

MEETING OF THE GEORGE WASHINGTON REGIONAL COMMISSION

March 16, 2015, 6:00 p.m.

The Robert C. Gibbons Conference Room
406 Princess Anne Street, Fredericksburg, Virginia

AGENDA

- 6:00 p.m.
1. **Call GWRC Meeting to Order** – Chairman Chris Yakabouski
 2. **Pledge of Allegiance**
 3. **Determination of Quorum** – Executive Director Tim Ware
 4. **Approval of GWRC Agenda** (*ACTION ITEM*)
 5. **Approval of Minutes of GWRC Meeting of February 23, 2015** (*ACTION ITEM*)
 6. **Public Involvement**
Comments and questions from members of the public are welcome at this time.
 7. **Financial Report**
 8. **Executive Director’s Report**
 9. **Old Business** (*if any*)
 10. **New Business**
 - a.) Approval of Resolution No. 15-07, Endorsing the Fiscal Year 2016 Rural Transportation Work (RTW) Program – Mr. Andy Waple (*ACTION ITEM*)
 - b.) Approval of Resolution No. 15-08, Authorizing Staff to Issue a Request for Proposals to Hire New On-Call Planning Services Consultants and Pledging Cooperation with FAMPO in the Execution of the Resulting Contract – Mr. Andy Waple (*ACTION ITEM*)
 - c.) GWRC Strategic Planning Discussion – Mr. Tim Ware
 - d.) Other New Business (*if any*)
- 6:50 p.m.
11. **Adjourn GWRC Meeting**
Next GWRC meeting: April 20, 2015



5.) Approval of Minutes of GWRC Meeting of February 23, 2015

**MINUTES OF THE MEETING OF THE
GEORGE WASHINGTON REGIONAL COMMISSION**

February 23, 2015

The Robert C. Gibbons Conference Room
406 Princess Anne Street, Fredericksburg Virginia

MEMBERS PRESENT AND VOTING: Chair – Chris Yakabouski, **Spotsylvania County;**
City of Fredericksburg: Matthew Kelly & Billy Withers; **Caroline County:** Jeff Black; **King**
George County: Jim Howard & Dale Sisson; **Stafford County:** Laura Sellers

MEMBERS ABSENT: Jeff Sili – Caroline County; Paul Trampe – Spotsylvania County; & Gary
Snellings – Stafford County

OTHERS IN ATTENDANCE: Al Harf – PRTC; Marcie Parker & Allison Richter – VDOT; &
Rupert Farley - TAG

STAFF: Tim Ware, Executive Director; Andy Waple, FAMPO; Lloyd Robinson, FAMPO; Marti
Donley, FAMPO; Diana Utz, GWRC; & JoAnna Roberson, GWRC

CALL TO ORDER:

Mr. Yakabouski called the meeting to order at 6:00 p.m. with a quorum present, which was followed
by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA

Upon motion by Mr. Kelly and seconded by Mr. Sisson, with all in consensus, the agenda for the
February 23rd meeting was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES (January 26, 2015) - (Action Item)

Upon motion by Mr. Kelly and seconded by Ms. Sellers, and all others in consensus, the minutes
from the January 26th meeting were approved as submitted.

PUBLIC INVOLVEMENT - None

FINANCIAL REPORT

Mr. Ware relayed that the Financial Report is included in tonight's agenda packet & that overall the
agency is in fairly good shape. Mr. Ware stated that the Financial Report is pretty self-explanatory
and that currently GWRC has a year-to-date revenue above expenditures of \$256,431.37. Mr. Ware
advised the agency is right on schedule with where it should be at this point in the year. Mr. Ware
relayed that we have received 48% of the revenue that was expected & expended 45% of expected
expenditures to date.

Mr. Ware advised that the balance sheets have been corrected per Mr. Withers' question/comment from the January meeting in regard to Stellar One Bank being listed. Mr. Ware stated that the balance sheets have been updated and now reflect Union First Market Bank.

Mr. Withers inquired as to whether the Indirect Cost category on the revenues and expenditures page within the financial report is correct. The report reflects that it is at 133.99% of the budgeted allocations. Mr. Ware advised that the Commission is on schedule with its direct costs and he thinks the figure of 133.99 is incorrect. Mr. Ware advised that he would follow-up to ensure this is amended accordingly.

EXECUTIVE DIRECTOR'S REPORT

Mr. Ware advised that it is grant season for GWRC. During the prior month, five grants have been written and submitted all with no expense or cost to the commission. The first grant is from the Mary Washington Foundation for \$25,000 for the Farmer's Market in the City at Hurkamp Park and in Spotsylvania County at the Route 3 West Park & Ride lot. Mr. Ware stated the majority of these grants are to cover the cost of administering the "SNAP" program to citizens who shop at the markets. "SNAP" is a federal program that gives a customer a \$10.00 credit/coupon towards additional purchases when utilizing their awarded food stamps for the purchase of fresh fruits and vegetables.

Mr. Ware stated that the other four grants are from Coastal Zone Management and are for varied water related projects. Two of these grants are for Caroline County for the town of Port Royal and the other is for King George County. The fourth grant being for a regional project.

Mr. Ware advised that for Port Royal, replacement of the pier at the old dock is one grant. Mr. Ware stated that the US Park Service will fund the first 100' of the pier. The second grant is for developing a water trail around the dock which will allow for canoe trips, etc. once completed. Mr. Ware stated that this is a \$25,000 grant that is being partnered with the Rappahannock Wildlife Refuge agency.

The third grant project is for storm water maintenance for King George County which is also a \$25,000 grant being endorsed by the Coastal Zone Management agency.

