

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
REQUEST FOR PROPOSALS (RFP)**

SOLICITATION NO: AJ--002

DATE ISSUED: November 22, 2016

SERVICE DESCRIPTION: Transportation Planning:
General Planning Consultant

PRE-PROPOSAL CONFERENCE TIME AND DATE:
1:30 P.M. (CST), Tuesday, December 6, 2016

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

A call-in number has been established for those
potential proposers that cannot attend the Pre-
Proposal meeting:

Call-in Number: (415) 655-0001
Access Code: 197 513 233

FOR CONTRACTUAL AND TECHNICAL ISSUES

CONTACT: Theresa Hernandez, Financial Manager
CAMPO

Phone: (512) 215-8225

Email: Theresa.hernandez@campotexas.org

PROPOSAL DUE PRIOR TO: 3:00 P.M. (CST), Thursday,
December 22, 2016

ATTENTION: Theresa Hernandez

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

TENTATIVE INTERVIEW DATES: TBD
(subject to change)

NOTE: Offers must be received and time stamped in the CAMPO office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the CAMPO office prior to the time and date indicated. All updates regarding this solicitation can be found on the CAMPO procurement web page (<http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>). It is the responsibility of the Offeror to view the procurement web page for all updates including addenda associated with this solicitation.

RFP SUBMITTAL

Each respondent of this RFP is requested to present a proposal discussing the scope of work as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFP document is organized as follows:

I. Proposal Contents and Specifications

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to his contract.

II. Evaluation of Proposals

This section describes the methodology by which the proposals will be evaluated and firms/individuals selected for proposal interviews.

III. Contract Objectives and Scope of Work

This section describes the work to be performed in the study and tasks to be executed.

RFP PROCESS INFORMATION

This RFP will be sent to all consultants in CAMPO's consultant database, which satisfies the search criteria of: firms with experience in regional and transportation planning. All requests for this RFP packet will be welcomed. This RFP will be available on CAMPO's website at <http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>).

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked firm(s). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the firms responding to this RFP. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFP specifications. CAMPO also retains the right to withdraw this RFP at any time.

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Financial Manager at 512-215-8225.

SECTION I
SUBMISSION CONTENTS AND SPECIFICATIONS

Submissions should include the following:

A. Executive Summary

The executive summary of three (3) pages or less should include a summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations. The letter must include the primary contact name, telephone number, and email address for the responding agency.

B. Project Work Program

The consultant should detail their approach to undertaking the tasks listed in this RFP. A recommended methodology for performance of each task identified in the RFP should be included, along with demonstration of ability to meet specified deadlines from CAMPO management as assigned. This contract should be completed within two (2) years of contract execution, although CAMPO may extend the contract due to extenuating circumstances.

C. Responsibility and Qualifications

The project manager and other key staff members must be specified and a clear indication given as to their involvement in the project, the amount of time they will be on-site and the percent of their time dedicated to this project. Brief resumes of staff members should be included. The successful respondent to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the work in the scope outlined. Substitutions for essential personnel involved in the tasks will not be allowed without CAMPO's prior approval and resulting delays will be the responsibility of the consultant. CAMPO retains the right to request the removal of any personnel found, in CAMPO's opinion, to be unqualified to perform the work.

D. Prior Experience

Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include experience prior to 2006. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.

E. References

The consultant should provide three references from Governmental agencies that have solicited similar assistance in providing both general and technical planning services.

F. Budget

CAMPO has established a cost ceiling for the requested services not to exceed \$750,000. An estimated product budget should be included.

G. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

H. Title VI Requirements

Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

I. Conflict of Interests/Debarment

Proposals should state whether there is a potential conflict of interest and be cognizant of the requirement for executing a debarment certification stating that they have not been barred from doing work involving federal funds. A signed Debarment Certification will be required of successful respondent for each of the consultant team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections 2 and 3 in this RFP contain requirements for information that may not be specifically mentioned in this section. Responders should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by CAMPO.

SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of Consultant(s) that provide for a consistent approach to carry out CAMPO projects. In order to accomplish this objective, the CAMPO Consultant Evaluation committee will review each submission based on the following criteria:

- Previous Experience - Submissions will be assessed on prior experience of the firm in the subject areas covered in Section III of this RFP. (30 points);
- Understanding of Project Scope – The responding consultant team must present their team’s approach through further clarification and understanding of all tasks involved in this study and the project. Any work on similar type projects may be listed to validate this understanding. (30 points);
- Experience/Availability of Consultant – This project involves many simultaneous tasks; the consultant team must demonstrate its ability to meet the project schedule. The consultant team should indicate other significant projects being worked on by the principals, % of involvement, and probable completion dates. (20 points);
- Past Performance – The Consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references (10points);
- Additional Services, Ideas, or Products - Any additional services, innovative ideas, cost-saving measures, safety-measures, products, DBE/WBE/MBE/HUB usage, etc. will be considered for their usefulness to CAMPO or their contribution to the project (10 points).

