



# TRANSPORTATION POLICY BOARD MEETING

Monday, February 8, 2021

2:00 p.m.

Livestream at [www.campotexas.org](http://www.campotexas.org)

## AGENDA

PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, AND IN CONJUNCTION WITH THE GUIDANCE AND PROVISIONS PROVIDED BY THE GOVERNOR OF TEXAS IN THE DECLARATION OF DISASTER ENACTED MARCH 13, 2020, MEMBERS OF THE TRANSPORTATION POLICY BOARD MAY BE PARTICIPATING REMOTELY IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, AS TEMPORARILY MODIFIED BY THE GOVERNOR, AND POLICY BOARD BYLAWS.

1. Certification of Quorum – Quorum requirement is 11 members  
..... Commissioner Cynthia Long, Chair
2. Public Comments  
*Individuals wishing to speak during Public Comments must contact the CAMPO office via email at [TPBcomments@campotexas.org](mailto:TPBcomments@campotexas.org) or call 512-215-9351 by 1:00 p.m., Monday, February 8, 2021. A call or confirmation email will be sent with information on how to offer comments. Speakers must adhere to the three (3) minute time limit.*

This is an opportunity for the public to address the Transportation Policy Board concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Board. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Public Comments is limited to a statement of fact regarding the item; a statement concerning the policy regarding the item or a proposal to place the item on a future agenda.

### EXECUTIVE SESSION:

**Under Chapter 551 of the Texas Government Code, the Board may recess into a closed meeting (an executive session) to deliberate any item on this agenda if the Chairman announces the item will be deliberated in executive session and identifies the section or sections of Chapter 551 that authorize meeting in executive session. A final action, decision, or vote on a matter deliberated in executive session will be made only after the Board reconvenes in an open meeting.**

3. Executive Session .....Commissioner Cynthia Long, Chair  
*The Transportation Policy Board will recess to an Executive Session, if necessary.*

**ACTION:**

**THE PUBLIC IS INVITED TO COMMENT ON ITEMS 4-6 IN THE SECTION BELOW. INDIVIDUALS WISHING TO SPEAK MUST CONTACT THE CAMPO OFFICE VIA EMAIL AT [TPBCOMMENTS@CAMPOTEXAS.ORG](mailto:TPBCOMMENTS@CAMPOTEXAS.ORG) OR CALL 512-215-9351 BY 1:00 P.M., MONDAY, FEBRUARY 8, 2021. A CALL OR CONFIRMATION EMAIL WILL BE SENT WITH INFORMATION ON HOW TO OFFER COMMENTS. SPEAKERS MUST ADHERE TO THE THREE (3) MINUTE TIME LIMIT.**

- 4. [Discussion and Take Appropriate Action on January 11, 2021 Meeting Minutes](#)  
.....Commissioner Cynthia Long, Chair  
*Chair Long will request Transportation Policy Board approval of the January 11, 2021 meeting minutes.*
- 5. [Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation on Regional Transit Coordination Committee \(RTCC\) 5-Year Plan Update Contract](#)  
.....Mr. Ryan Collins, CAMPO  
*Mr. Collins will request Transportation Policy Board authorization for the Executive Director to begin negotiations with the top-ranked firm for the RTCC 5-Year Plan Update Contract.*
- 6. [Discussion and Take Appropriate Action on Prioritization Process for Category 7 Deferred Projects](#)  
.....Mr. Ryan Collins, CAMPO  
*Mr. Collins will request Transportation Policy Board approval of the prioritization process for Category 7 deferred projects.*

**INFORMATION:**



- 7. [Discussion on Performance Measure Target Updates](#) .....Mr. Ryan Collins, CAMPO  
*Mr. Collins will present information regarding the annual performance measure target updates.*
- 8. Executive Director’s Report on Transportation Planning Activities
  - a. [Transportation Policy Board Item Plan for 2021](#)
  - b. Follow-up to January Transportation Policy Board Briefing on Potential Cares Act Funding
- 9. Announcements
  - a. Transportation Policy Board Chair Announcements
  - b. Next Technical Advisory Committee Meeting, February 26, 2021 – 2:00 p.m.
  - c. Next Transportation Policy Board Meeting, March 8, 2021 – 2:00 p.m.
- 10. Adjournment

