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Executive Director

February 27, 2009

Mr. Christopher Gay, Principal
Vanasse Hangen Brustlin, Inc.
8300 Boone Blvd, Suite 700
Vienna, Virginia 22182

RE: Notice-to-Proceed for Task Order 09-01 park and Ride Lot Feasibility Study

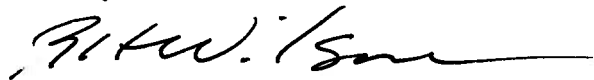
Dear Mr. Gay:

This letter will serve as your Notice-to-Proceed for the titled Task Order, as delineated in the attached scope.

Please note that we want to cap this Task Order budget for the time being at \$80,000. Please redo the project budget and submit it to reflect this amount. If we need to do a budget adjustment later on, then we will consider same.

Thanks for your assistance in this matter, and please do not hesitate to contact us if you have any questions.

Sincerely,



Robert H. Wilson, AICP
Executive Director

Cc: Contract file

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**ON-CALL CONTRACT FOR GENERAL TRANSPORTATION PLANNING
SERVICES
TASK ORDER 09-01**

February 16, 2009

Park & Ride Lot Feasibility Study

Study Objectives

A Transit/Transportation Demand Management (TDM) Study of the I-95/I-395 corridor (January 2008) identified a need for significant additional park and ride lot capacity in the corridor, including the FAMPO region. In addition, as part of the HOT lane project, Fluor-Transurban has committed to construction of 3,000 new park and ride lot spaces in the corridor. 1,050 of these new spaces are to be located near the Garrisonville Road/I-95 interchange and 300 new spaces are to be located in the Massaponax area.

Beyond this specific commitment to 3,000 spaces, Fluor-Transurban will be allocating \$195 million to the region to be used for transit and TDM (including park and ride lots) projects and support.

This task order will enable VHB to conduct a park and ride lot location feasibility study in support of FAMPO's efforts to have substantive input into the location of new park and ride lot capacity. In effect, VHB will be representing FAMPO's interests in this process, which includes Fluor-Transurban, VDOT and local FAMPO jurisdictions. The objectives of this study will be to:

- Identify potential park and ride lot locations that are in close proximity to the HOT lanes and readily-accessible by transit;
- Identify potential park and ride lot locations that are capable of accommodating the required number of spaces so as to be in conformance with the FAMPO CLRP's park and ride lot consolidation policy;
- Recognize the shared responsibilities among FAMPO, VDOT and Transurban and work with these entities throughout the study; and,
- Participate in the FAMPO Park and Ride Lot Subcommittee and provide briefings to the FAMPO Technical and Policy Committees, and ultimately the FAMPO Board.

The general approach to this study will be to perform a higher level screening of potential park and ride lot locations initially, which would be followed by a more detailed evaluation of the most promising lot locations at each of the following five "nodes":

1. Garrisonville Road (Rt. 610) near I-95 interchange
2. Jackson Gateway area in Massaponax
3. New Rest Area Access interchange

4. Fredericksburg VRE station area
5. Potential new Crossroads VRE station area in Spotsylvania County

Work Program

Task 1. Data Compilation and Collection

VHB will compile existing available data and information from FAMPO and the local jurisdictions to support this study. This will include previous park and ride lot studies, GIS mapping, CLRP plans, etc.. In addition, VHB will conduct one day's worth of traffic counts on a Wednesday at the access points to the Route 610/Mine Road park and ride lot. This count data will be used to identify the weekday AM and PM peaking characteristics of this lot, which in turn will help us to examine the potential traffic impacts of new lot locations.

Task 2. Park and Ride Lot Evaluation Criteria

VHB will research and suggest park and ride lot site evaluation criteria to be used for this study. The draft criteria will be presented to the FAMPO Park and Ride Lot Subcommittee for review and discussion. VHB will then finalize the evaluation criteria. It is envisioned that specific sets of evaluation criteria will be established for each of the screening levels: 1) higher level (Tier 1) screening and 2) the more detailed evaluation of the "shortlisted" locations (Tier 2).

Task 3. Tier 1 Park and Ride Lot Screening

VHB, working with the FAMPO Park and Ride Lot Subcommittee, will identify approximately 30 sites for a Tier 1 screening. The specific evaluation criteria will be finalized under Task 2; however, the criteria used for Tier 1 will rely on measures that can be evaluated using readily-available data and information, including GIS and aerial mapping, environmental mapping and data, parcel ownership and tax assessment data, transportation data and topographic mapping.

The potential sites will be mapped in the context of the five park and ride lot nodes. An evaluation matrix will be developed that summarizes the performance of each site in terms of the Tier 1 evaluation criteria. This information will be distributed to the subcommittee in preparation for a meeting/workshop to select sites for subsequent Tier 2 screening.

Task 4. Tier 2 Park and Ride Lot Screening

The tier screening will go beyond the Tier 1 screening into detailed site evaluations. It is envisioned that up to 8 potential lot sites will be subject to Tier 2 screening.

Base maps for each site will be prepared and site visits by VHB transportation, site civil and environmental engineers will be completed. Estimates will be made of the number of parking spaces that could be expected on each site and planning level cost estimates for construction of the lots will be developed. Assessments of potential site access will be made based on ingress/egress location, geometric considerations, trip generation estimates and potential traffic impacts on adjacent roadways. Finally, an assessment of bus access and proximity to existing bus routes will be completed.

As with the Tier 1 screening, an evaluation matrix will be completed and distributed to the subcommittee.

Task 5. Report

VHB will produce a draft report documenting this study. A final version of this report will be produced upon receipt of comments on the draft report. The draft and final reports will be submitted in electronic format.

Task 6. Meetings

An important element of this project will be continuing coordination with the FAMPO Park and Ride Lot Subcommittee and the VDOT/Transurban/Fluor park and ride lot working group. In addition, formal briefings of the FAMPO Technical Committee, Policy Committee and Board will be needed, as well as briefings of the Stafford County, Spotsylvania County and City of Fredericksburg elected officials. VHB will prepare and present Powerpoint slides at the briefings.

The following meetings and briefings are assumed:

- FAMPO Park and Ride Lot Subcommittee – 5 meetings
- VDOT/Transurban/Fluor park and ride lot working group – 3 meetings
- FAMPO Technical Committee – 2 briefings
- FAMPO Policy Committee – 1 briefing
- FAMPO Board – 1 briefing
- Stafford County Board – 1 briefing
- Spotsylvania County Board – 1 briefing
- City of Fredericksburg Council – 1 briefing

This represents a total of 8 meetings and 7 briefings.

Project Deliverables:

1. Task 2 memorandum documenting park and ride lot evaluation criteria
2. Task 3 memorandum documenting Tier 1 evaluation process and results (including mapping products)
3. Task 4 memorandum documenting Tier 2 evaluation process and results (including mapping products)
4. Draft and final reports
5. Briefing slide shows