The Evaluation Committee will evaluate all submissions according to the criteria described. It will necessarily not happen, but may be a short-list or all the respondents may be invited to make an oral presentation to the Evaluation Committee before the final ranked firm is proposed. Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting firm. If a contract cannot be negotiated with the top ranked firm, CAMPO may choose to proceed to negotiate with the next ranked firm, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the firms responding to this RFP. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFP specifications. CAMPO also retains the right to withdraw this RFP at any time.

SECTION III
Scope of Work
SOLICITATION NO. AJ-002

Description: General Planning Consultant

1. PURPOSE

The purpose of the CAMPO General Planning Consultant is to assist in the overall activities related to regional transportation planning in the Austin-Round Rock Metropolitan Statistical Area that includes the counties of Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson. The Transportation Policy Board (TPB) of CAMPO serves as the federally and state -recognized metropolitan planning organization (MPO) for the six counties listed above. CAMPO is charged with creating and maintaining a regional forum that encourages the constructive interaction of local and state officials to advance the local, regional, and state transportation infrastructure goals. The TPB employs staff headed by the CAMPO Executive Director to discharge the day-to-day work of the MPO as well as work with local governments, the Texas Department of Transportation (TxDOT), and the U.S. Department of Transportation to develop, maintain, and implement the long-range transportation plan and the Transportation Improvement Program (TIP). The GPC will assist CAMPO staff, as needed, to carry out the responsibilities of the MPO.

2. BACKGROUND

CAMPO staff has recently undergone a change in its makeup and focus. Current staff seeks to build upon the efforts of its predecessors and move the region forward to become one of the premier transportation planning organizations in the nation. Unfortunately, the funding allocated to CAMPO through federal Planning-112 funds is not enough to employ enough full-time equivalents to carry out the planning, environmental, and engineering work necessary. Given this constraint, CAMPO has chosen to employ a GPC that can bring a broad cross section of expertise in multiple planning and engineering disciplines to assist CAMPO staff with the development of the 2045 Plan, the TIP, and other activities that may be necessary to produce those key documents.

3. SCOPE OF WORK

The Scope of Services to be provided by the Consultant will provide a wide variety of planning services pertaining to transportation programs (carried out under the purview of CAMPO). Specific services to be provided under this contract shall be specified in work authorizations and may include, but will not be limited to, support in development of the Regional Long Range Transportation Plan and Transportation Improvement Program, as well as updates/amendments to those documents. Additionally, the Consultant will perform and/or oversee other consultants' performance of regional, sub-regional and/or project-specific planning studies and programs.

Each work authorization shall specifically detail the work to be performed and the associated deliverables. The Consultant shall be responsible for following the appropriate standards and procedures to produce the deliverables identified in the work authorization according to the

work schedule to be included in the work authorization. All deliverables shall be subject to approval and acceptance by CAMPO.

Task 1: Program Administration/Management – This task shall include management of all project activities and work. This task will involve continuous project coordination and administration; Preparation of monthly progress reports, invoices and billings; meetings and coordination activities; Preparation of meeting minutes; Quality Assurance/Quality Control (QA/QC); and other project management activities specified by CAMPO.

- Project Management Plan – A Project Management Plan outlining project team organization, roles and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other important operational information.
- Quality Assurance/Quality Control Plan – A QA/QC Plan to document the quality control program to be implemented by the consultant team. It will outline review processes for all work to assure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards.
- Management of Work Activities – Management of all project activities and work to assure they are conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules and guidelines.
- Program Schedule – Schedules will be developed, maintained and actively monitored for each major work program or effort. Progress will be reviewed during coordination meetings.
- Invoice Preparation and Submittal – Monthly invoices prepared in accordance with current CAMPO invoicing procedures.
- Progress Report Preparation and Submittal – Unless otherwise directed in the work authorization, progress reports shall be submitted no later than the tenth day of the month following the month to which they apply. Each invoice shall include a copy of the progress report or reports for the period covered by the invoice. Each progress report shall specify, for each type of work that has been assigned under a work authorization, any deliverables that were completed during that month or other backup documentation as requested, physical and financial percent complete for that work, the precise nature of work that was done that did not result in a deliverable, whether the work is on schedule or not, any issues that may delay the work in the future, any actions by CAMPO or other remedial actions that are required, and for the following month, the anticipated work to be performed and the deliverables that will be submitted.
- Kick-off and Coordination Meetings – A kick-off meeting to be held immediately after each work authorization. Coordination meetings to be held at regular intervals – established in work authorizations.
- Action Tracking Log – The Consultant shall develop and maintain a log of action items. The log shall identify the action item, its status, responsible party, date assigned, and date completed. The log shall be a tool for managing assignments and shall be reviewed with CAMPO staff during coordination meetings.