In regard to regional broadband, Mr. Ware advised that we are currently working with Virginia Tech and that surveys have been provided to localities within Planning District 16. Mr. Ware stated that to date, the speed test survey results have had the most responses from residents of both King George & Stafford counties.

Mr. Ware distributed a hand-out that explains the speed test for internet connections for the region. The hand-out explains that citizens can comment; it also gives an option to indicate you are in an area where no service is available. Ms. Sellers asked if this hand-out was available electronically. Mr. Ware stated that it is and he would forward a copy to the Commission members. Mr. Ware also advised that the hand-out has already been distributed to the local school superintendents, the City Manager & County Administrators and to the local Economic Development directors.

Mr. Ware stated that the Virginia Tech's eCorridors program is asking that residents test the speed of their current internet connections by using the "Accelerate Virginia" speed test. Mr. Ware advised that there is a web-site included which allows anyone to take the "speed" test. This test will provide an instant review of your current internet connection. The test will also show by zip code what other information from other broadband services is being reported. Mr. Ware stated that for Apple iPhone or Android mobile platforms that citizens are encouraged to install the free FCC Speed Test applications to their devices. Lastly, Mr. Ware stated that if a citizen does not have access to high speed internet services there is a contact name & number to be utilized to register broadband dead zones.

Mr. Ware stated that regional broadband capabilities are an on-going issue and the Commission will be kept apprised as new information and updates come forward from the regional broadband committee.

Mr. Ware asked that Ms. Utz give an update on the Meadows registry request from Caroline County. Ms. Utz stated that staff was approached by Caroline County to assist Leigh-Anne Layton who runs the Farm Bureau agency in Caroline County.

Ms. Utz stated that the Meadows is the home of Secretariat and this nomination request is the first one ever submitted from the region. Ms. Utz stated that she was asked to provide assistance to Caroline County in submitting the nomination packet. Ms. Utz advised that this item would be on the agenda for the upcoming March 19th meeting of the State Review Board of the Department of Historic Resources with a request for acceptance for it to be placed on the Virginia Historical Registry. If approved at this level, the packet would then be forwarded to request for approval onto the National Registry.

Mr. Ware advised that Ms. Utz had been a tremendous help to Caroline County in compiling this package and he felt her efforts were going to result in a successful packet being submitted and accepted.

Mr. Ware relayed that FAMPO's on-call consultant contracts expire on June 30th. Mr. Ware stated that Mr. Waple has the RFP's ready to go out. Two on-call consultants will ultimately be selected. Mr. Waple relayed that the RFP's will be released in March for a 30-day submittal process. VDOT & FAMPO staff will review the contracts submitted and ask that the Commission adopt the staff recommendations at the May 2015 meeting.

Lastly, Mr. Ware advised that Mr. Waple will be leaving his position at FAMPO and will become the Transportation Program Development Manager for Pittsburgh. Mr. Ware stated that Mr. Waple will be at FAMPO for the month of March and will be transitioning to the Pittsburgh area shortly thereafter. Mr. Ware stated that he wished Mr. Waple well on his new career opportunity but that he would be sorely missed here at FAMPO.

OLD BUSINESS: None

NEW BUSINESS:

a.) Approval of Resolution No. 15-06, Authorizing Execution of Agreement with the Virginia Department of Rail & Public Transportation – Ms. Diana Utz

Ms. Utz advised that the PDC has applied for a grant to DRPT annually for the purpose of continuing the rideshare TDM program. Ms. Utz stated that the PDC has applied for this annual grant since the 70's and that funding for the program has been awarded from this grant each year since its conception.

Ms. Utz relayed that a copy of the entire grant application is included in tonight's packet and is self-explanatory. Ms. Utz stated that the amount requested this year is the same amount that has been requested and received for the last 4-5 years. Ms. Utz stated that the grant request is an 80/20 grant proposal with 80% being funded by DRPT and 20% funded by local matches.

Upon motion by Mr. Kelly and seconded by Mr. Sisson, with all in consensus, Resolution No. 15-06 was unanimously adopted.

b.) Fiscal Year 2016 Rural Transportation Work (RTW) Program –Mr. Andy Waple

Mr. Waple advised that included in tonight's agenda packet is the FY2016 Rural Transportation Planning Work Program which is an informational item tonight. Mr. Waple stated that endorsement by the Commission will be requested at the March meeting. Mr. Waple stated that staff has contacted both the Planning Directors in Caroline & King George counties to inquire if any assistance is needed from FAMPO. Mr. Waple also relayed that if the Commission members have requests as well to please let staff know as soon as possible.

Mr. Waple advised that RTW funds amount to \$58,000 being allocated from VDOT which requires a local match of \$14,500 that is to be used to conduct rural transportation planning activities for an MPO. Mr. Waple stated that for Planning District 16, the only localities which are eligible for this funding are Caroline & King George counties.

c.) Regional Landfill Issues – Mr. Tim Ware

Mr. Ware advised that this agenda item was a request from Mr. Kelly so he would turn the discussion over to him. Mr. Kelly asked for committee feedback on long-term options for the possibility of a regional landfill project. Mr. Kelly asked if the members thought this is worthwhile to look into further.

It was committee consensus that this item definitely has merit and is something that the Commission should at least consider. The Commission asked that Mr. Ware & Mr. Kelly provide information to review at the upcoming March meeting on what options other localities/areas are utilizing as a preliminary discussion process.

Mr. Howard relayed that a forum meeting is scheduled in King George County on April 26th and this would also be a good time to have hand-outs available for distribution to citizens to get feedback and additional options to consider on a long-term basis.

d.) Vanpool NTD Update – Mr. Al Harf

Mr. Harf, with PRTC, gave an update on the Vanpool NTD program. Mr. Harf stated that PRTC is one of 3 partners in the Vanpool Alliance program with the other 2 being NVTC & GWRC.