**Persons with Disabilities:**

*Upon request, reasonable accommodations are provided. Please call 512-215-8225 at least three (3) business days prior to the meeting to arrange for assistance.*



**Capital Area Metropolitan Planning Organization  
 Transportation Policy Board Meeting  
 Held remotely online and by phone in accordance with local and  
 state Stay at Home Orders - Livestream at [www.campotexas.org](http://www.campotexas.org)  
 Meeting Minutes  
 January 11, 2021 – 2:00 p.m.**

**1. Certification of Quorum – Quorum requirement is 11 members**  
 ..... Commissioner Cynthia Long, Chair

The CAMPO Transportation Policy Board was called to order by the Chair at 2:00 p.m.

The roll was taken and a quorum was announced present.

	<b>Member</b>	<b>Representing</b>	<b>Member Attending</b>	<b>Alternate Attending</b>
1	Cynthia Long, Chair	Commissioner, Williamson County	Y	
2	Ann Kitchen, Vice-Chair	City of Austin, District 5	Y	
3	Steve Adler	Mayor, City of Austin	Y	
4	Alison Alter	City of Austin, District 10	Y	
5	Clara Beckett	Commissioner, Bastrop County	N	Commissioner Mark Jones
6	Andy Brown	Judge, Travis County	Y	
7	Tucker Ferguson, P.E.	TxDOT-Austin District	Y	
8	City of Austin	City of Austin	N	Council Member Paige Ellis
9	Troy Hill	Mayor, City of Leander	N	Council Member Marci Cannon
10	Ann Howard	Commissioner, Travis County	Y	
11	Jane Hughson	Mayor, City of San Marcos	Y	
12	Mark Jones	Commissioner, Hays County	Y	
13	Rudy Metayer	City of Pflugerville, Place 4	Y	
14	Terry Mitchell	Capital Metro Board Member	Y	
15	Travis Mitchell	Mayor, City of Kyle	N	<i>*Ex-Officio/Non-Voting Member</i>
16	Craig Morgan	Mayor, City of Round Rock	Y	
17	James Oakley	Judge, Burnet County	Y	
18	Josh Schroeder	Mayor, City of Georgetown	Y	
19	Brigid Shea	Commissioner, Travis County	Y	
20	Edward Theriot	Commissioner, Caldwell County	Y	
21	Jeffrey Travillion	Commissioner, Travis County	Y	
22	Corbin Van Arsdale	Mayor, City of Cedar Park	Y	

**2. Public Comments**

The Chair recognized Ms. Zenobia Joseph, Private Citizen who offered public comments.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:00:04

**3. Chair Announcements ..... Commissioner Cynthia Long, Chair**

The Chair announcements were deferred to the end of the meeting.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:05:38

**4. Executive Session**

An Executive Session was not convened.

**5. Discussion and Take Appropriate Action on November 2, 2020 Meeting Minutes**

The Chair entertained a motion for approval of the minutes for the November 2, 2020 meeting, as presented.

Mayor Craig Morgan moved for approval of the November 2, 2020 meeting minutes, as presented.

Mayor Jane Hughson seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Judge Andy Brown, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Council Member Paige Ellis (Proxy for Council Member Jimmy Flannigan), Mr. Tucker Ferguson, P.E., Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones (Proxy for Commissioner Clara Beckett), Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Josh Schroeder, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: None

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:05:46

## **6. Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation of Legal Services Contract**

The Chair recognized Mr. Chad McKeown, CAMPO Deputy Executive Director who informed the Board that the CAMPO's legal services contract expires at the end of the month. Mr. McKeown provided a brief overview of the process used to procure a new legal services contract. Tim Tuggey Law was identified as the top ranked firm with a score of 91 points. The presentation concluded with a request for approval for the CAMPO Executive Director to begin negotiation of a legal services contract.

The Chair entertained a motion for approval for the CAMPO Executive Director to begin negotiation of a legal services contract.

Mayor Craig Morgan moved for approval for the CAMPO Executive Director to begin negotiation of a legal services contract.

Vice Chair Ann Kitchen seconded the motion.

Some Policy Board members later offered comments on the importance of including all candidates in the solicitation process regardless of experience with Metropolitan Planning Organizations (MPOs).