- Document Control – The Consultant shall develop, implement and maintain an electronic document control and filing system that shall govern the distribution and file copies of all program-related correspondence, reports, plans and technical data.
- Project Files – Project files (electronic and hard copy) shall be assembled, maintained and delivered to CAMPO with a complete index at project closeout or as directed by CAMPO.
- Information Technology – Establishment and/or maintenance of a web based electronic management tool (EMT) for internal and external transfer of program and planning data, document management, scheduling and coordination.

Deliverables:

- Draft Project Management Plan
- Final Project Management Plan
- Draft QA/QC Plan
- Final QA/QC Plan
- Program Schedule – updated at least monthly
- Monthly Invoices
- Monthly Progress Reports
- Draft Kick-Off Meeting Summary
- Final Kick-Off Meeting Summary
- Draft Coordination Meetings Summaries
- Final Coordination Meetings Summaries
- Action Tracking Log – updated weekly
- Indexed Project File (electronic and hard copy)

Task 2: Grant Application Preparation (federal, state, other) – At the direction of CAMPO, the Consultant shall prepare grant applications necessary for CAMPO to compete for federal, state and other financial resources. Applications shall be submitted in accordance with grant program rules and requirements. All necessary forms and supporting documentation shall be developed. It is anticipated that applications will include text describing work to be performed and anticipated benefits, data/information applicable to selection criteria, and maps, exhibits and other graphics.

Deliverables:

- Draft grant applications (with forms, exhibits, and supporting documentation)
- Final grant applications (with forms, exhibits and supporting documentation)

Task 3: Board and Committee Support (Transportation Policy Board; Technical Committee; Subcommittees of the Board & TAC) - The Consultant will assist CAMPO with Transportation Policy Board and Technical Advisory Committee meeting preparation as needed.

Support shall include, but shall not be limited to:

- Meeting Logistics – The Consultant shall plan, schedule and coordinate meetings
- Agendas – The Consultant shall support CAMPO staff in the development and posting of agendas for the Transportation Policy Board, Technical Advisory

Committee and associated subcommittees of each. Support shall include identifying and tracking pending action items and items requiring follow-up from previous meetings.

- Briefing Materials – The Consultant shall develop briefing materials including, but not limited to, background papers, maps, graphics and PowerPoint presentations relating to agenda items.
- Minutes – The Consultant shall attend meetings and prepare summaries/minutes of those meetings. Meeting summaries/minutes shall be prepared in a format acceptable to CAMPO.

Deliverables:

- Draft Agendas
- Final Agendas
- Draft Briefing Materials
- Final Briefing Materials
- Draft Meeting Summaries
- Final Meeting Summaries

Task 4: Agency and Stakeholder Coordination – The Consultant will perform coordination support services with external parties including local city/county staff, transportation agencies (e.g., TxDOT, CTRMA, Capital Metro, CARTS), businesses, community groups and other stakeholders as needed. Support shall include, but shall not be limited to:

- Meeting Logistics – Plan, schedule and coordinate meetings
- Meeting Materials – Prepare materials (agendas, hand-outs, briefing documents) necessary to facilitate effective communications with agencies staff and stakeholders.
- Meeting Summaries – Prepare summaries of each meeting
- Meeting Attendance – Attend meetings with or on behalf of CAMPO

Deliverables:

- Draft Meeting Agendas
- Final Meeting Agendas
- Draft Meeting Handouts
- Final Meeting Handouts
- Draft Briefing Documents
- Final Briefing Documents
- Draft Meeting Summaries
- Final Meeting Summaries

Task 5: Planning Support – Long-Range Plan and Transportation Improvement Program
The Consultant shall support CAMPO with activities pertaining to the development and maintenance of the Long-Range Transportation Plan (Plan) and the Transportation Improvement Program (TIP). Support shall include, but shall not be limited to:

- Development of Project Selection Criteria and Prioritization Process – the Consultant shall assist CAMPO staff in producing new sets of project selection criteria (for the long-range plan and the TIP) tied to performance metrics;
- Development of the 10-Year Plan as required by House Bill 20 – State law requires each MPO to produce a 10-year program of projects and coordinate them with the Texas Department of Transportation. The Consultant will assist CAMPO staff in producing this program of transportation infrastructure improvements;
- Development of Performance Metrics – the Consultant will assist CAMPO in developing meaningful and measurable performance metrics in accordance with federal and state law and Transportation Policy Board guidance;
- Development of a Project Submittal Workshop for Local Governments – the Consultant shall work with CAMPO staff and the Austin Chapter of ACEC to develop a project submittal workshop for local government staff and/or their consultants. The purpose of the workshop is to assist local governments in the project submittal process in order to obtain better outcomes and to produce a level playing field for all local governments in the region.
- Project Calls – The Consultant shall assist CAMPO with the development, advertisement and management of project calls. The Consultant shall develop forms, materials, and protocols. The Consultant shall ensure that materials, evaluation criteria and protocols are in accordance with applicable state and federal funding category eligibilities.
- Evaluation of Candidate Projects – The Consultant shall assist CAMPO with the evaluation and prioritization of project proposals received in response to project calls. Proposals will be evaluated in accordance with established project selection criteria. The evaluation will also include an analysis of the cost estimate(s) submitted and the readiness of the project(s) to meet the letting target indicated in the project call application. The Consultant shall develop a checklist timeline to assist the local governments and CAMPO staff in determining if the proposed letting timelines are feasible. The results of project evaluations shall be documented and a list of prioritized recommended projects (with supporting justification) shall be provided to CAMPO.
- Fiscal Constraint – The Consultant will work with local governments and transportation agencies to review and analyze the fiscal capacity of the applying entity to implement and sustain the transportation activities that are the subject of their project submittals (Plan and TIP) to CAMPO. The results of this analysis will lead to a finding of fiscal constraint for the overall program of the Plan and TIP.
- Writing, Design and Layout – The Consultant will provide technical writing, document and graphic design, layout and desktop publishing necessary for production of planning documents.
- Project Implementation – The Consultant will develop a Project Tracking Spreadsheet and actively monitor the status of programmed projects in the Plan and TIP. Activities to be monitored will include, but will not be limited to, programmed vs estimated costs, programmed vs projected letting date, status of utility adjustments, right-of-way acquisition and environmental clearance.
- Project Implementation Troubleshooting – the Consultant will work with CAMPO

and the TxDOT Austin District to identify projects that are having trouble meeting their letting dates. Once identified, CAMPO and TxDOT Austin District staff and the Consultant will meet with the project sponsor and offer technical assistance to get the project implementation back on track.

Deliverables:

- Draft Project Selection Criteria
- Draft Project Prioritization Process
- Final Project Selection Criteria
- Final Project Prioritization Process
- Draft Performance Metrics
- Final Performance Metrics
- Draft HB 20 10-Year Plan
- Final HB 20 10-Year Plan
- Project Submittal Workshop for Local Governments
- Draft Program Call Packets
- Final Program Call Packets
- Draft Recommended Projects Lists
- Final Recommended Projects Lists
- Draft Planning Documents
- Final Planning Documents
- Draft Regional Toll Analysis
- Final Regional Toll Analysis
- Fiscal Constraint Analysis Reports (Plan and TIP)
- Project Tracking Spreadsheet – updated at least monthly

Task 6: Regional and Sub-Regional Study Support – The Consultant shall support CAMPO with the management and oversight of regional and sub-regional studies prepared by other consultants. Services to be provided shall include, but shall not be not limited to:

- Request for Proposals (RFP)/Request for Qualifications (RFQ) Development – The Consultant shall assist CAMPO in developing RFPs/RFQs for regional and sub-regional studies. Each RFP/RFQ shall identify the study to be undertaken, define the scope of work to be performed, discuss team composition requirements, and evaluation criteria/scoring.
- Contract Negotiations – The Consultant shall support CAMPO staff during contract negotiations. This support shall include development and/or review of scopes of work, development and/or review of fee estimates, and reasonability assessment of fee estimates.
- Study Oversight –the Consultant shall assist CAMPO in overseeing regional and sub-regional planning studies performed by other planning consultants. The Consultant will monitor progress and budget, review invoices for consistency with contract requirements and completed work, and ensure that work performed is consistent with study goals/objectives. The Consultant will keep CAMPO apprised of study progress, issues and action items.