Mr. Harf stated that discussion on this topic initially began 3 years ago and there was common interest among the 3 partners to explore a publically sponsored vanpool program. This program would promote an increase in vanpooling throughout the region as a congestion relief strategy. The program would also generate federal dollars to the region that would ultimately make the vanpool programs a financially self-supporting entity and an income producer for additional transportation investments.

Mr. Harf stated that the initial enrollment period for vanpool operators to sign up to report their data on a monthly basis began in October of 2013. State-wide, there are over 500 vanpools operating and 207 of these enrolled to participate within the first month. The program has continued to experience growth each month since the initial launch and has had 10 new vans sign-up concurrently.

Mr. Harf advised that GWRC is the primary source of vanpool originations within the region at 51%; & PRTC at 17%; & other at 17%. The NTD program tracks 3 enrollment statistics: the number of enrolled vans; the number of applications received; and the number of vans who sign-up to report their monthly data.

Mr. Harf stated that the program would begin to generate additional funding to a region two years after the project conception. Mr. Harf advised that the local contribution from the 3 partners was \$800K. Both PRTC & NVTC fronted GWRC's local match expenses and will fully recover this loan with the net earnings. PRTC & NVTC will begin to receive its net earnings in FY2017 and GWRC's will begin in FY2018.

Mr. Harf relayed that the program will generate 4M net annually and will be divided among the 3 partners with both GWRC & PRTC receiving 25% each & NVTC receiving 50%. Mr. Harf stated that the program does require a 20% local match; however, the local match does not have to be a cold cash match but instead can be in-kind. Mr. Harf stated that the 50/25/25 rule was a preliminary planning estimate and that the final determination of earnings per agency will be based on the number of miles travelled through each jurisdiction.

Mr. Waple stated that after the 2-year time frame, that 1M of funding will be allocated to the region. This funding can be used for 5307 projects that could include: capital improvements to FRED; funding of TDM programs; construction of Park & Ride lots; bicycle/pedestrian trails; etc. Mr. Waple stated that as these are federal funds that all localities within Planning District 16 are eligible to receive them. Mr. Waple stated that all projects to be funded through the program will need to be included within FAMPO's TIP. Mr. Harf advised that PRTC is the applicant of the grant. Mr. Robinson also relayed that as these are federal monies that strict FTA rules & regulations are also in place and will be adhered to.

e.) Strategic Plan Discussion – Mr. Tim Ware

Mr. Ware stated that a Strategic Plan discussion occurred at the Commission level approximately 2 years ago. Mr. Ware asked if the Commission wanted to re-visit this discussion item. It was committee consensus to table the discussion tonight and to have it as an agenda item for the upcoming March meeting.

Mr. Sisson stated that as some preliminary efforts have already been undertaken on this topic, that he would ask that Mr. Ware provide some data and feedback for the commission members to review. Mr. Sisson stated some things to consider would be the following: proposed schedule; milestones & objectives of the plan development; a time frame in which to work on; lessons learned from the previous exercise – what was workable – what was not workable, etc.

f.) Other New Business (if any) - None

Adjourn The GWRC meeting was adjourned at 6:58 p.m. The next GWRC meeting is March 16, 2015 at 6:00 p.m.

Respectfully submitted,
Timothy Ware
Executive Director
(Draft minutes prepared by JoAnna Roberson)



7.) Financial Report

Balance Sheet

George Washington Regional Commission

Period From : 07/01/14 to 02/28/15

Run Date: 3/10/15
Run Time: 10:08:34 am
Page 1 of 2

Assets:

10300	Union First Market Bank Operating	-18,358.66
10400	Petty Cash	75.00
10800	Union First Market MMA	10,155.82
11100	Accounts Receivable	306,241.58
15400	Furniture,fixtures&equipment	304,915.26
15450	Accum Depr-Furn, Fix & Equip	-156,591.87
Total Assets:		\$446,437.13

Liabilities:

20000	Accounts Payable	3,160.95
20010	Accounts Payable @ 06.30.2014	64,610.80
21000	Payroll Liability-Leave Balances	44,020.78
22310	Deferred Contract Revenue	16,701.03
25700	Short-Term Liability-LOC	89,500.00
27710	Loan Payable-StellarOne	48,756.63
Total Liabilities:		\$266,750.19

Projects

30000	Unrestricted Net Assets	16,414.52
31015	FTA 5303 FY2015	-18,818.98
31200	FHWA PL	-3,444.77
31400	FHWA RSTP Projects	-1.40
31500	USHUD (HMIS)	-7,572.06
31550	Continuum of Care	-12,744.56
31600	FHWA SPR (Rural Transportation)	-17,198.03
31700	CMAQ-	-2,886.11
31814	CZM TechAssist 2014	1,157.10
31815	CZM T/A FY 2015	-18,629.87
32000	Caroline Co. Analysis	-0.21
34000	DHCD Planning	75,971.00
34100	VDRPT-RideShare	32,925.39
34102	I-95 Bus StartUp	1.16
34103	AdVANTage Self-Insurance Pool	-3,285.27
36001	Strmwtr Mgmt Trang	753.00
37000	Local Allocations	132,166.00
37900	HMIS Local	1,119.75
38016	Legislative Liaison pass thru	12,971.25
38102	MWHC Farmers Market	-9,211.00
Total Projects		\$179,686.91

