanti,

Kimley-Horn and Associates, Inc. ("Kimley-Horn", "We" or "the Consultant") is pleased to submit this letter agreement (the "Agreement") to the Virginia Department of Transportation ("VDOT" or "the Client") for providing on-call technical expertise in land use planning and associated concept level transportation network to support the land use related to development of a Small Area Plan along Route 29 in Charlottesville and Albemarle County. This work will be performed as **Task KHA-002** under the Limited Term Contract for Non-Professional On-Call Technical Expertise in Transportation Systems Operations (Contract #45211) between VDOT Operations Division and Kimley-Horn and Associates, Inc. dated December 1, 2016.

### **Project Understanding**

The purpose of this project is to develop a conceptual land use plan for the defined study area to reflect preferred models for growth and urban form in this area, and to inform transportation solutions to support this projected growth. The **Hydraulic Small Area Plan** study area is experiencing steady growth, increased development intensity, and pressure to grow in a more dense, mixed-use development pattern that is unique to this portion of the County and the City. Understanding the impact and interaction of new development on the US Route 29 corridor and primary collector streets within the area is critical to inform future land use plans, local codes and policy documents guiding development in this area. The study area is located within the jurisdictions of both the City of Charlottesville and Albemarle County. Both jurisdictions, together with the Thomas Jefferson Planning District commission, seek to develop a conceptual approach to guiding development in the area and to have the study inform goals and possible solutions for continued improvements to transportation facilities to support anticipated growth. The enclosed scope of services describes the services to complete the study.

This project will be managed by the Charlottesville Albemarle Metropolitan Planning Organization, the "MPO", more specifically Chip Boyles, Executive Director. The project will be guided by an Advisory Panel anticipated to consist of 12 stakeholder representatives including staff from the MPO, Albemarle County, the City of Charlottesville, citizen planners, local businesses and developers.

### **Scope of Services**

The general scope of services below describes the services to be provided by the Consultant during the term of this task order agreement. As previously stated, Mr. Chip Boyles will manage the project and Mr. Sal Musarra will be the consultant Task Manager.

1. **Study Area Assumptions:** The study area will be as shown in **Figure 1** and as further described within.

This document outlines the scope of work for the development of a Small Area Plan associated with the defined study anchored by the Hydraulic Road – US Route 29 development node. The study area is defined as an area of approximately 600 acres that can be described as follows:

- Northern boundary = Greenbrier Drive / Whitewood Road
- Eastern boundary = Meadow Creek
- Southern boundary = US 250 Bypass
- Western boundary = N. Berkshire Road

The exact study area boundaries may be refined in response to early findings to capture areas, or remove areas, based upon their anticipated impact on land use and transportation scenario outcomes. The study area is intended to capture land use inputs from existing development patterns associated with the US Route 29 corridor including private expanding commercial development east and west of the corridor, and residential land uses and development patterns west of the commercial areas. The study area includes a range of existing land uses including retail, professional services, lodging, single family residential detached, multi-family residential and public schools.

The Hillsdale Drive Extension project is a significant input to the study area and will inform potential development scenarios, particularly east of US Route 29. The Rio Road improvements north of the study area are not a direct input but will be reviewed as a point of reference relative to observed successes and challenges resulting from those completed improvements.

2. **Scope assumptions:**

- Study area boundaries may be refined during the planning phases of the work, with a core area defined as well that represents a more detailed focus on the land use potential.
- Base mapping will be developed from publicly available map data (GIS) to serve as the basis for analysis, planning, and report exhibits.
- No new code development is included. However, the report will include high level commentary on existing codes and recommendations for additions or modifications to existing codes to support proposed development models.
- The product will be one deliverable which will be formatted for potential adoption into both City and County policy documents.
- A Market Analysis is not included in this scope of work.
- The Client will maintain a project website. The Consultant will provide content only.
- The Consultant will perform limited planning-level analysis of the required transportation facilities needed to support the preliminary land planning activities to inform the land use planning process. This will be limited to the internal transportation network only. A specified number of meetings with a third-party consultant to coordinate internal transportation network



