

NRV Commuter Assistance Program Strategic Plan

Task Order between the New River Valley Metropolitan Planning Organization and New River Valley Regional Commission

1. **Agreement:** This TASK ORDER is issued pursuant to the terms and conditions of this agreement between the New River Valley Metropolitan Planning Organization (hereinafter referred to as the MPO) and the New River Valley Regional Commission (Commission).
2. **Purpose:** The Commission, MPO, and Department of Rail and Public Transportation will collaborate to conduct research, planning, and stakeholder engagement necessary to prepare a strategic plan for the Ride Solutions NRV Commuter Assistance Program (NRVCAP). The plan will be designed to guide future commuter support activities for trips with an origin or destination in the New River Valley.
3. **Scope of Service:** The scope of services contained under this TASK ORDER include, but are not limited to the following:

Task 1: Data Collection & Research

- Collect data on existing commuter patterns, and population and employment centers
 - Review and summarize past operations and program usage
 - Identify and explore best practices in commuter assistance programs
 - Collect and review other local and statewide plans and data
- Complete – October 2022

Task 2: Stakeholder & Public Involvement

- Organize and facilitate a regional stakeholder meeting
 - Coordinate one-on-one discussions with local employers and alternative transportation systems managers
 - Facilitate focus group meetings as/if needed
 - Develop virtual and in-person public engagement tools
- Complete – March 2023

Task 3: Draft Plan – Establishing Goals, Objectives, & Performance Measures

- Draft performance-based goals and objectives
 - Draft plan:
 - Chapter 1: Commuter Assistance Program Overview
 - Chapter 2: Service Area Demographics and Characteristics
 - Chapter 3: Strategic Vision, Goals, and Objectives
 - Chapter 4: Target Markets, Customers, and Equity
 - Chapter 5: Operations Plan
 - Chapter 6: Financial Plan
 - Chapter 7: Monitoring and Evaluation
 - Present Draft content as needed and/or requested
- Complete – July 2023

Task 4: Final Plan – Neighboring Commuter Assistance Program Collaboration

- Coordinate with neighboring regions who also use Ride Solutions brand
 - Develop and or provide NRV summary content that can be included in a Ride Solutions Summary/consumer report document
 - Incorporate edits received from local stakeholders
 - Prepare a Final NRV Commuter Assistance Program Strategic Plan in electronic format
 - Present the final plan as needed and/or requested
- Complete – December 2023

4. Period of Performance: The work to be performed under this TASK ORDER shall be started on or about July 1, 2022 and continued until December 31, 2023 unless otherwise amended under the provisions of this TASK ORDER.
5. Cost of Service: The MPO will be billed on a quarterly basis, as expenses are incurred for this project. This task is estimated to cost approximately \$75,740. The Department of Rail and Public Transportation shall contribute up to \$32,870; the Commission shall contribute a minimum of \$32,870; and MPO cost shall not exceed \$10,000.
6. The MPO agrees to make available any and all information, documentation or records requested by the Commission in order to complete the identified services outlined in this Task Order.
7. Amendment and Termination: This TASK ORDER may be amended or terminated with 30-days written notice by the MPO and the Commission.

New River Valley Regional Commission
Kevin R. Byrd
Executive Director

_____ DATE

New River Valley Metropolitan Planning Organization
J. Dan Brugh
Executive Director

_____ DATE

***New River Valley
Metropolitan Planning Organization***

August 4, 2022

Resolution to approve the Commuter Assistance Program (CAP) update and to sign a Task Order with the New River Valley Regional Commission to prepare the strategic plan.

On a motion by _____ seconded by _____ and carried unanimously,

WHEREAS, the NRV MPO desires to work jointly with the New River Valley Regional Commission (NRV RC) and VDRPT to develop a strategic plan for the Ride Solutions NRV Commuter Assistance Program (NRVCAP); and

WHEREAS, the NRV MPO funding will come from FTA 5303 funds identified in the 2022-2023 UPWP in the amount of \$10,000.00, and

WHEREAS, the TAC has reviewed and recommends approval.

NOW, THEREFORE BE IT RESOLVED that:

The Policy Board approves the Huckleberry Trail Study to be funded from FTA 5303 funds allocated to the NRV MPO; and

FURTHER, the NRV MPO authorizes the Executive Director to execute a Task Order on behalf of the NRV MPO with the NRV RC to accomplish this work up to a maximum cost of \$10,000.00.

Approved _____

Anne McClung, Vice Chair