Net Difference to be Reconciled **\$0.03**

Total Adjustment **\$0.02**

Balance Sheet

George Washington Regional Commission

Period From : 07/01/14 to 02/28/15

Run Date: 3/10/15
Run Time: 10:08:34 am
Page 2 of 2

Unreconciled Balance

\$0.01

Reconciling Items

(1)	Paid Salaries are	452,626.83	
	Timesheets show	452,626.83	
	Difference		0.00
(2)	Leave accrued this year	0.00	
(3)	Fringe Pool is	148,487.77	
	Fringe allocated	148,487.77	
	Difference		0.00
(4)	Indirect Pool is	289,298.88	
	Indirect Allocated	289,298.90	
	Difference		0.02
	Total adjustments		<u>\$0.02</u>

Agencywide Line Item Revenues and Expenditures

George Washington Regional Commission

Run Date: 03/10/2015
 Run Time: 10:13:13 am
 Page 1 of 1

Period: 07/01/2014 to 02/28/2015

Without Indirect Detail

Code & Description		Budget	Current	YTD	Un/Ovr	% Bud
Revenues						
45100	REV-Federal Contracts/Fees	1,471,398.00	41,856.80	836,032.37	635,365.63	56.82%
45200	REV-State Contracts/Fees	783,674.00	7,412.97	229,963.12	553,710.88	29.34%
45300	REV-Local Government Contract	216,360.00	0.00	2,596.50	213,763.50	1.20%
45301	Local Revenues-Caroline County	0.00	0.00	18,730.00	-18,730.00	0.00%
45302	Local Revenues King George Co	0.00	0.00	15,753.00	-15,753.00	0.00%
45303	Local Revenues Spotsylvania Count	0.00	0.00	80,108.00	-80,108.00	0.00%
45304	Local Revenues Stafford County	0.00	0.00	85,378.00	-85,378.00	0.00%
45305	Local Revenues City of Fredericks	0.00	0.00	16,740.00	-16,740.00	0.00%
45400	REV-Miscellaneous Revenue	0.00	0.00	373.25	-373.25	0.00%
45500	REV-HMIS User Fees	2,500.00	0.00	2,805.00	-305.00	112.20%
45700	REV-Other Income	95,000.00	0.00	0.00	95,000.00	0.00%
	Revenues	2,568,932.00	49,269.77	1,288,479.24	1,280,452.76	50.16%
Expenses						
50000	Salaries	437,122.00	38,243.27	336,673.13	100,448.87	77.02%
50500	Fringe Benefits	284,951.00	12,687.91	106,007.72	178,943.28	37.20%
59700	Indirect Costs	441,024.00	43,289.80	289,298.90	151,725.10	65.60%
67560	Consulting Services	408,800.00	19,002.84	100,789.25	308,010.75	24.65%
81100	Supplies Expense	5,000.00	0.00	2,573.00	2,427.00	51.46%
81600	Equipment, Rental, & Maintenance	0.00	49.50	16,166.45	-16,166.45	0.00%
81750	Public Relations	0.00	75.94	2,616.00	-2,616.00	0.00%
81751	Van Pool Assistance	25,000.00	0.00	0.00	25,000.00	0.00%
81752	Leased Spaces	0.00	2,600.00	19,315.00	-19,315.00	0.00%
81760	RideShare Van Subsidies/GRH	15,000.00	1,650.00	7,175.00	7,825.00	47.83%
81766	GRH Local	25,000.00	0.00	0.00	25,000.00	0.00%
81770	RideShare Marketing	184,651.00	14,789.74	79,614.43	105,036.57	43.12%
81778	I95 VanStartSave	50,000.00	0.00	22,500.00	27,500.00	45.00%
81779	I-95 Bus Start-Up	170,000.00	0.00	137,228.84	32,771.16	80.72%
83000	Travel/Training	0.00	145.45	1,702.66	-1,702.66	0.00%
83100	Travel	9,000.00	286.67	1,974.73	7,025.27	21.94%
83200	Conference, Convention, & Meetin	2,373.00	190.08	2,814.56	-441.56	118.61%
85300	Membership Dues-Organization	0.00	0.00	2,517.43	-2,517.43	0.00%
85900	Pass-Thru	95,000.00	0.00	0.00	95,000.00	0.00%
93000	Farmers' Market	0.00	2,498.80	9,211.00	-9,211.00	0.00%
93010	Legislative Liaison Income	0.00	0.00	-37,250.00	37,250.00	0.00%
93020	Legislative Consultant Expenses	0.00	6,918.75	24,278.75	-24,278.75	0.00%
	Expenses	2,152,921.00	142,428.75	1,125,206.85	1,027,714.15	52.26%
	Agency Balance	416,011.00	-93,158.98	163,272.39		



**10a.) Approval of Resolution No. 15-07, Endorsing the Fiscal Year 2016
Rural Transportation Work (RTW) Program**

RESOLUTION NO. 15-07

**ENDORING THE FISCAL YEAR 2016 RURAL TRANSPORTATION PLANNING
WORK PROGRAM**

WHEREAS, the George Washington Regional Commission (“the Commission”) is the Planning District Commission serving the City of Fredericksburg and Caroline, King George, Spotsylvania and Stafford Counties, known collectively as Virginia Planning District 16, and;

WHEREAS, the Commission recognizes the need to conduct transportation planning activities in its rural areas, and;

WHEREAS, the Commission’s staff, working with the FAMPO Technical Committee, has developed a Rural Transportation Planning Work Program for Fiscal Year 2016 to benefit the non-urbanized portions of Planning District 16, and;

WHEREAS, the Commission agrees to provide the required 20 percent match of \$14,500 for the \$58,000 in State Planning and Research (SPR) funds for the Rural Transportation Planning Program for a total amount of \$72,500, and;

WHEREAS, the Commission has integrated the transportation planning process of Planning District 16’s rural and urbanized areas, the latter of which being the responsibility of the Fredericksburg Area Metropolitan Planning Organization.

