

## **SCOPE OF SERVICES**

Virginia Department of Rail and Public Transportation  
(DRPT)

Giles County, Virginia

Transit Service Plan Study

### **PROJECT BACKGROUND:**

Giles County is located in southwestern Virginia, at the Virginia-West Virginia border, dissected by US Route 460, VA Route 100, the New River, and sections of the Appalachian Trail. The population of the proposed service area is approximately 16,787 people.<sup>1</sup>

Currently, there is a substantial gap in public transit service in Giles County. The closest public transit services are provided in the City of Radford, Pulaski County, and the Town of Blacksburg. Very limited services exist in Giles County, including demand response services for the elderly via New River Valley Senior Services, and Giles Health and Family Center. Contracted Medicaid NEMT companies provide transportation to non-emergency medical appointments, life enhancing trips (grocery/prescription runs/faith-based services) and behavioral health. Giles Health and Family also supports community members with transportation needs for employment, workforce development and job training through grant-based funding.

The New River Valley Metropolitan Planning Organization identified in its 2016 Regional Transit Study that both Blacksburg Transit and Pulaski Area Transit's (PAT) Transit Development Plans (TDPs) mention opportunities for future service to Floyd and Giles Counties. PAT identifies a need for a future Floyd Commuter Service, and a potential new regional stop in Pearisburg/Giles County. Blacksburg Transit does not specify proposed routes or stops, but does mention extending future service to Floyd and Giles County.

Giles County wishes to partner with the Virginia Department of Rail and Public Transportation (DRPT) to initiate a study that will provide the county with an efficient and effective transit route and service plan that connects their residents with employment, education, healthcare, essential governmental service, community-based events, shopping and recreation in the identified communities.

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<sup>1</sup> U.S. Census Bureau: <https://www.census.gov/quickfacts/fact/dashboard/gilescountyvirginia/PST045221>

## **PROJECT ADMINISTRATION:**

The Virginia Department of Rail and Public Transportation (DRPT) will evaluate the potential for a starter transit system that will provide transit service in Giles County. Giles County officials will provide project management and oversee the consultants and study process along with being directly responsible for appointing staff to participate in project management and coordinate with public and local elected and appointed officials. The DRPT team will assist with public meetings and discussions with local citizens and appointed elected officials at the time appointed personnel wish to pursue such engagements. Should the recommendations of the planning grant be acceptable to the Giles County Board of Supervisors, county personnel will be responsible for implementing the findings deemed to be suitable.

## **PROJECT DESCRIPTION:**

This study will research potential transit routes and service plan for Giles County. Existing and future land use patterns, population and employment densities, and special generators or destinations that are necessary to support transit service will be evaluated. Route and service recommendations will be developed to provide transit service as deemed appropriate in Giles County.

An evaluation of public and private transit service providers will be conducted to determine the cost of contracting the service and the timeframe for which the transit service could be implemented. The provision of service will be required in accordance with Federal 5311 funds.

## **SCOPE OF SERVICES TASK ITEMS:**

### *Task 1: Land Use Analysis for Giles County*

- Analyze existing and future population and employment densities.
- Analyze existing and future land use patterns.
- Analyze travel patterns.
- Analyze special generators and destinations.
- Coordinate with the County's Comprehensive Plan Update.
- Coordinate with the transportation related findings of the 2021 Carilion Community Health Assessment

Deliverable: Provide detailed report identifying major population and employment, special generators and destinations, travel patterns, and land use that will support transit service and the types practical and sustainable. Ex., demand responsive, etc.

### *Task 2: Transit Route and Service Planning*

- Provide a demand response and fixed route service plan recommendation within Giles County as appropriate.
- Research and determine the connectivity that can be made to other transit services in the region, including Blacksburg Transit, Pulaski Area Transit, and Radford Transit.
- Develop capital and operating cost projections associated with a system.
- Prepare costs to deliver service as a provider.
- Prepare costs to contract service out.

Deliverable: Provide a fixed-route and demand response plan for Giles County that includes consideration of other public or private transit providers and consideration of connectivity to other public and private transit providers.

### *Task 3: Evaluate the Provision of Transit Service*

- Identify and evaluate viable public and private transit agencies.
- Determine cost to contract transit service as recommended in Task 2.
- Determine reliability of each transit service provider.
- Determine estimated date of initial transit service operation for near-term transit service recommendations, including availability of fleet and drivers.
- Determine the ability to become a federal grant recipient of 5311 funds.

Deliverable: Provide a report detailing each public and private transit service provider, their ability to receive federal funds, and cost estimate to include capital and operating budgets along with recommended organizational structure.

### *Task 4: Public Involvement*

- Three public meetings should be scheduled:
  1. The initial meeting will be held for the purpose of informing the public about the project and to get input from individuals and businesses.
  2. The second meeting will be for the purpose of sharing draft recommendations from the feasibility study.
  3. The third meeting will be a presentation to the Giles County Board of Supervisors.
- Provide PowerPoint including details of the overall project, route and service recommendations, transit service providers under consideration, cost to operate the service recommendations.

- Provide assistance to designated county personnel during public or agency related meetings, as directed by DRPT.

Deliverable: PowerPoint and attending meetings, as directed by designated county personnel within the DRPT guidelines.

**STUDY TIMEFRAME:**

Draft deliverables will be due no later than April 30, 2023; final deliverables will be due no later than June 30, 2023.

In coordination with Giles County personnel and DRPT Project Manager, a detailed project schedule will be produced by the consultant. The project schedule will be detailed by task item, including product percentage for each subtask with a projected start and finish date for each task and subtask item. The project schedule will highlight critical paths, provide project milestone dates, as well as specific dates for DRPT review of draft deliverables.

Giles County, DRPT Project Manager and consultant will meet on a monthly basis, or more frequently if necessary, to discuss the project's status and any issues that might arise.

**INVOICING AND PROGRESS REPORT:**

A monthly invoice will be submitted by the consultant to Giles County, along with a monthly progress report. The invoice and monthly progress report will provide a percent complete per task item and a detailed description of the activities performed for each task and subtask item. The percent complete should be tied to the dollar value that is placed on each task item, with the invoice amount reflecting the percent complete of each task.

Any project schedule changes or task item delays will be reported in the monthly progress reporting form, but shall be immediately reported to the DRPT Project Manager and to the Giles County representative upon determination of the project schedule change. Detailed information pertaining to any task item delay will be provided by the consultant with the resulting project schedule delay implications.