

# GROWTH & ACCESSIBILITY PLANNING TECHNICAL ASSISTANCE PROGRAM GUIDANCE



Growth &  
Accessibility  
Planning

TECHNICAL ASSISTANCE PROGRAM

# GROWTH & ACCESSIBILITY PLANNING TECHNICAL ASSISTANCE PROGRAM GUIDANCE

A Technical Assistance Program administered by the Office of Intermodal Planning and Investment

## FOR MORE INFORMATION

Visit <http://vtrans.org/about/GAP-TA> for information about the Growth and Accessibility Planning Technical Assistance program.

Please contact the Transportation Planning Team at the Office of Intermodal Planning and Investment to request an alternative format.

Office of Intermodal Planning and Investment  
1221 E. Broad Street, 2nd Floor, East Wing  
Richmond, VA 23219  
[GAP-TA@vtrans.org](mailto:GAP-TA@vtrans.org)



# CONTENTS

Acronyms	04
Introduction	05
Program Goals	06
Program Components	07
Component 1: Conduct multimodal planning within existing or planned UDAs or Growth Areas.	07
Component 2: Develop or evaluate strategies to address emerging planning issues.	08
Component 3: Develop an accessibility planning process.	09
Component 4: Conduct multimodal planning outside urbanized areas.	10
Program Details	11
FY 21 Technical Assistance Timeline	12
Appendix A: Listing of Consulting Firms Included in OIPI On-Call General Planning Contract	13

## ACRONYMS

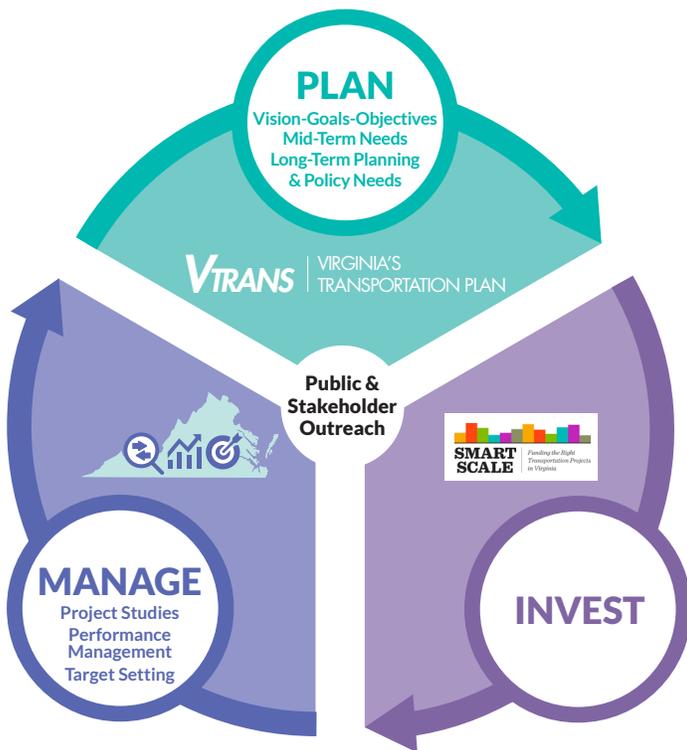
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EEA	Equity Emphasis Area
FIPS	Federal Information Processing Standards
GAP	Growth and Accessibility Planning Technical Assistance Program
GIS	Geographic Information Systems
ITRM	Virginia Information Technology Resource Management
L RTP	Long-range Transportation Plan
MPO	Metropolitan Planning Organization
NPMRDS	National Performance Management Research Data Set
OIPI	Office of Intermodal Planning and Investment
PDC	Planning District Commission
SDE	Spatial Database Engine
SYIP	Six-year Improvement Plan
TDM	Transportation Demand Management
UDA	Urban Development Area
UPC	Universal Project Code
VDOT	Virginia Department of Transportation
VEDP	Virginia Economic Development Partnership

# INTRODUCTION

The purpose of this document is to help jurisdictions, agencies, transportation planners, and decision-makers from across the Commonwealth of Virginia develop applications for the Office of Intermodal Planning and Investment's (OIPI) Growth and Accessibility Planning (GAP) Technical Assistance Program.