NOW THEREFORE, BE IT RESOLVED by the George Washington Regional Commission that it hereby endorses the FY 2016 Rural Transportation Planning Work Program and recommends that it be closely coordinated with the Urban Transportation Planning Program carried out under the policy direction of the Fredericksburg Area Metropolitan Planning Organization.

Adopted by the George Washington Regional Commission at its duly called meeting of March 16, 2015 in the City of Fredericksburg, Virginia, a quorum being present.

Gary Snellings, Secretary

March 16, 2015

GEORGE WASHINGTON REGIONAL COMMISSION

**FY-2016 Rural Transportation Planning Work Program
July 01, 2015 – June 30, 2016**

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2016 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in TMPD administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2016 - Program Administration (\$5,000)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

The staff of the George Washington Regional Commission (GWRC) will coordinate all regional rural transportation activities, as well as maintaining all records, processing all correspondence, and creating quarterly progress reports/invoices associated with these activities.

The Fredericksburg Area Metropolitan Planning Organization’s (FAMPO) Technical Committee will serve as the advisory body for transportation issues and make recommendations to both the FAMPO and GWRC Policy Committees. The GWRC will implement the requirements of the FY-2016 agreement with VDOT for the utilization of Federal/State Planning and Research Funds.

- 1. Work Element** - Provide fiscally sound management and accountability of State Planning and Research (SPR) funds through in-house accounting and control and quarterly reports to VDOT.

Deliverable - Quarterly Reports and Invoices for the FY-2016 Rural Transportation Program as well as the development of the FY-2017 Rural Transportation Work Program. **\$2,500**

- 2. Work Element** - Maintain contacts and attend meetings with the Regional stakeholders, including: local government officials/staff, regional agencies, neighboring PDC’s, VDOT representatives, and other federal, state and local agencies concerning transportation issues.

Deliverables - Coordination of rural transportation planning activities with metropolitan planning activities taking place within FAMPO as well as the Commonwealth of Virginia and neighboring PDCs. **\$2,500**

SPR Funds (80%)	\$4,000
PDC Funds (20%)	\$1,000
Total Budgeted Expenditure for Program Administration	\$5,000

FY 2016 – VDOT Statewide Planning Assistance and Coordination (\$10,000)

This task will outline the planning initiatives that GWRC/FAMPO Staff will undertake in support of VDOT’s statewide planning efforts. Activities will include data collection and review as well as agency coordination and meetings as appropriate for the following planning efforts.

The following work elements and initiatives will be undertaken in FY2016:

- Coordinate, as appropriate, with the VDOT in the development of the VTrans and the Virginia Surface Transportation Plan (VTSP) updates; including attendance at meetings, workshops and providing local data, input and recommendations in regard to policies and projects of regional significance.
- Assist VDOT in updating the Statewide Planning System (SPS) and the Statewide Travel Demand Model by compiling all available current and future land use GIS layers/ attribute data from local comprehensive plans within the Planning District Commission boundaries
- Attend, provide a display and conduct public outreach at the Fall Transportation Meeting held in the Fredericksburg Region.

SPR Funds (80%)	\$8,000
<u>PDC Funds (20%)</u>	<u>\$2,000</u>
Total Budgeted Expenditure for Program Activities	\$10,000

FY 2016 – Local Planning Assistance/Long-Range Planning (\$57,500)

Background and Objective: Address regionalized transportation issues that are identified by the FAMPO Technical Committee, the Planning District Commission and the rural localities in the Region.

Beginning in FY2016 FAMPO will begin to update its 2045 Regional Long-Range Transportation Plan. The State Planning and Research (SPR) funds contained in this work program will be used to fund the rural portion (Caroline and King George Counties) of the 2045 LRTP update, which is being undertaken on a Region-wide basis to better coordinate the metropolitan and non-metropolitan planning processes.

Individual projects and work elements are described below:

- 1. Local Transportation Planning and Analysis Support** - Support and guidance to local governments in local planning efforts, identifying/developing rural transportation projects and technical assistance in cost estimating, transportation planning and transportation analysis including GIS analysis and mapping.

Deliverables – Technical memorandums, GIS data and mapping. **\$20,000**

- 2. 2045 Regional Long-Range Transportation Plan Update** – In FY2016, GWRC/FAMPO will begin to develop the 2045 Long-Range Transportation Plan (for both urban and rural areas). Major elements to the long-range plan update include all requirements for metropolitan long-range planning (Title 23 CFR 450C), highway, transit and bicycle and pedestrian plans as well as the incorporation of performance metrics, and alternative funding strategy scenario analysis. The plan is scheduled for adoption in April of 2017.

Deliverables – updated multi-modal long range transportation plan for the George Washington Region. **\$27,500**

- 3. Candidate Priority Project Listing for inclusion into VTrans 2040** – A projects inclusion into the Virginia Multimodal Transportation Plan will enable it to be eligible for discretionary funding programs that are being currently proposed by the Governor’s Transportation Bill (HB1887), which will utilize the HB-2 Statewide Project Prioritization Process to determine which projects get selected for funding.