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Judge Andy Brown, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Council Member Paige Ellis (Proxy for Council Member Jimmy Flannigan), Mr. Tucker Ferguson, P.E., Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones (Proxy for Commissioner Clara Beckett), Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Josh Schroeder, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: None

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:06:20

## **7. Discussion and Take Appropriate Action on Federal Transit Administration (FTA) Section 5310 Project Selection Criteria**

The Chair recognized Mr. Ryan Collins, Short-Range Planning Manager who provided a brief overview of the FTA Section 5310 Program. Mr. Collins reported that staff received a request last year from the Board to revisit the project selection criteria and project selection process for the FTA Section 5310 Program. A brief overview of the updated project selection process followed. The updated project selection process was presented to the Technical Advisory Committee (TAC) and Transportation Policy Board for review and feedback. Mr. Collins briefly discussed the feedback received from the TAC and the recommended changes. The presentation was concluded with a request for approval of the FTA Section 5310 project selection criteria.

The Chair entertained a motion for approval of the FTA Section 5310 Project Selection Criteria.

Judge James Oakley moved for approval of the FTA Section 5310 Project Selection Criteria.

Council Member Rudy Metayer seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Judge Andy Brown, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Council Member Paige Ellis (Proxy for Council Member Jimmy Flannigan), Mr. Tucker Ferguson, P.E., Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones (Proxy for Commissioner Clara Beckett), Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Josh Schroeder, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: None

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:13:25

#### **8. Discussion and Take Appropriate Action on 2021 Transportation Alternative Set-Aside (TASA) Program Project Call and Funding of Eligible Deferred Projects**

The Chair recognized Mr. Ryan Collins who provided a brief overview of the TASA Program and funding. Mr. Collins informed the Board that approximately \$10 million is anticipated in TASA funding of which staff is proposing a FY 2023-2026 Project Call. Mr. Collins reported that the project selection process approved in late 2017 will be used for the proposed Project Call and added that there is a time limit for allocation of the TASA funding award.

Mr. Collins provided a brief overview of the process for the refunding of deferred projects and recommended a refund for the Travis County Project, Blake Manor Shared Use Path. Mr. Collins noted that additional projects may be brought forward for refunding through the proposed FY 2023-2026 TASA Project Call. The presentation concluded with a request for approval to move forward with a FY 2023-2026 TASA Project Call and the refunding of the Blake Manor Shared Use Path Project with accompanying Resolution 2021-1-8.

Commissioner Jeffery Travillion moved for approval to move forward with a FY 2023-2026 TASA Project Call and the refunding of the Blake Manor Shared Use Path Project with accompanying Resolution 2021-1-8

Commissioner Mark Jones seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Judge Andy Brown, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Council Member Paige Ellis (Proxy for Council Member Jimmy Flannigan), Mr. Tucker Ferguson, P.E., Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones (Proxy for Commissioner Clara Beckett), Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Josh Schroeder, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: None

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:25:04

## **9. Discussion and Take Appropriate Action on Amendments to Transportation Policy Board Bylaws**

The Chair informed the Board that the agenda item was originally presented to the Executive Committee in October 2020 and later to the Board for discussion at its November meeting. The Chair noted that this item was not presented for discussion in December and was deferred to the January meeting at the Board's request.

Subsequent bylaws changes provided by Vice Chair Ann Kitchen were transmitted to the Board on Friday, January 8, 2021. The Chair announced that the Board was not given sufficient time to review the bylaws changes provided by Vice Chair Ann Kitchen and pulled this item from the agenda. The Chair appointed a subcommittee which consisted of Council Member Rudy Metayer, Vice Chair Kitchen, Commissioner Mark Jones, and Judge James Oakley tasked with addressing only the bylaws changes that relate to the Election of Officers and composition of the Executive Committee.

The Chair proposed that the Board address clean-up and non-controversial items in the bylaws at the next meeting. The Chair also requested that the subcommittee confirm the areas of scope as assigned, review the proposed changes, layout the goals of the subcommittee, and present recommendations to the Board when it can do so. The Chair concluded with confirmation that this item was being pulled from the agenda.

Questions and comments of opposition followed in response to the Chair's announcement and action to pull this item from the agenda.