## About OIPI

OIPI is located within the Office of the [Secretary of Transportation](#) and was created in 2002 to support and advise the Secretary in his/her role as chairperson of the [Commonwealth Transportation Board \(CTB\)](#). OIPI takes a leadership role across three key steps within the performance-based planning and programming process—Plan, Invest, and Manage.



## OIPI's goals are to:

1. Promote transparency and accountability of the programming of transportation funds, including the development of the Six-Year Improvement Program pursuant to [Virginia Code § 33.2-214](#) and the statewide prioritization process pursuant to [Virginia Code § 33.2-214.1](#);
2. Ensure that the Commonwealth has a multimodal transportation system that promotes economic development and all transportation modes, intermodal connectivity, environmental quality, accessibility for people and freight, and transportation safety;
3. Encourage the use of innovation and best practices to improve the efficiency of the Commonwealth's surface transportation network and to enhance the efficacy of strategies to improve such efficiency; and
4. Promote the coordination between transportation investments and land use planning.

## About the GAP Technical Assistance Program

For several years, OIPI has taken a leadership role in promoting the intent of [Virginia Code § 15.2-2223.1](#), which seeks to align infrastructure development with designated Urban Development Areas (UDAs) or growth areas to improve efficiency and effectiveness.

OIPI has also received valuable feedback over the years from various jurisdictions, agencies, and policy makers. This feedback has been used to develop a more streamlined and focused GAP Technical Assistance Program that seeks to advance the goals outlined in the next section.



## PROGRAM GOALS

### The GAP Technical Assistance Program seeks to achieve the following five goals:

1. Advance the [CTB's Vision](#), which was established as part of the 2019 Update of VTrans, Virginia's Transportation Plan:  
"Virginia's multimodal transportation system will be Good for Business, Good for Communities, and Good to Go. Virginians will benefit from a sustainable, reliable transportation system that advances Virginia businesses, attracts a 21st century workforce, and promotes healthy communities where Virginians of all ages and abilities can thrive."
2. Continue efforts toward achieving the following, pursuant to [Virginia Code § 2.2-229](#):
  - Encourage the use of innovation and best practices to improve the efficiency of the Commonwealth's surface transportation network and to enhance the efficacy of strategies to improve such efficiency; and
  - Promote the coordination between transportation investments and land use planning.
3. Advance the following CTB's high-priority actions established in the [VTrans2040 Implementation Plan](#):
  - Develop a grant program to prepare local jurisdictions and regions for emerging planning trends and to inform the execution of the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#).
  - Create a training and technical assistance program to promote performance-based planning practices and build capacity at local and regional agencies, system operators, and mobility service providers.
4. Continue pursuance of the intent of [Virginia Code § 15.2-2223.1](#), which seeks to focus, to the extent possible, federal, state, and local transportation, housing, water and sewer facility, economic development, and other public infrastructure funding for new and expanded facilities on designated UDAs or to similar areas that accommodate growth.
5. Meaningfully inform infrastructure and policy considerations for the execution of the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#).



## PROGRAM COMPONENTS

The GAP Technical Assistance Program includes the following four components that align with one or more of the goals identified in the previous section:



### GAP Component 1: Conduct multimodal planning within existing or planned UDAs or Growth Areas.

**Eligible Entities:** Cities, Counties, and Towns responsible for development and amendments of comprehensive plans per [Virginia Code § 15.2-2223](#) and maintain their own infrastructure and qualify to receive payments pursuant to [Virginia Code §33.2-319](#)

**Maximum Technical Assistance Amount:**  
\$100,000

**Duration:** Up to 12 months from the date of Contractor Notice to Proceed

**Eligible Activities:** Support the intent of the [Virginia Code § 15.2-2223.1](#), namely support “traditional neighborhood design” by planning for:

- Pedestrian-friendly road design;
- Connectivity of road and pedestrian networks;
- Preservation of natural areas;
- Mixed-use neighborhoods, including mixed housing types, with affordable housing to meet the projected family income distributions of future residential growth;
- Reduction of front and side yard building setbacks;
- Reduction of subdivision street widths and turning radii at subdivision street intersections; and,
- Planning for food access and addressing food deserts.