Deliverables – a prioritized list of projects to be submitted to VDOT for inclusion into the Virginia Multimodal Transportation Plan. **\$10,000**

SPR Funds (80%)	\$46,000
<u>PDC Funds (20%)</u>	<u>\$11,500</u>
Total Budgeted Expenditure for Program Activities	\$57,500

FY-2016 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Program accounting, quarterly invoices and progress reports, meetings/coordination with local governments, state, federal and local agencies	\$4,000	\$1,000	\$5,000
<u>Program Activities</u>			
1. VDOT Statewide Planning and Coordination Assistance	\$8,000	\$2,000	\$10,000
2. Local Transportation Planning and Analysis Support	\$16,400	\$4,100	\$20,500
3. Regional Long-Range Transportation Plan Update	\$21,600	\$5,400	\$27,000
4. Candidate Project List for Inclusion into the Virginia Multimodal Transportation Plan	\$8,000	\$2,000	\$10,000
Total Budgeted Expenditure for Program Activities	\$54,000	\$13,500	\$67,500
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

Signed PDC Resolution



10b.) Approval of Resolution No. 15-08, Authorizing Staff to Issue a Request for Proposals to Hire New On-Call Planning Services Consultants and Pledging Cooperation with FAMPO in the Execution of the Resulting Contract

RESOLUTION NO. 15-08

AUTHORIZING STAFF TO ISSUE A REQUEST FOR PROPOSALS TO HIRE NEW ON-CALL PLANNING SERVICES CONSULTANTS AND PLEDGING COOPERATION WITH FAMPO IN THE EXECUTION OF THE RESULTING CONTRACT

WHEREAS, the George Washington Regional Commission (“the Commission”) is the Planning District Commission serving the City of Fredericksburg and Caroline, King George, Spotsylvania and Stafford Counties, known collectively as Virginia Planning District 16, and;

WHEREAS, GWRC/FAMPO has a history of employing on-call consultants to assist with various planning tasks, and

WHEREAS, the contracts with the existing consultants are due to lapse on June 30 2015, and

WHEREAS, GWRC/FAMPO wants to assure that all on-call consultants are on board for any future planning project assistance needs.

NOW THEREFORE, BE IT RESOLVED by the George Washington Regional Commission that staff is authorized to issue a Request for Proposals for future on-call planning services and enter into a contract for on-call planning services with the two firms scoring the highest, after a review by a selection committee, in conformance with the GWRC Procurement Policy.

BE IT FURTHER RESOLVED that GWRC pledges to work cooperatively with FAMPO in the resulting contract.

Adopted by the George Washington Regional Commission at its duly called meeting of March 16, 2015 in the City of Fredericksburg, Virginia, a quorum being present.

Gary Snellings, Secretary

March 16, 2015

Request for Proposals for On-Call Consultants for General Transportation Planning Services

RFP#: 15-01

Title: Three-Year Contract for General Transportation Planning Consultant Services for the George Washington Region (Planning District 16) in Virginia

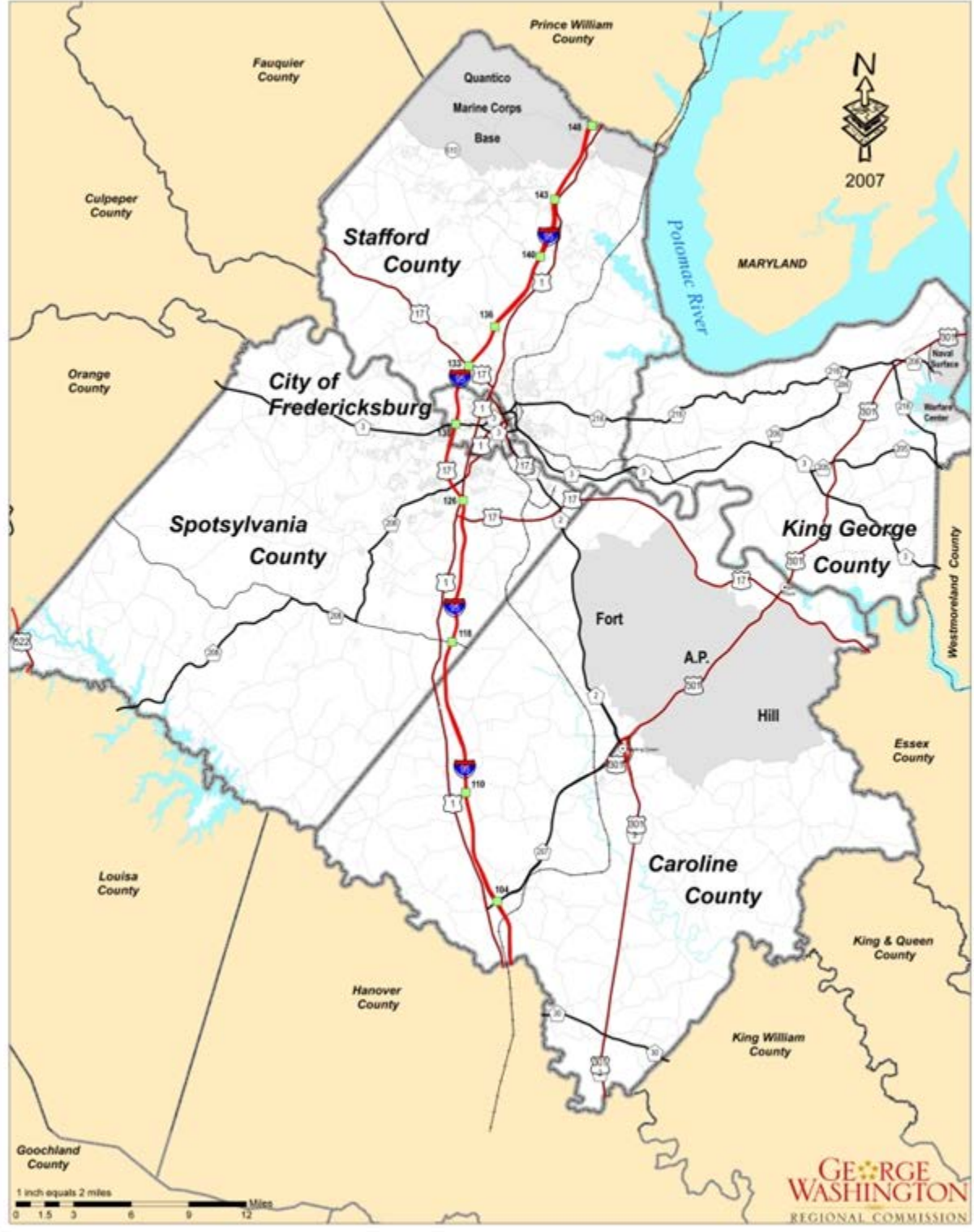
Issuing Agency: George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401

