



Photo: New Kent County Courthouse

CVTA Fall Line Working Group



NOTES

This meeting is open to the public. Members of the public are invited to attend in person or virtually. Please alert the CVTA at CVTA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to CVTA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please indicate by raising your hand (in-person participants, where applicable) or through the Q&A/Chat functions on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

Powered By:



PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collective and Don't Trash Central Virginia.

AGENDA

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Fall Line Working Group - Zoom Meeting

October 4, 2023, 9:00 a.m.

If you wish to participate in this meeting virtually, please register via Zoom at the following link:

https://planrva-org.zoom.us/webinar/register/WN_iU815pHUQ6CrzzXFhhuDuQ

1. Welcome and Introductions

(Clarke)

2. Roll Call for Attendance

(Scott)

3. Consideration of amendments to the meeting agenda

4. Open public comment period

(Clarke/5 minutes)

5. Wayfinding Plan Update

(Parsons/ 30 minutes)

a. **Color Selections** – page 3

b. **Revised Scope Overview** – page 4

1) **Minimum required detail to provide support to take project to a fabricator**

2) **Supplemental additions for consideration**

c. **Mileage markers**

6. Member Updates – Fall Line Projects

(10 minutes)

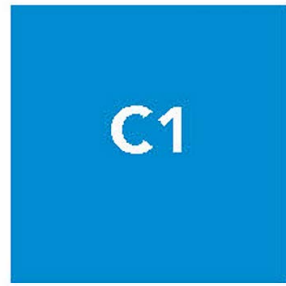
7. Future Topics

(Clarke/5 minutes)

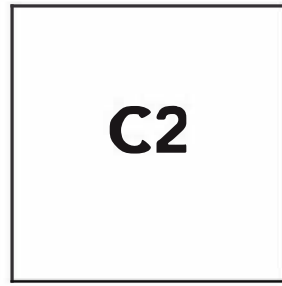
8. Next meeting: November 1, 2023

9. Adjournment

COLOR PALETTE:



C1
Dark Blue
Pantone
P109-7C



C2
White



C3
Black

COLOR: SECTIONS

DRAFT



Ashland



Hanover



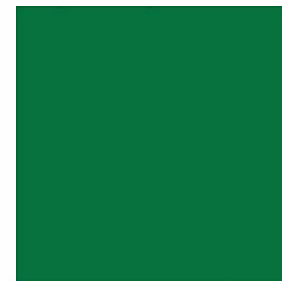
Henrico



Chesterfield



Richmond



Colonial Heights



Petersburg

GRAPHIC STANDARDS Color Palette

It is the Fabricator's responsibility to match all colors, finishes and materials specified in this document.

The visual accuracy of the colors and finishes represented in this document may not be consistent with manufacturer's swatches and samples due to limitations of color printing technology.

The Fabricator is required to match against actual color swatches and provide material samples for approval prior to production.

If a substitute or deviation is recommended by the Fabricator, the recommendation shall be proposed in writing with a demonstration of equal or better value for consideration.

THIS DRAWING REPRESENTS DESIGN INTENT ONLY.

Date	Revisions	Scale
8.31.23		NTS

Client/Project
CVTA, Virginia
Wayfinding for Fall Line Trail

©2023 AB Design, Inc.

PROJECT METHODOLOGY

Phase 1 Signage Design

AB Design will:

- Conduct kick-off meeting to define project priorities, goals/objectives and verify time line for the project.
- Perform a visual survey of the Fall Line Trail.
- Conduct photographic survey of the site.
- Collect data and gather necessary information including digital site plans and digital files for logotypes/seals and graphic elements to be considered in the branding and wayfinding.
- Collect information about zoning, road system and parking zones.
- Determine code restrictions including state, county, local, and MUTCD sign regulations that may apply to the intended signage.

Phase 2 Preliminary Placement Plan

AB Design will:

- Identify primary and secondary destinations.
- Discuss with Client intended location of signs and content (destination nomenclature).
- Develop proposed strategy for wayfinding and preliminary destination list to include localities, parks, existing overlapping trails, and Trolley Lines.
- Develop a *preliminary sign location master plan* including strategic locations of all system components.
- Develop preliminary design for the recommended wayfinding components and. The proposed design will unify style, colors, materials, symbols and structural components of the system.
- Prepare schematic drawings, 3d renderings, photomontages, presentation slides, etc., including alternatives to convey design concepts for presentation to the Client. (3 design options).
- Review preliminary placement master plan with stakeholders.