At the Board's request, Mr. Tim Tuggey, CAMPO Legal Counsel referred to the current Transportation Policy Board bylaws and provided clarity on the Chair's action to pull this item from the agenda.

Following detailed discussion and comments by the Board, Mayor Jane Hughson made a motion for postponement of the discussion and appropriate action on amendments to the Transportation Policy Board bylaws with further review and discussion of the following items by the Bylaws Subcommittee (Council Member Rudy Metayer, Vice Chair Kitchen, Commissioner Mark Jones, and Judge James Oakley), as appointed by the Chair: 1) the original proposed changes, 2) changes specifically related to the election of officers and composition of the Executive Committee, 3) subsequent changes provided by Vice Chair Kitchen, and 4) meeting agendas;

Judge James Oakley seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Judge Andy Brown, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Council Member Paige Ellis (Proxy for Council Member Jimmy Flannigan), Mr. Tucker Ferguson, P.E., Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones (Proxy for Commissioner Clara Beckett), Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Josh Schroeder, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: None

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 00:32:18

#### **10. Discussion and Take Appropriate Action on TxDOT's Unified Transportation Program (UTP)**

The Chair recognized Ms. Heather Ashley-Nguyen, P.E. of the TxDOT Austin District who provided a brief overview of the development process for TxDOT's UTP. Ms. Ashley-Nguyen also highlighted the timeline and project selection for the 2022 UTP. Ms. Ashley-Nguyen concluded the presentation with the TxDOT District's recommended and draft list of CAMPO deferred projects for consideration to be refunded with Category 2M funds.

The Chair moved for acceptance of the draft list of CAMPO deferred projects for Category 2M funding, as presented.

Judge James Oakley seconded the motion.

Ayes: Commissioner Cynthia Long, Council Member Ann Kitchen, Mayor Steve Adler, Council Member Alison Alter, Judge Andy Brown, Council Member Marci Cannon (Proxy for Mayor Troy Hill), Council Member Paige Ellis (Proxy for Council Member Jimmy Flannigan), Mr. Tucker Ferguson, P.E., Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones (Proxy for Commissioner Clara Beckett), Council Member Rudy Metayer, Mr. Terry Mitchell, Mayor Craig Morgan, Judge James Oakley, Mayor Josh Schroeder, Commissioner Brigid Shea, Commissioner Edward Theriot, Commissioner Jeffrey Travillion, and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: None

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 01:14:35



### **11. Discussion on the Prioritization Process for Deferred Projects**

The Chair recognized Mr. Ryan Collins who briefly highlighted the (4) four key components of the draft prioritization process and summarized the draft process for prioritizing projects that were deferred in June 2020 for the IH-35 Project.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 01:32:23

### **12. Discussion on CAMPO's Transportation Development Credit (TDC) Policy**

The Chair recognized Mr. Ryan Collins who continued discussion with a detailed overview on TDCs. Mr. Collins also highlighted and discussed CAMPO's current TDC policy and application process. The presentation was concluded with staff's recommendations not to make changes to CAMPO's current TDC Policy and administrative process.

Mr. Tim Tuggey, CAMPO Legal Counsel later informed the Board that he conducted a legal review of the current TDC policy for state and federal compliance. Mr. Tuggey reported that the findings of his review confirmed that CAMPO is in compliance of state and federal requirements.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 01:56:44

### **13. Executive Director's Report on Transportation Planning Activities**

The Chair recognized Mr. Ashby Johnson, CAMPO Executive Director who reported that \$10 billion was approved for apportionment across the United States for Transportation, as a result of the COVID Relief Act. Mr. Johnson further reported that the funds will be treated much like the Surface Transportation Block Grant (STBG) funding or Category 7 funding. Mr. Johnson noted that the funding amount for this region will be provided to the Board as soon as the information is released.

Mr. Johnson also reported that a calendar which outlines CAMPO's state and federally required processes and planning activities for the year will be provided as part of the February Board agenda.

Mr. Johnson also welcomed new Board members in attendance and reported that new member video briefings will be scheduled with each of them.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 02:20:32

### **14. Announcements**

The Chair informed the Board that she introduced a concept to the Austin Area Research Organization (AARO) for having a Business Advisory Group to CAMPO. The Chair reported that the group would solely be comprised of members from the business community. The Chair concluded that AARO is working on a proposal for this concept that will be presented to the Board for review when completed.