Period of Contract: July 1, 2015 through June 30, 2018

Proposals will be received until: April 17, 2015, 2:00 p.m.

Direct all inquiries to: Lloyd Robinson, Policy Specialist
Phone: (540) 226-8024
Fax: (540) 899-4808
Email: robinson@gwregion.org

GWRC REGION - VIRGINIA PLANNING DISTRICT 16



GENERAL TRANSPORTATION PLANNING CONSULTANT

The George Washington Region – also known as “Planning District 16” – is a rapidly growing area of Virginia, located between Washington, D.C. and Richmond. The Region has about 350,000 residents, as of late 2014, and consists of the City of Fredericksburg, as well as the Counties of Caroline, King George, Spotsylvania and Stafford.

The George Washington Regional Commission (GWRC) is a Planning District Commission (PDC) created under Virginia law. GWRC serves as an umbrella organization for the Fredericksburg Area Metropolitan Planning Organization (FAMPO). GWRC provides staffing for FAMPO and does business on its behalf.

The current Request for Proposals (RFP) is an initiative by GWRC to serve FAMPO, GWRC and GWRC member local governments by enlisting consultant support to conduct a range of transportation studies and analyses critical to the future economic vitality and quality of life of the Region.

GWRC intends to select and contract with two teams of consultants.

I. TERM OF CONTRACT

The term of the contract will be three years, renewable for up to two successive one-year periods.

II. CONTRACT VALUE

The maximum compensation allowable during the possible duration period of this contract will be up to \$4 million, for the total duration of the contract, whether it is three or more years, for each team selected.

III. SCOPE OF WORK

The scope of services to be provided under this contract may cover the full range of activities required by Federal, State, Regional and local processes for multimodal transportation planning and project development. These activities include, but are not limited to: governance analysis, strategic planning, land use planning, systems planning, corridor planning, project planning, conceptual design, feasibility analysis, alternatives analysis, land use analysis, environmental analysis, public participation, surveys, marketing, financial planning, modeling, operations planning, mapping, and project and

program evaluation. Some specific examples of work potentially needed are provided below. For a more complete understanding of the kinds of projects and programs FAMPO and GWRC are undertaking, please refer to the FAMPO Unified Planning Work Program (UPWP) for fiscal year 2015, which can found on the FAMPO website at: <http://www.fampo.gwregion.org/>

1. Project Feasibility/Identification and Alternatives Analysis

As directed, conduct planning studies and analysis for systems, programs, corridors and projects that promote improvements of surface transportation, transit systems and land use in the Region, and that meet Federal, State, Regional and local process requirements. Work in this broad category may include corridor planning, project planning, cost estimating, system and route planning, land use/smart growth analysis, congestion management, system management and oversight and related tasks.

2. Public Participation

Under direction, conduct public participation programs and outreach activities for planning studies and projects that meet the requirements of Federal, State, Regional and local processes. Also develop, produce and implement research, marketing and public relations programs associated with applicable projects/programs. These will include social media. Provide assistance and recommendations with updates to the GWRC and FAMPO websites. Provide assistance and recommendations with ongoing development of the FAMPO public participation mailing list data, including targeted mailing. Some surveys may be required, including via telephone, street interviews, focus groups, mail backs, on-board, stakeholder interviews and other techniques.

3. Financial Planning and Analysis

Conduct financial studies as directed. Evaluate capital, operating and maintenance funding sources and options. Develop project expenditure and cash flow forecasts.

4. Simulation/Modeling

Some studies will require the use of computers and appropriate software to provide computer simulation/visualization of corridors, projects, systems or road networks as needed, utilizing state-of-the-art software. In addition travel demand and land use modeling will be required, again using state-of-the-art software. Some training of GWRC and local government staff may be requested.

5. Transportation Plans

Develop or assist with development of short and long range transportation plans.

6. Traffic Counts

Perform data collection as needed within short time frames including ADT's, 12-hour counts, intersection turning movement counts, occupancy rates, speed/delay runs, pedestrian and bike counts and parking turnover, origin and destination surveys, etc.

7. Regional Multimodal Long-Range Transportation Plan

Specialized studies and analysis in support of the Regional Multimodal Long-Range Transportation Plan. Examples could include providing assistance with analyzing public input, developing and evaluating trend analysis and forecast data and assessing transportation and land use-related policy and regulatory issues. Assistance may also be requested to provide meeting support and assistance in developing reports, graphics, and other presentation material.

8. Graphic Design

Provide artistic/aesthetic support to enhance publishing of planning documents, mapping, development of logos and related items,

9. Geographic Information Services (GIS) Support

As requested, assist with the development and management of a geospatial database composed of geographic datasets from internal and external sources. The goal of this database is to minimize redundancy and to improve efficiency when it comes to accessing the geographic datasets. Further services sought include the development of advanced web-based mapping services with cross platform capabilities, as well as a bicycle and pedestrian based GIS mobile web-mapping application. FAMPO/GWRC is equipped with the latest version of the ArcGIS Suite, however there are several extensions which may be needed in the future, such as ArcGIS Network Analyst, ArcGIS Tracking Analyst, ESRI Roads and Highways, etc. Additional assistance may be requested for GWRC and member government training and support services.

