

Wyoming County Primary Investigation Locations Study Task 6234

Scope of Work

A. Objective

To provide site investigations of roadways and intersections under the jurisdiction of the Wyoming County Highway Department and provide recommendations to reduce crashes.

B. Background

The Wyoming County Highway Department is responsible for 241 centerline miles of County highways. In 2021, the County developed a Local Road Safety Plan to provide a framework for identifying, analyzing, and prioritizing roadway safety improvements on local roads. Four Emphasis Areas were identified – Lane Departures, Intersections, Speeding, and Age Related crashes. These investigations will allow the County to prioritize safety improvement locations and to strategize appropriate mitigation measures.

C. Tasks

1. Project Coordination

The Consultant will coordinate all project activities with GTC staff who be responsible for acting as the primary point of contact and liaison with the Consultant to ensure timely completion of all project work tasks in a quality manner. The Consultant will be responsible for scheduling, preparing agendas and materials, leading, and developing summaries of the Kick-Off and Advisory Committee meetings.

An Advisory Committee will be convened to consider candidate intersections for investigation, provide qualitative feedback, and review proposed recommendations.

Committee participants are likely to include but are not limited to representatives from:

- Wyoming County Highway Department
- Town and Village Highway Departments
- Genesee Transportation Council
- NYSDOT
- Wyoming County Sheriff's Department
- Other Stakeholders

1.1 Kick-Off Meeting

The kick-off meeting with the Wyoming County Highway Department and GTC will be to provide an outline of the Project scope of work and schedule. Screening of candidate roadways and intersections will be provided by GTC and Wyoming County using the NYSDOT [Crash Location & Engineering Analysis & Reporting \(CLEAR\)](#) application.

1.2 Advisory Committee Meeting #1 - Review of Preliminary Findings

The first meeting with the Advisory Committee will be to review the findings of the site investigations and discuss potential recommendations.

1.3 Advisory Committee Meeting #2 - Review of Draft Reports

The second meeting with the Advisory Committee will be to review the draft reports.

This project is considered to be Technical/Data Collection in nature and thus will not require public input. The completed report and executive summary will be presented at both the Wyoming County Traffic Safety Board, Wyoming County Public Works Committee, and the GTC Planning Committee meetings and the Executive Summary will be placed on the Wyoming County Highway Department and Genesee Transportation Council websites.

Deliverable(s): Coordination meeting agendas, materials, and summaries

2. High Accident Location Investigations and Recommendations

Based upon the analysis provided, the Consultant will propose a specific number of focused High Accident Location reports (corridor and/or intersection), including the following elements in Tasks 3.

2.1 Crash History & Summary Sheets

A crash history summary table will be compiled utilizing NYSDOT Form TE-213 (or similar) for each site and for each intersection within the study area. Crashes can also be sub-grouped by type, direction, or circumstance, etc., as necessary to further clarify the crash history, as appropriate.

Deliverable(s): TE-213 Form and Summary Sheet for each site

2.2 Collision Diagrams

A collision diagram is required for each investigation site utilizing aerial background images. Each sheet will show study number, location data, time period, and a north arrow in addition to the accident information.

The NYSDOT TE-56 form (or similar) provides a template and associated crash symbology. Multiple crashes of similar type, direction, and location can be denoted by one crash symbol followed by the associated numbers of crashes.

Deliverable(s): Collision diagram(s) for each site

2.3 Accident Rate Calculations

An accident rate calculation and associated comparison with the appropriate Average Crash Rates, as recommended in Task 2.3, must be done for each site based on the total study area or intersection, as appropriate. Rates will be calculated in Accidents per Million-Entering-Vehicles (Acc/MEV).

Deliverable(s): Accident Rate calculation(s) for each site

2.4 Condition Study

The consultant will perform a desktop review of each site using available aerial imagery and photos before visiting each intersection to conduct a condition survey field review. The visit will include observations of motorist and pedestrian behaviors at the locations to determine if modifications to any of the traffic control devices or geometric features are warranted. The Condition Diagram will include information such as number and width of lanes, shoulder widths, traffic control devices, sidewalks, pavement markings, lighting, and intersection sight distance.

Deliverable(s): Condition Diagram(s), Photos, and Narratives for each site

2.5 Additional Studies

If Tasks 2.1 through 2.4 identify the need to gather additional information or conduct additional traffic engineering studies such as site distance measurements, delay studies, school observations, speed studies, or capacity studies, the Consultant will coordinate with and provide a cost estimate to Wyoming County and GTC before initiating the respective studies.

Deliverable(s): Documentation of additional studies.

2.6 Recommendations

The consultant shall provide narrative and schematic site recommendations for any potential improvements that would aid in the future crash reduction for all identified patterns.

Deliverable(s): Narrative site recommendations with schematics.

3. High Accident Locations Report

Incorporating the deliverables from Task 2, the Consultant will develop the draft *Wyoming County High Accident Location Study* report including the following sections:

1. Technical Memorandum – High Accident Location Identification
2. Compiled Reports for each High Accident Location
 - a. Cover Sheet
 - b. Location Map
 - c. Accident History
 - d. Accident Summary Sheet(s)
 - e. Collision Diagram(s)
 - f. Accident Rate Calculation(s)
 - g. Additional Studies (if warranted)
 - h. Recommendations

The Consultant will provide the draft report for Wyoming County and Advisory Committee review and comment. Based upon the comments received, the Consultant will produce the final *High Accident Location Study* report and an Executive Summary suitable for distribution to and use by decision makers and others with limited technical transportation backgrounds.

Deliverables: Draft Report incorporating the deliverables from Tasks 2 and 3, Final Report, and Executive Summary.

D. Products

The Consultant will provide the following documents upon completion of this study;

1. Draft Report to be reviewed by Wyoming County.
2. Final Report and Executive Summary on findings and recommendations – electronic copy and one hard copy.

E. Public Participation Plan

This project is considered to be Technical/Data Collection in nature and thus will not require public input. The completed report will be presented at a Wyoming County Traffic Safety Board meeting and the Executive Summary will be placed on the Wyoming County Highway Department and Genesee Transportation Council websites.

F. Schedule

It is anticipated that this project will be progressed on the following schedule:

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|---|-------------------|
| 1. Scope of work approved | July 2022 |
| 2. Consultant selection completed | September 2022 |
| 3. Project initiation meeting | October 2022 |
| 4. Perform data acquisition and field reviews | Nov 2022-Feb 2023 |
| 5. Provide location-specific recommendations | March 2023 |
| 6. Develop and evaluate countermeasures | April 2023 |
| 7. Draft Report completed | May 2023 |
| 8. Final Report completed | June 2023 |
| 9. Financial closeout | July 2023 |

G. Project Budget

Sources of Funds		Uses of Funds	
	FY 2022-23		FY 2022-23
Federal Funds		GTC	
FHWA	\$56,000	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$56,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$6,300	Contractual	\$56,000
Local (Cash)	\$0	In-kind Exp.	\$6,300
Subtotal	\$6,300	Subtotal	\$62,300
<u>Total</u>	\$62,300	Total	\$62,300