The Chair announced that the next Technical Advisory Committee Meeting will be held on January 25, 2021 at 2:00 p.m. and the next Transportation Policy Board Meeting will be held on February 8, 2021 at 2:00 p.m. The Chair welcomed new Board members in attendance and informed them that she will be reaching out to them individually to formally welcome them.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 02:26:34

## **15. Adjournment**

The January 11, 2021 meeting of the Transportation Policy Board was adjourned at 4:32 p.m.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/111622>. Start Video at 02:29:23



Date: February 8, 2021  
 Continued From: N/A  
 Action Requested: Approval

**To:** Transportation Policy Board  
**From:** Mr. Ryan Collins, Short-Range Planning Manager  
**Agenda Item:** 5  
**Subject:** Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation on Regional Transit Coordination Committee (RTCC) 5-Year Plan Update Contract

**RECOMMENDATION**

Staff requests the Transportation Policy Board authorize the CAMPO Executive Director to negotiate and execute a contract with the top ranked consultant firm to conduct the update of the Regionally Coordinated Transportation 5-Year Plan.

**PURPOSE AND EXECUTIVE SUMMARY**

On November 13, 2020, CAMPO issued a Request for Proposals (RFP) to solicit planning services to support the update of the Regionally Coordinated Transportation 5-Year Plan Update. The Regionally Coordinated 5-Year Plan provides the Regional Transit Coordination Committee (RTCC) guidance and ensures coordination of services between transportation organizations, health and human service agencies, and public and private transit providers. The contract is expected to be completed within eight months of the notice to proceed.

CAMPO has an established procurement process for the evaluation of proposals that provides a standardized and consistent methodology for evaluating and selecting consultants. This process is summarized below and detailed in full in Section I and II of the attached RFP.

Evaluation Summary	
Written Proposal Criteria	Available Points
Previous Experience	20
Understanding and Approach	25
Availability of Consultant	15
Project Management	20
Past Performance	10
Additional Services, Ideas, Innovation, and Projects	10
Interview Criteria	Available Points
Presentation	5
Response to Question 1	5
Response to Question 2	5
Response to Question 3	5
Response to Question 4	5
<b>Total Interview Points Available</b>	<b>25</b>

CAMPO received five response to the RFP. The evaluation committee evaluated the submissions according to the criteria above. Based on the scores of the written submittals, the evaluation committee invited three firms to participate in interviews, provide an oral presentation and answer project related questions. A summary of the scores and ranks is provided in the table below:

Firm Name	Score	Rank
Nelson Nygaard	97	1
The Goodman Corp.	85	2
KFH Group	83	3
Moore & Associates	68	4
SRF	59	5

**FINANCIAL IMPACT**

This contract will approve the use of up to \$94,456 in FTA 5304 funding awarded to CAMPO through a grant from TxDOT-PTN.

**BACKGROUND AND DISCUSSION**

The RTCC provides coordination support for transportation organizations, health and human service agencies, and other transit providers. This is accomplished in part through the development of a five-year comprehensive public transit-human services transportation plan, the Regionally Coordinated Transportation Plan, to ensure a network of transportation services across the capital region, which includes the CAMPO region as well as Llano, Lee, Fayette and Blanco counties.

**SUPPORTING DOCUMENTS**

**Attachment A – Request for Proposals (RFP) – TG-001**



# MEMORANDUM

November 13, 2020

To: Consultants  
From: Theresa Hernandez, Finance & Administration Manager  
Subject: Request for Proposals

The Capital Area Metropolitan Planning Organization (CAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals (RFP) for **Regionally Coordinated Transportation Planning 5 Year Plan Update**

**Electronic** proposals are due to CAMPO by 2:00 p.m. (CT), Friday, December 11, 2020.

Please submit any questions you may have in writing to the attention of **Todd Gibson** by e-mail to [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org), no later than 2:00 p.m. (CT), Friday, November 20, 2020. Responses will be posted on CAMPO’s website at [www.campotexas.org](http://www.campotexas.org) no later than 5:00 p.m. (CT), Tuesday, November 24, 2020.

