

Village of Warsaw Active Transportation Plan

Scope of Work

A. Objective

The primary objective of the Village of Warsaw Active Transportation Plan is to create a forward-thinking and achievable plan that reflects the community's need to increase pedestrian/bicyclist mobility through a safe, comfortable, interconnected multi-modal network for people of all ages & abilities. The plan will emphasize connecting pedestrians/bicyclists to preferred destinations and protecting them from roadways featuring high motor vehicle volume and speed.

The final plan, once adopted, should provide an achievable framework to the Village to realize the following benefits among others:

1. Increased healthy & active lifestyles for village residents by increasing mobility and connections to jobs, shopping, and recreation.
2. Improved safety, access, and connectivity for all modes of travel.
3. Promotion and protection of the historic built environment of the Village.
4. Enhanced pedestrian/bicycle infrastructure.
5. Mitigation of the likelihood and severity of traffic conflicts.
6. Opportunities to capitalize on connections to the natural environment.
7. A potential future trail network with connections to other major trail systems.

B. Background

Nestled in a valley, Warsaw is centered on a historic 19th Century multi-story Main Street with residential, commercial, schools, government, religious and institutional uses. Warsaw's population grew 5% between 2010 and 2020 to 5,423 individuals. The entire study area meets the criteria of a HUD Disadvantaged Community. The Low to Moderate Income (LMI) population's annual incomes are below 50% of the median income of the metro area.

As the County seat, Warsaw is the center of essential government, social service, public safety, and commercial transactions for Wyoming County. Additionally, the Wyoming County Community Health System (WCCH), located in Warsaw offers a regional scope of medical services. A significant percentage of the student population of the Warsaw Central Schools walks/rides bikes to and from school. As a center of essential services, Warsaw is home to large and growing senior citizen and ALICE (asset limited, income constrained, employed) populations who don't own personal motor vehicles. Despite

this concentration of services and amenities, there is no network of trails for non-motorized transportation users.

The Village of Warsaw is a nexus for traffic from various sources and locations. The community is located at a crossroads of two major state highways. Dangerous and uninviting conditions are created as high volume and high-speed motor vehicle traffic traveling on NYS Routes 19 and 20A transitions into and through the Village. In the past ten years, large-scale, new suburban-style development on 20A – North Main Street has further increased vehicular traffic volume.

Crash data for Routes 19 and 20A within the Village and Town of Warsaw between 11/2011 to 1/2021 reports 1,551 motor vehicle collisions – 211 of them that included severe injuries. The dangerous vehicular environment on Routes 19 and 20A creates a barrier to east-west (Route 20 A) and north-south (Route 19) crossings for pedestrians and bicyclists. Moreover, the natural environment of steep slopes and waterways limits pedestrian and bicyclist mobility. Consequently, pedestrians and bicyclists have limited connections/networks to jobs, services, recreation, and shopping.

There are Wyoming County Transit bus stops located within the Village, which are primarily used by low-income, working poor and disabled individuals who often have difficulty crossing main highways, navigating side streets, and accessing the bus stops themselves. These bus stops/access points have "grown up" within the existing transportation system and require reassessment of their location with respect to the overall transportation network.

Another issue is that transportation systems have not evolved to meet the emerging needs created due to new development. Within twenty years, the northern section of the Village of Warsaw extending into the Town along State Route 19 has seen significant growth, including large box stores, senior housing, expansion of the County hospital, a new hotel, and several other commercial developments. Despite this growth, there have been no updates to the existing transportation networks for pedestrians, bicyclists, or even cars. Moreover, since the COVID pandemic in 2020, foot traffic has increased as the pandemic has increased the use of public spaces, and more residents and visitors are walking to their destinations.

C. Tasks

Project tasks include the following:

1. An RFP will be created and advertised publicly. Select members of the Project Advisory Committee (defined below) will review the submissions and engage the services of a consultant with expertise in active transportation planning.
2. The consultant team will be guided by a Project Advisory Committee (PAC), which shall include but are not limited to representatives from Wyoming County Chamber of Commerce, Warsaw business owners, Village representatives, Wyoming County Sheriff Department, Warsaw Village Police Department, YMCA,

Warsaw Central School District, GTC Staff, and affected state agencies such as NYSDOT. These representatives will also assist by providing data and information needed to complete the study. The committee will review and make recommendations related to project tasks and draft deliverables to ensure that the study meets the project goals.