Phase 3 Detailed Placement and Sign Content Design

Based on review comments to the proposed preliminary and the selection of 1 of the 3 options, AB Design will:

- Determine the final signtypes, layout, size and location of all system components, including materials, finishes, colors, graphics, type faces, logotypes, fabrication and installation details.
- Produce final design intent drawings for all signs, final sign elevations and fabrication details.
- Develop a final sign location master plan including strategic locations of all system components.
- Review Phase 3 with the Client.

Phase 4 Master Plan

AB Design will:

- Submit design intent drawings and specifications for fabrication and installation for approval.
- Submit final approved specification drawings.
- Develop a Master Plan showing all wayfinding and signage components including on-street and off-street signs.
- Include and criteria for sign type usage for current and future Fall Line Trail expansion/change.
- Develop a placement guidelines section.
- Develop a "how to use, usage guidelines section.
- Include a fabricators guidelines section.
- Incorporate the preliminary programming section for the 43 -mile Trail.

The Master Plan will be provided in an accessible format that can be viewed electronically or printed. The Master Plan will include descriptions of each sign type and explanation of its use. Digital files will be provided for reproduction. Specification drawings will be developed in Adobe Illustrator with CAD Tools, message schedules will be developed in Microsoft Excel, and sign location plans will be developed in SignAgent. All files can be converted and delivered as PDF format for ease of exchange.

The Master Plan document will be delivered by October 31, 2023 to the CVTA Project Manager.

Phase 5 Fabrication Plan

AB Design will:

- Prepare a complete set of reproducible documents to enable the Client to solicit bids for fabrication and installation of components for sections to be inaugurated between **October 2023 and July of 2024.**
- Coordinate proposed schedule for production and installation for those sections.
- Assist in answering questions during production phase for those sections.
- Review /check all material samples and review shop drawings during the manufacturing phase to insure quality control for those sections.
- Prepare additional drawings and documents as required for those sections.
- Track production schedule and coordinate the schedules for installation of the signs for those sections.
- Respond to installer's questions to address concerns during the installation for those sections.
- Conduct substantial completion walk through on-sit for those sections to ensure that all items have been addressed.
- Coordinate the completion of as-built documents and delivery to Client.

Deliverables

We will provide the Master Plan and all presentation materials used during the project.

PROJECT FEE

AB Design will provide consulting services in accordance with the Phases described in this proposal, and predicated upon a fee as shown below including all deliverables outlined below.

Phase 1 – Signage design	\$	2,370
Phase 2 – Preliminary placement plan	\$	16,245
Phase 3 – Detailed placement and sign content design	\$	14,385
Phase 4 – Master Plan	\$	11,500
Phase 5 – Fabrication plan	\$	20,390

TOTAL **\$ 64,890**

(Spreadsheet for detailed calculation information available upon request)

This fee includes up to three design options and one major revisions. For additional revisions to the design and message schedules, a fee shall be charged at the hourly rate of \$165.00.

Meetings / Site Visits

The fee for basic services includes meetings as follows:

- 1 - Kick-off meeting
- 2 - Preliminary placement plan review meeting
- 3 - Detailed placement and sign content design Review meeting
- 4 - Fabrication plan on site review trip
- 5 - Mark-up walkthrough prior to installation trip
- 6 - Oversee installation trip

Monthly virtual meetings on the first Wednesday of each the following months of November 2023, February, March, April, and May of 2024. If additional meetings are required during the months not listed, they can be on Mondays, Tuesdays or Thursdays of the first week of the month. Additional trips for phased installations or surveys required beyond the scope will be billed at a \$165.00 hourly rate for work hours and half-time for travel plus associated reimbursable expenses.

Deliverables

Our fee includes the delivery of a digital set of files of all documents throughout the project. All drawings delivered digitally will be in the software in which the package was created (for message schedule) and/or in PDF format.

Expenses

Expenses may include postage/delivery charges, reproduction/copy charges, printing, mileage and meals. Expenses are not included in the fee.

Additional Services

Additional services including redesign, additional revisions, custom photography or related services beyond the allotted time will be billed at a \$165.00 hourly rate for work hours. Other additional services will be billed according to Phase.

These are not included in the basic fee:

- Design of the interpretive panels and “You Are Here” maps for beyond the design of three base maps.
- Manufacturing of the signs.
- Engineering of foundations and signature by licenced professional. (Typically done by sign manufacturers)