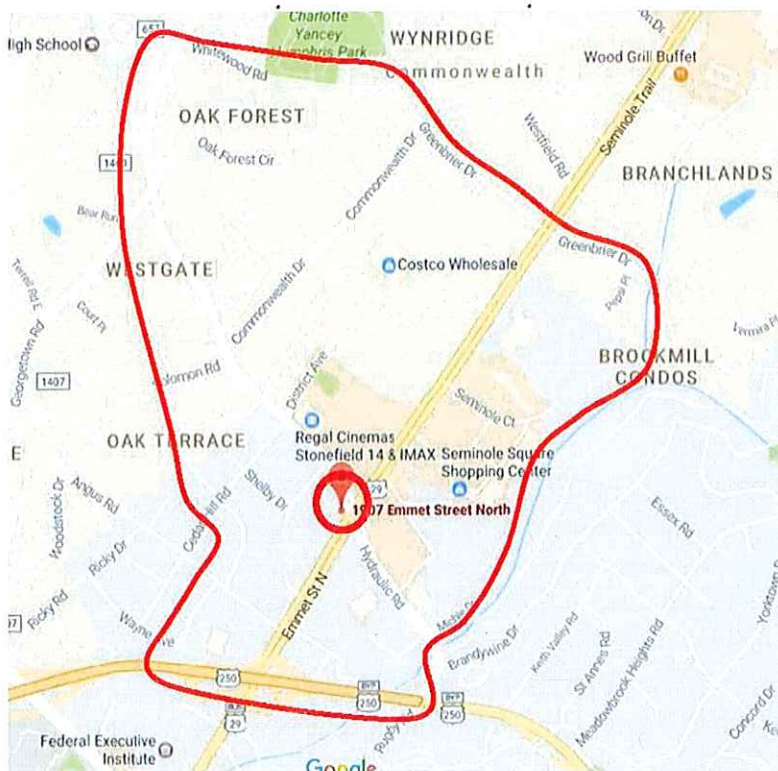
concepts with the external transportation improvements are included within our scope of services (see section 4.2.2).

### 3. Information to be provided by VDOT or others

It is assumed that the following information will be provided to Kimley-Horn by VDOT or others, and will be provided to Kimley-Horn after the notice-to-proceed is issued:

- Relevant studies in progress or completed in the project vicinity
- Public infrastructure or private development projects recently approved, in agency review, or under construction.
- Existing traffic data as provided by the VDOT will be obtained and reviewed.

FIGURE 1



**SUBTASK 1 – PROJECT MANAGEMENT AND COORDINATION**

This task consists of time required by Kimley-Horn to administer the project addressing contract matters; internal project coordination; coordination with the Client; supervision and general quality control; and project management responsibilities consisting of project organization and scheduling for the project.

***Subtask 1 Deliverables: Monthly progress reports. Draft deliverables. Updated project schedules, completed and open tasks summary.***

**SUBTASK 2 – SITE INVENTORY AND ANALYSIS**

This task includes an assessment of physical site conditions and characteristics as well as the regulatory environment guiding current development patterns in the area.

**2.1 Existing Conditions Assessment**

This task will include a review of existing conditions within the study area, including key intersections and public streets influencing the planning of circulation and access to the study area. We will prepare a summary of those conditions and identify how specific conditions might influence plans or constructability.

**2.2 Base Map development**

We will develop project base maps from publicly available map data (GIS) to serve as the basis for analysis, planning, and report exhibits.

**2.3 Review Relevant Plans and Studies**

We will conduct a desktop review of County and City land use plans, zoning ordinances, recent zoning applications and approvals, projects under construction, and any previous planning efforts related to the study area.

We will also review any available traffic count data (including pedestrian and bicycle counts), previous planning studies, and programmed roadway, transit, and bicycle/ pedestrian improvements for the study area provided by VDOT or others.

**2.4 Transportation Conditions**

During our Advisory Panel meetings, we will obtain information regarding their perceptions of existing traffic conditions, broad goals, their expectations of potential improvement scenarios, and an approach to multimodal improvements within the study area.

***Subtask 2 Deliverables: Graphic exhibits and written summary of existing land use conditions, challenges, and opportunities.***

**SUBTASK 3: PUBLIC MEETINGS**

The Consultant will plan and assist the MPO in facilitating two (2) public meetings.

1. Public Meeting #1: intended to provide information regarding the process, schedule and study deliverables, and to receive public input regarding issues and opportunities within the

study area to inform the planning process.