Services procured under this contract will be conducted on a Task Order basis.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

1. RFP Response

In order to be considered for selection, offerors must submit a complete sealed written response to this RFP. One (1) original and seven (7) copies (so marked) of each proposal must be submitted to the GWRC. No other distribution of the written proposal shall be made by the offeror. In addition, the offeror may be required to make a subsequent oral presentation detailing how the offeror would approach the specific program objectives outlined in the Scope of Work, if requested.

2. Written Proposal Preparation

A. Section 10 of GSA Form 255. Describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached criteria that will be used to evaluate your submission. This is the **ONLY** section of the submission which may include pictures or graphics (included in the ten page limit). List any computer equipment and any specialized computer software packages that you will use on this project.

B. Provide qualifications and experience in the areas described in Section III above.

C. In Section 7 of GSA Form 255, indicate **KEY PERSONNEL ONLY** who will be assigned to this project and give the experience record of each. Key personnel are defined as those to whom the project will be assigned and who will be performing the actual design/services. The project manager shall have a minimum of five years' experience in managing similar type and size projects. In Section 7c, indicate the location of the office where the person is currently working if different from where work is to be performed. In Section 7c, part time personnel, personnel not employed on the date of the form, or personnel used on an "as needed basis" must have their status clearly indicated. Section 7g may be expanded to provide a total of a one page resume per individual (**DOES NOT COUNT IN THE 10-PAGE PROPOSAL LIMIT**).

D. Provide information that will indicate your firm's ability to meet schedules for Task Orders. This information could include a brief statement of the work load of key individuals, as well as a description of the firm's project management techniques, and other relevant information.

E. It is the policy of the GWRC and FAMPO that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms are maintained on their web site (<http://www.dmb.e.state.va.us/>) under the **DBE Directory of Certified Vendors**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBEs as potential subconsultants. The consultant is encouraged to contact DBEs to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE whereby the DBE promises not to provide services to other consultants is prohibited. GWRC/FAMPO believes that these services support 10 % DBE participation. If a DBE is not certified, the DBE must become certified (with the Virginia Department of Minority Business Enterprise) prior to your response being submitted. If a DBE is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE subconsultants. DBE prime consultants are encouraged to make the same outreach efforts as other consultants. DBE credit will be awarded only for work actually being performed by the DBE themselves. When a DBE prime consultant or subconsultant subcontracts work to another firm, the work counts toward DBE goals only if the other firm is itself a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

F. Furnish copies of current GSA Forms 254 for the firm involved and copies of one combined GSA Form 255. The GSA Form 255 must specify the number of personnel by discipline for each office where the work is to be performed. In Section 4 of GSA Form 255, list only the full time employees assigned to the office(s) at the time of this submission. Section 8 of GSA Form 255 is limited to 10 projects total (prime and subconsultants combined) on one page and should primarily list experience of offices where the work will be performed. If the experience shown is for a branch office other than where the work will be performed, it should be clearly indicated as such. More detailed descriptions for Section 8b may be expanded into Section 10.

G. If more than one firm is involved in this project, state the type of arrangement between the firms and the percentage of work to be performed by each in Section 5 and 6 of GSA Form 255. A one page organizational chart showing all firms

involved and key personnel assignments is required to be included in Section 10 of GSA Form 255. Indicate office locations at which the work will be performed.

H. In addition to the page restrictions listed above, maximum of (4) additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 12 pitch.

V. TERMS, CONDITIONS AND REQUIREMENTS

- 1.** All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (a Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>).
- 2.** Award will not be considered for any cost proposals submitted by any consultants and consent will not be given to subcontract any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
- 3.** The method of payment for this contract will be cost plus fixed fee. This contract shall be performed and audited in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
- 4.** All firms submitting Proposals (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."
- 5.** Submittals shall be prepared simply and economically, providing a straight forward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond those sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the GSA Form 254 or 255 elsewhere in the submittal. Eight copies of all submissions must be received by 2:00 p.m. on Friday, April 17, 2015. Responses received after this time will not be considered.

US Postal Service regular mail, send to:

Ms. Marti Donley
George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401

Hand delivery, US Postal Service express mail, or private delivery service (FEDEX, UPS, etc.), send to:

Ms. Marti Donley
George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401

6. GWRC assures compliance with Title VI of the Civil Rights Act of 1964, as amended.

“The George Washington Regional Commission and the Fredericksburg Area Metropolitan Planning Organization fully comply with Title VI of the Civil Rights Act of 1964 and its related statutes and regulations in all programs and activities. For more information or to obtain a Discrimination Complaint Form, please visit www.gwregion.org or www.fampo.gwregion.org or call (540)-373-2890. Para información en español, llame al (540)-373-2890.”

VI. EVALUATION AND AWARD CRITERIA

Two consultant teams will be qualified and selected by the GWRC Selection Committee, as approved by the GWRC and FAMPO Boards, as a General Transportation Planning Consultant (GPC) based on the following weighted criteria:

Demonstrated skills and qualifications of the team in performing the type of work outlined in Section III, Scope of Work: **60% percent.**

Proposed Project Manager and Key Personnel: **30% percent.**

Best efforts to meet the GWRC/FAMPO goal of providing 10% of the work under this contract to certified disadvantaged business enterprises: **10% percent.**