Deliverables:

- Draft RFPs/RFQs
- Final RFPs/RFQs

Task 7: Corridor and Project-Specific Study Support - The Consultant shall support CAMPO with the management and oversight of corridor and project-specific studies prepared by other consultants under CAMPO's direction. Services to be provided shall include, but shall not be limited to:

- Request for Proposals (RFP)/Request for Qualifications (RFQ) Development – The Consultant shall assist CAMPO in developing RFPs/RFQs for corridor and project-specific studies. Each RFP/RFQ shall identify the study to be undertaken, define the scope of work to be performed, discuss team composition requirements, and evaluation criteria/scoring.
- Contract Negotiations – The Consultant shall support CAMPO staff during contract negotiations. This support shall include development and/or review of scopes of work, development and/or review of fee estimates, and reasonability assessment of fee estimates.
- Study Oversight – the Consultant shall assist CAMPO in overseeing corridor and project-specific planning studies and project development activities performed by other planning consultants. The Consultant shall monitor progress and budget, review invoices for consistency with contract requirements and completed work, and ensure that work performed is consistent with study goals/objectives as well as applicable state and federal laws, rules and regulations governing the study. The Consultant shall keep CAMPO apprised of study progress, issues and action items.

Deliverables:

- Draft RFPs/RFQs
- Final RFPs/RFQs

Task 8: Travel Demand Modeling and Demographic Forecasting – The Consultant shall perform activities to support CAMPO and TxDOT Transportation Planning and Programming Division staff in the development, maintenance, and running of the 4-Step Travel Demand Model. The Consultant shall also assist in any needed forecasting and/or demographic analysis necessary to support regional, sub-regional, corridor and project-specific planning studies performed by CAMPO staff or their consultants.

Deliverables:

- Draft Coded Networks
- Final Coded Networks
- Draft Coded Traffic Analysis Zones
- Final Coded Traffic Analysis Zones
- Draft Regional Growth Control Totals (Population and Employment)

- Final Regional Growth Control Totals (Population and Employment)
- Draft Demographic Analysis Reports
- Final Demographic Analysis Reports

Task 9: Schematic Development – The Consultant shall support CAMPO with the management and oversight of schematic development performed by other consultants.

The Consultant shall ensure that schematics produced for CAMPO are developed in accordance with applicable standards and requirements in effect at the time of work authorization execution.

Deliverables:

- Review comments for 30%, 60%, 90% and 100% schematics (prepared by others)
- 30%, 60%, 90% and 100% schematics (when self-performed)

Task 10: Plans, Specifications and Estimates (PS&E) – The Consultant shall support CAMPO with the management and oversight of PS&E development performed by other consultants.

Whether acting in an oversight role or self-performing, the Consultant shall ensure that PS&E packages produced for CAMPO are developed in accordance with applicable standards and requirements in effect at the time of work authorization execution.

Deliverables:

- Review comments for 30%, 60%, 90% and 100% PS&E packages (prepared by others)
- 30%, 60%, 90% and 100% PS&E packages (when self-performed)

Task 11: Public Involvement – The Consultant shall provide public involvement and outreach support for CAMPO projects, planning initiatives and programs. The Consultant shall plan, schedule, prepare for, conduct and attend public meetings and hearings, open houses and other stakeholder meetings as needed. The Consultant shall coordinate logistics (time, place, equipment, etc.), prepare materials (public involvement plans, sign-in sheets, comment cards, hand-outs, boards/exhibits, online meeting content and material), prepare summaries, evaluate, summarize and respond to comments, and recommend changes in response to public comments. The Consultant shall assist CAMPO with the development of website content as well as materials for distribution through social media. The Consultant shall prepare community outreach reports pursuant to CAMPO guidelines summarizing the activities and results of community outreach efforts related to development of and amendments to the Long-Range Transportation Plan and TIP as well as corridor- and project-specific planning activities.

Deliverables:

- Draft Public Involvement Plans
- Final Public Involvement Plans
- Draft sign-in sheets
- Final sign-in sheets
- Draft comment cards
- Final comment cards

- Draft boards and exhibits
- Final boards and exhibits
- Draft online meeting content and material
- Final online meeting content and material
- Draft meeting/hearing summaries
- Final meeting/hearing summaries
- Draft responses to comments
- Final responses to comments
- Draft website content
- Final website content
- Draft social media postings
- Final social media postings
- Draft Community Outreach Reports
- Final Community Outreach Reports

Task 12: Project Viewer

The Consultant shall work with CAMPO staff in the development, maintenance, and updating of the CAMPO Project Viewer. This includes maintaining data, projects, features, and analysis tools. The consultant may also be required to work with project sponsors to vet projects added to the viewer as needed.

Deliverables:

- Biannual update of projects in viewer inclusive of Regional Plan, Transportation Improvement Program, and Platinum Planning projects.
- Research and update data shown in viewer.
- Update user interface as needed.