#### Match Requirements:

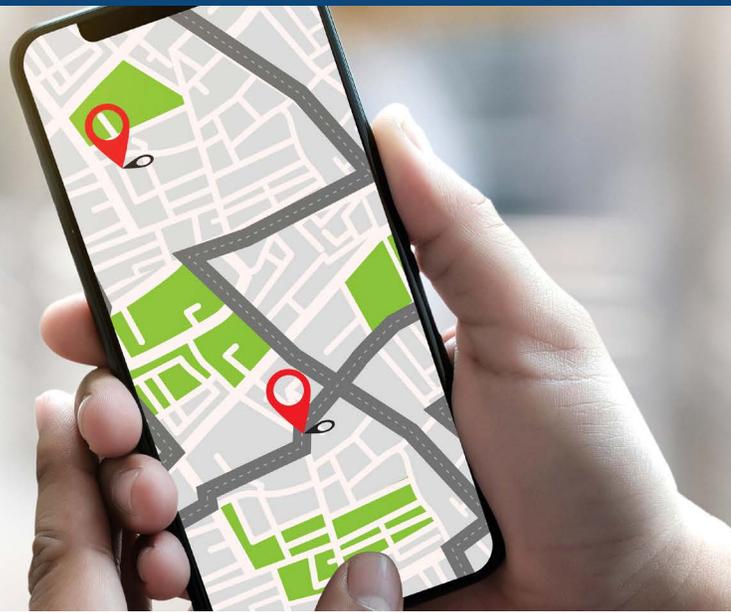
- No match required

#### Expected Outcomes:

- Designation of growth areas per [Virginia Code § 15.2-2223.1](#) (required, if not a UDA);
- Need identification and planning for multi-modal transportation infrastructure;
- Reconfirmation of existing sidewalk and bicycle lanes by direction or a complete inventory of existing sidewalks and bicycle lanes by direction
- A comparative assessment of existing square footage, permissible square footage, and revised permissible square footage
- A set of location-specific multimodal improvements identified based on performance-based planning to potentially inform the execution of the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#)

#### Application Evaluation Criteria:

- Focus of the proposed planning effort
- Utilization of the end product
- Presence of UDAs
- History of technical assistance provided by OIPI
- Presence of Equity Emphasis Areas identified per the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#)
- Support from governing body or city/town/county manager



## GAP Component 2: Develop or evaluate strategies to address emerging planning issues.

### Eligible Entities:

- Metropolitan Planning Organizations (MPOs) and Planning District Commissions (PDCs)
- Transit agencies that receive state operating assistance from the Mass Transit Trust Fund, as established in [Virginia Code § 58.1-638\(A\)\(4\)\(b\)\(2\)](#).
- Cities, Counties, and Towns responsible for development and amendments of comprehensive plans per [Virginia Code § 15.2-2223](#) and maintain their own infrastructure and qualify to receive payments pursuant to [Virginia Code §33.2-319](#)

### Maximum Technical Assistance Amount:

\$125,000

### Duration:

- Develop strategies to address emerging planning issues: Up to 9 months from the date of Contractor Notice to Proceed
- Evaluate a currently deployed strategy that addresses one or more emerging planning issues: Up to 30 months from the date of Contractor Notice to Proceed

**Eligible Activities:** These include, but are not limited to, the following:

- Land use and transportation impacts of proliferation of shared mobility (per Taxonomy and Definitions for Terms Related to Shared Mobility and Enabling Technologies, SAE International Publication J3163, issued September 2019)

- Utilization of newly available public or private datasets to modify existing processes or to develop new processes to address one or more well-defined land use or transportation planning need or challenge
- Utilization of mobile computing, including, but not limited to cell phone apps or applications to address one or more well-defined land use or transportation planning need or challenge
- Planning for the projected proliferation of electric vehicles including, but not limited to modifying building codes, on- and off-street parking considerations, etc.