2. Public Meeting #2: will include presentation of concepts for response and feedback
3. Presentation of Final Plan at one Albemarle Planning Commission meeting.
4. Presentation of Final Plan at one Charlottesville Planning Commission meeting

***Subtask 3 Deliverables: Meeting agendas, meeting presentations, exhibits and reports, and post-meeting summaries.***

## **SUBTASK 4: LAND USE PLAN DEVELOPMENT**

### **4.1 Land Use Plan**

The land planning task will be an iterative process and ultimately yield a Conceptual Land Use plan with supporting narrative, exhibits, and documentation suitable for public review and adoption by the County and the City if they so choose to do so as a policy guide for development within the study area. The Land Use Plan will be informed by the findings and recommendations of the inventory, public engagement, and transportation assessment activities, and generally illustrate the following plan elements:

- Location and limits of proposed Land Use designations
- Conceptual public street network and potential improvements to the existing transportation facilities to support the plan

In addition to proposed land uses, the plan will identify the following features:

- Key activity area development nodes  
Opportunity sites
- Multimodal facilities (bike, pedestrian, transit and  
greenway) Green Infrastructure including public open  
space and greenways

### **4.2 Transportation Inputs to The Land Use Plan**

**4.2.1 Internal Transportation Inputs:** Through an iterative process, trip generation calculations will be determined using ITE *Trip Generation*. Development of pass-by and internal capture rates will be based on ITE *Trip Generation* standard industry rates, as well as, discussions with the Client. As land use scenarios evolve, separate trip generation analyses will be performed to assess how changes in the land use plan potentially impact the internal transportation network.

Using the trip generation volumes, traffic volumes will be utilized to determine the internal transportation network needed to support the land use. This is anticipated to be an iterative process to test various transportation network required to support anticipated land use scenarios.

**4.2.2 External Transportation Inputs:** The Consultant will coordinate land use planning efforts with transportation planning efforts by Michael Baker (a third-party consultant). During development of the Small Area Plan, we will meet with Michael Baker to review the land use

plans in progress and discuss how existing and proposed transportation facilities can inform the plan, and how the plan might inform plan for future transportation improvements. In

addition to project meetings defined in Subtask 3 above, a specified number of meetings with Michael Baker are included within our scope of services as follows:

- Meeting #1: Initial meeting to review existing conditions and broader goals and objectives for traffic operations within the study area
- Meeting #2: work session to review preliminary land use plan alternatives, recommended street network, and impacts to existing facilities
- Meeting #3: review of refined land use plan and recommended transportation improvements

#### 4.3 Site Plan Illustrative

A conceptual master plan will be developed for a defined development node to illustrate how the area might develop consistent with the overall vision. This concept will be developed as an enlargement of the focus area and illustrate potential development patterns, intensities and densities to assist the Client and stakeholders with visualization of potential development. This plan will focus around the Hydraulic Road intersection with US Route 29 and be generally bounded by District Avenue, Michie Drive, and Shelby Drive. The exact limits of the Master Plan illustrative will be developed following review and general consensus from the Advisory Panel.

The illustrative plan will depict potential development patterns consistent with the desired urban form and reflect stable existing developments as well as underutilized sites or areas of potential change. The illustrative plan will be very conceptual in nature and include conceptual building masses and parking fields, internal street networks, green spaces, branding opportunities and multi-modal facilities.

#### 4.4 Code Review and Recommendations

Kimley-Horn will comment on existing County and City development ordinances to identify existing code elements that may discourage or encourage the preferred development patterns proposed for the study area. We will prepare a brief written summary of commentary and recommendations for possibly amending existing codes or writing new codes to better promote and support the Small Area Plan. *Drafting new code provisions or editing existing codes is not included in this scope of work.*

#### 4.5 Client Work Sessions and Interim Plan Reviews

The Consultant will participate in a specified number of Client work sessions and reviews for plans in progress (*two attendees from Consultant team per meeting*). In general, the Client will be responsible for coordination logistics for each session including notifications, meeting dates, times and venues. The Consultant will develop an agenda and provide it to the Client prior to each session. Kimley-Horn will assist the Client with facilitation of each meeting and will provide a written summary of decisions and talking points following each event.

Primary direction to the Consultant team will come from the MPO and VDOT with input from the Advisory Panel formed specifically for this project. Their role is advisory in nature and advancing the project between meetings does not require a vote from the Panel. The general public will have access to observe Advisory Panel meeting proceedings but these meetings are not intended to be a

forum for open public discussion.



Specifically, the following work sessions and reviews are included within this scope of work:

1. **Kick-Off Meeting:** A Client kick-off meeting will be conducted with the Advisory Panel to review the project schedule, gather existing background data and information, confirm client goals and expectations, and establish project communication protocols. As part of this meeting, we will invite the client team to join us for a site reconnaissance tour to observe existing conditions.
2. **Advisory Panel Work Sessions (up to 12 total):** The Consultant will meet with the Advisory Panel normally twice a month through project completion to review work in progress and present draft plans. It is assumed these meetings will be held in the immediate Charlottesville area.
3. **Client Charette:** The Consultant will plan and facilitate one (1), two-day Charette with the Advisory Panel. This event may include presentations of findings, site tours, review of concept plans, and conceptual planning exercises. As part of the two-day work session, the Consultant will also be available to meet with selected stakeholders as identified by the Advisory Panel to receive comment on issues, goals or concerns about the study area.
4. **Public Relations Support:** The Consultant will participate in up to two, local public media interviews to help educate the community and promote public awareness of the project.