3. The chosen consultant will convene an initial meeting of the Project Advisory Committee submit a public engagement plan as well as to clarify roles, responsibilities, expectations, deliverables, and the project schedule.
 - a. Throughout the project, the consultant will collaborate with the team developing the Village's concurrent Comprehensive Plan Update.
 - b. The consultant will also create a website that allows the public to follow the project's progress and review deliverables.
4. The consultant will conduct an existing conditions analysis and needs assessment
 - a. Research the project background, including historical context, applicable planning documents, and existing land use, ownership, and zoning.
 - b. Inventory existing and planned pedestrian, bicycle, and other active transportation infrastructure within the study area.
 - c. Further assess motor vehicle traffic volume and direction, safety/crash data, destinations and activity centers, typical origin-destination pairs for all modes, and the presence, condition, and usefulness of any active transportation amenities.
 - d. Determine physical and programmatic needs as well as resource gaps for the study area based on the existing conditions inventory.
 - e. Conduct a mix of public meetings, surveys, stakeholder interviews, and/or focus groups to refine the understanding of the needs of pedestrians and cyclists within the study area.
5. The project team will identify opportunities to enhance active transportation activity within and connecting to the study area based on the determination of needs.
 - a. Identify priority projects and design alternatives as well as potential program and policy changes.
 - b. Create a conceptual plan of trails that connect downtown to neighborhoods, parks, schools, new development, and natural resources.
 - c. Recommend improvements to multi-modal circulation and access.
 - d. Recommend pedestrian-oriented design standards.
6. The consultant will develop and draft a Final Report including narrative, graphics, analysis, and other content describing the study process and conclusions. The Final Report should include an Implementation Plan that presents a phased approach and includes the relative costs (along with funding sources) to implement recommendations and strategies.

7. The Village will hold a public hearing/informational meeting where the consultant will present a summary of project findings and recommendations.

The Wyoming County Department of Planning & Development will assist and provide technical support to the consultant team and advisory committee. The Wyoming County Planning Department will follow all established GTC protocols for reporting in-kind services, management, and reporting mechanisms.

D. Products

The following are products expected to be delivered as part of this study:

- Existing Conditions and Needs Assessment interim deliverable
- Draft Warsaw Active Transportation Plan (for committee review/comment)
- Final Warsaw Active Transportation Plan
- Executive Summary of final study
- Stakeholder outreach, Project Advisory Committee meeting, and public meeting materials
- Final PowerPoint presentation summarizing study findings and recommendations

Electronic versions and hard copies of the Executive Summary and Final Report will be provided for distribution to advisory committee members.

E. Public Participation Plan

Public participation is essential for a successful plan that promotes mobility of people of all ages and abilities. There will be an emphasis on public input/outreach to residents and businesses alike. The consultant will develop a public participation plan with input from the PAC that encourages meaningful engagement of residents. This public participation plan will list basic goals, communication strategies, publicity and implementation schedule for soliciting meaningful community input. This public participation plan must address opportunities to engage low-income, minority, disabled, senior citizens and youth populations. GTC member agencies must be given the opportunity to participate.

Public meetings (minimum three) will be held to seek community input and validate the understanding of existing conditions, needs, issues, and goals. Meetings will also be held to present draft findings and recommendations to the public as well as obtain feedback before the study is finalized. The final report will be presented to the Village of Warsaw at a public hearing.

PAC members will provide updates to their respective organizations and boards. The Steering Committee is responsible for publicizing the outreach activity. Methods of

publicity should include traditional news media, and electronic formats including websites, social media, email lists, and other appropriate methods to targeted audiences.

F. Schedule

Task	Timeline
Scope of Work Approval	June 2022
Release of RFP	July 2022
Consultant Selected	September 2022
Contract Completed and Signed	October 2022
Initial Project Meeting	November 2022
Existing Conditions Analysis and Needs Assessment Finalized	February 2023
Concept Plans, Strategies and Recommendations Finalized	May 2023
Draft Final Report	August 2023
Study Completed	October 2023

G. Project Budget

<u>Sources of Funds</u>		<u>Uses of Funds</u>	
	<u>FY 2022-23</u>		<u>FY 2022-23</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$70,000	Staff	\$0
FTA	0	Contractual	\$0
Subtotal	\$70,000	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	\$10,000	Contractual	\$70,000
Local (Cash)	0	In-kind Exp.	\$10,000
Subtotal	\$10,000	Subtotal	\$80,000
<u>Total</u>	<u>\$80,000</u>	<u>Total</u>	<u>\$80,000</u>