**Match Requirements:** No match required

### Expected Outcome:

- A product that could be a mobile application, building code, a contract, or a process that is scalable, replicable, and developed using sound data-driven planning to ensure it can be utilized or deployed by other jurisdictions.

### Application Evaluation Criteria:

- Focus of the proposed planning effort
- Utilization of the end product
- Applicability of the proposed solution to other jurisdictions in the Commonwealth
- Technical resources provided by the applicant
- Presence of Equity Emphasis Areas identified per the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#)
- Support from governing body or city/town/county manager



### GAP Component 3: Develop an accessibility planning process.

**Eligible Entities:** MPOs, PDCs, or Cities, Counties, and Towns responsible for development and amendments of comprehensive plans per [Virginia Code § 15.2-2223](#) and maintain their own infrastructure and qualify to receive payments pursuant to [Virginia Code §33.2-319](#)

**Maximum Technical Assistance Amount:**  
\$100,000

**Duration:** Up to 15 months from the date of Contractor Notice to Proceed

**Eligible Activities:** These include, but are not limited to, the following:

- Identification, validation, calibration, and selection of performance measures and associated thresholds for a performance-based planning process;
- Development of a detailed performance-based planning process template;
- Identification and assignment of roles and responsibilities of all stakeholders in the performance-based planning process; and

- Development of data structure and document templates for the performance-based planning process.

**Match Requirements:** No match required

**Expected Outcomes:**

- A planning process that the recipient of the GAP Technical Assistance Program can utilize for future updates of, for example, Long-Range Transportation Plans (LRTPs), Comprehensive Plans, Rural Long-Range Transportation Plans, Bicycle-Pedestrian Plans, etc.

**Application Evaluation Criteria:**

- Focus of the proposed planning effort
- Utilization of the end product
- Timing of the update of the document under consideration (e.g. next update of LRTP, etc.)
- Presence of Equity Emphasis Areas identified per the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#)
- Support from governing body or city/town/county manager



## GAP Component 4: Conduct multimodal planning outside urbanized areas.

### Eligible Entities:

- PDCs and planning for areas
- Transit agencies that receive state operating assistance from the Mass Transit Trust Fund, as established in [Virginia Code § 58.1-638\(A\)\(4\)\(b\)\(2\)](#).
- Cities, Counties, and Towns responsible for development and amendments of comprehensive plans per [Virginia Code § 15.2-2223](#) and maintain their own infrastructure and qualify to receive payments pursuant to [Virginia Code §33.2-319](#)

### Maximum Technical Assistance Amount:

\$60,000

**Duration:** Up to 9 months from the date of Contractor Notice to Proceed

### Eligible Activities:

 Support planning for:

- Pedestrian-friendly road design;
- Connectivity of pedestrian networks;
- Preservation of natural areas;
- Mixed-use neighborhoods, including mixed housing types, with affordable housing to meet the projected family income distributions of future residential growth;
- Reduction of front and side yard building setbacks;

- Reduction of subdivision street widths and turning radii at subdivision street intersections; and,
- Planning for food access and addressing food deserts.

**Match Requirements:** No match required

### Expected Outcome:

- Need identification and planning for multi-modal transportation infrastructure;
- Reconfirmation of existing sidewalk and bicycle lanes by direction or a complete inventory of existing sidewalks and bicycle lanes by direction; and
- A set of location-specific improvements such as sidewalk and crosswalk improvements, shared use paths, transit service and infrastructure identified based on performance-based planning to form the basis for VTrans Mid-term Needs.