#### **4.6 Final Plan Coordination with External Transportation Inputs**

It is anticipated that following delivery of the Draft Small Area Plan documents, the third-party transportation consultant will continue to refine their recommendations for improvements to the primary network within and surrounding the study area. This task provides for some coordination efforts to ensure that the Small Area Plan and the third-party recommendations are properly coordinated and any necessary adjustments made accordingly.

***Subtask 4 Deliverables: Completed Draft Small Area Plan Document including overview of plan development process, meetings agendas and summaries, and support graphic exhibits. One illustrative master plan for core focus area.***

#### **SUBTASK 5: FINAL PLAN DELIVERABLES**

Final documents will be provided in both digital and hard copy formats (4 bound copies). The following documents will be produced as deliverables during the course of this project:

- Draft Small Area Plan** – Draft report including Executive Summary, existing conditions analysis, and preliminary recommendations. The document will be submitted to the Advisory Panel for review.
- Final Small Area Plan** – Final Hydraulic Small Area Plan report will include all findings and recommendations as well as a summary of the plan development process and key decisions used to generate the final plan.

**Project Abstract** – A one-piece project overview suitable for handout or public distribution providing a summary of the key plan elements, goals and overall vision.

### **Schedule**

Kimley-Horn will provide our services as needed and requested by the VDOT Task Manager. It is the Department's goal to complete this effort within six months from Notice to Proceed (NTP).

### **Closure**

The Consultant will perform the services described in the Scope of Services for a lump sum amount of **\$451,096.00**. The fee estimate is based on the labor rate classifications, estimated hours, fixed billable rates and expenses. Effort requested beyond the scoped services will be considered additional services and will require a new task order. The breakdown of the fee is shown on **Attachment A**. The fee is based on an estimate of the hours to be expended using Contract Year 1 rates.

On behalf of Kimley-Horn and Associates, we appreciate your continued business and thank you for allowing us to provide our services for this project. Should there be questions, please do not hesitate to give me a call at (804) 672-4718.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Sal Musarra, PLA  
Task Manager

Cc: Michael J. Harris, CCM  
Dean Gustafson  
Paul Szatkowski



VDOT ITS Planning On-Call Task KHA-002

Hydraulic Small Area Plan

Task/Sub Task/Description	Consultant Contract Manager (CCM)	ITS/ Operations Program Manager	ITS/ Operations Project Manager	ITS/ Operations Analyst	Sr. Systems Engineer	Sr. Admin Assistant	Task Hrs	Task Budget
	\$283	\$215	\$171	\$127	\$214	\$87		
Subtask 1: Project Management								
Labor	50	75	25	0	9	25	184	\$ 38,651.00
Total Labor	50	75	25	0	9	25	184	\$ 38,651.00
Subtask 2: Inventory & Analysis								
Labor	40	40	0	40	20	0	140	\$ 29,280.00
Total Labor	40	40	0	40	20	0	140	\$ 29,280.00
Subtask 3: Public Meetings								
Labor	100	100	20	20	0	20	260	\$ 57,500.00
Total Labor	100	100	20	20	0	20	260	\$ 57,500.00
Subtask 4: Land Use Planning								
Labor	422	408	193	204	70	33	1330	\$ 283,908.00
Total Labor	422	408	193	204	70	33	1330	\$ 283,908.00
Subtask 5: Final Deliverables								
Labor	24	60	30	65	0	18	197	\$ 34,643.00
Total Labor	24	60	30	65	0	18	197	\$ 34,643.00
Total Hours and Labor Costs	636	683	268	329	99	96	2111	\$ 443,982
Total Expenses								\$ 7,114
Total Cost								\$ 451,096

Expenses

	Number	Cost per Item	Cost
Standard Car Rental (days)	48	\$ 45.08	\$ 2,163.84
Estimated Fuel Cost Per Day	48	\$ 30.00	\$ 1,440.00
Meals (3 per day)	18	\$ 69.00	\$ 1,242.00
Lodging (nights)	18	\$ 126.00	\$ 2,268.00
Total Expenses			\$7,113.84