### Application Evaluation Criteria:

- Focus of the proposed planning effort
- Utilization of the end product
- History of technical assistance provided by OIPI
- Planning for Equity Emphasis Areas established per the [VTrans Policy for the Identification and Prioritization of Mid-term Needs](#).
- Support from governing body or city/town/county manager

# PROGRAM DETAILS

## Nature of Technical Assistance

All technical assistance will likely be provided in the form of access to a competitively selected OIPI On-call General Planning Contract or similar. A list of contractors and sub-contractors is included as Appendix A. Upon award, competitive proposals will be solicited and evaluated by the following individuals:

1. Up to two (2) representatives selected by the recipient
2. Up to three (3) representatives from state agencies (OIPI, VDOT, DRPT)

## Roles and Responsibilities

### Recipients of the GAP Technical Assistance Program will be responsible for:

- Managing the selected contractor;
- Providing data, attention, and required resources to the selected OIPI contractor to meet the project schedule;
- Ensuring that the underlying need and stated project purpose is achieved and that the program requirements outlined in this guidance document are adhered to; and,
- Actively participating in quarterly reviews with the contractor and OIPI; and,
- Being available for a project close-out phone interview prior to the end of a project to share feedback on contractor performance, effectiveness of the program, and any necessary next steps.

### OIPI will be responsible for:

- Providing competitive access to OIPI On-call General Planning Contract;
- Evaluating proposals;
- Attending the project kickoff meeting;
- Reviewing interim and final deliverables;
- Performing quarterly updates with the recipient and the contractor; and,
- Conducting a project closeout interview with the recipient.

## Data Standards, Requirements, and Guidelines

1. All digital content produced, including, but not limited to geographic information systems (GIS) and website, shall comply with the Virginia Information Technology Resource Management (ITRM) policy. All data, information, and lists compiled shall be stored to be compatible with a normalized relational database.
2. The Contractor shall rely on the following agency data prior to developing new datasets:
  - a. **Traffic Volumes:** VDOT's Traffic Engineering Division
  - b. **Vehicle Speeds:** INRIX or National Performance Management Research Data Set (NPMRDS), after consultation with OIPI
  - c. **Origins-Destination:** StreetLight Data, after consultation with OIPI
  - d. **Inventory of Bicycle and Pedestrian Infrastructure:** VDOT Transportation Mobility and Planning Division inventory
  - e. **Economic Development Sites:** Virginia Department of Economic Development (VEDP) Business Ready Sites Program datasets provided by OIPI
  - f. **VTrans Travel Markets:** OIPI
  - g. **Crash History:** VDOT's Traffic Engineering Division
3. For any new data developed by the Contractor, every effort will be made to identify data elements that will make it possible to cross-query between different datasets/lists.
4. Any data entity that can be mapped to a specific geographic location shall be provided in GIS format, as well as Linear Referencing System (LRS) event tables.
5. All GIS data shall be developed in ESRI File Geodatabase format, Spatial Database Engine (SDE) Enterprise Geodatabase, or another agreed-upon format.
6. All digital content shall be provided in native document formats in addition to any published formats.



## FY 21 TECHNICAL ASSISTANCE TIMELINE

Please submit a GAP Technical Assistance Program application using the online application intake system accessible via [vtrans.org](http://vtrans.org). Email us at [GAP-TA@vtrans.org](mailto:GAP-TA@vtrans.org) if you have questions or would like to request more information.

### Application Timeline

Phase	Date
Application Intake Opens	November 18, 2020
Application Intake Ends	January 15, 2021
Application Evaluation Completed	January 29, 2021
Applicants Notified	February 5, 2021
Requests for Proposals from OIPI Contractors	February 19, 2021
Proposals Due	March 19, 2021
Task Order Award	April 2, 2021
Kickoff Meeting	April 2021
Quarterly Update Meetings	Dates to be determined with the recipients at a later date

# APPENDIX A: LISTING OF CONSULTING FIRMS INCLUDED IN OIPI ON-CALL GENERAL PLANNING CONTRACT

## 1. Michael Baker International

### **Subcontractors:**

- Fehr & Peers
- EPR, P.C.
- Economic Development Research Group, Inc. (EDR)
- WSP
- Southeastern Institute of Research, Inc. (SIR)
- Renaissance Planning Group, Inc.
- ICF
- Peggy Malone & Associates, Inc.
- McPherson Consulting, LLC

## 2. Cambridge Systematics, Inc.

### **Subcontractors:**

- EPR, P.C.
- Eno
- Foursquare ITP
- KFH Group
- KPMG
- LDA Consulting
- MCV Associates Inc.
- PRR
- Pulsar
- Toole Design
- WRA