**It is the proposers’ responsibility to visit CAMPO’s website for any updated information on this RFP.**

**Due to the ongoing COVID-19 pandemic, effective immediately, the Capital Area Metropolitan Planning Organization is no longer receiving physical hardcopies of proposals. The Capital Area Metropolitan Planning Organization will only solicit submissions of proposals via electronic means.**

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION  
REQUEST FOR PROPOSALS (RFP)  
SOLICITATION NO: TG-001**

**Service Description:** Regionally Coordinated Transportation Planning 5 Year Plan Update

**Date Issued:** November 13, 2020

**Pre-Proposal Conference:** November 17, 2020 at 2:00 p.m. (CST)

**WebEx Online.** Attendance options are provided below. Sign-in online is preferred via the Direct Meeting Link or through the WebEx website. Individuals using the Join by Phone option will be asked to identify themselves by the moderator.

**Direct Meeting Link:**

<https://campo.webex.com/campo/j.php?MTID=m886c634053d59b46f00ada6506652199>

**Website:** [www.webex.com](http://www.webex.com)

Meeting Number: 146 759 0251

Password: dUvKjt8MF55

**Join by phone:** +1-408-418-9388 (United States Toll)

Access code: 146 759 0251

**Questions Submittal:** Questions may be submitted to Todd Gibson via email at [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

Questions are due by 2:00 p.m. (CST) November 20,2020

Questions and responses will be posted by 5:00 p.m. (CST) on November 24, 2020

**Proposals Due:** December 11, 2020 by 2:00 p.m. (CST)

**Proposal Submission:** One electronic document (PDF) less than 10 MB emailed to [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

**Interview Date:** TBD

**Due to the ongoing COVID-19 pandemic, effective immediately, the Capital Area Metropolitan Planning Organization is no longer receiving physical hardcopies of proposals. The Capital Area Metropolitan Planning Organization will only solicit submissions of proposals via electronic means.**

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OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Date

Email address: \_\_\_\_\_

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**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED\*\*\***

## 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 this 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. Scope of Services**

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 will be welcomed. This RFP will be available on CAMPO's website at <https://www.campotexas.org/requests-proposals-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.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the MPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager, at [theresa.hernandez@campotexas.org](mailto:theresa.hernandez@campotexas.org)



**SECTION I**  
**SUBMISSION CONTENTS AND SPECIFICATIONS**

Submissions should include the following:

**A. Introductory Letter and Executive Summary**

An 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 also include the primary contact name, telephone number, and email address for the responding agency.

**B. Project Work Program**

The consultant should detail their understanding of the project and 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 twelve (12) months 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 key 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 2010. 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 and design services. References should include the contact name, title, agency, email, phone number, and project name.

**F. Budget**

CAMPO has established a cost ceiling for the requested services not to exceed **\$94,456.00** for the initial 12-month term of the contract. An estimated budget shall 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**

The Capital Area Metropolitan Planning Organization (CAMPO), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 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 shall state whether there is a potential conflict of interest and be cognizant of the requirement for executing a Debarment Certification stating that the firm has 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.

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.

#### **J. Special Provisions relating to Local Government Officers\***

At the time a proposal is submitted, a prospective consultant must disclose whether an owner (in whole or part), officer or employee of the prospective consultant is a local government officer of a political subdivision that (a) conducts business with CAMPO and (b) is located within CAMPO's geographic boundaries.

#### **K. Specific Disclosure, related Certification & Policy Board Review \***

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's disclosure and certification described above. In the event that the Transportation Policy Board

determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

\*For purposes of this provision, "local government officer" has the definition established by Section 176.001{4} of the Local Government Code.

## **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. 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. (20 points);
- Understanding and Approach – The responding consultant team must present their overall understanding and familiarity of the project and their proposed approach, clarifying and detailing all tasks involved in the project. Any work on similar type projects may be listed to validate this understanding. The proposal should also include a project timeline/schedule demonstrating completion of tasks within the allotted project timeframe. (25 points)
- 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, percentage of involvement, and probable completion dates. (15 points)
- Project Management – The responding consultant team should include individuals that have relevant and effective project management experience. This includes a strong project manager, if applicable, deputy project manager, and strong subconsultants. Strong proposals will demonstrate how each team member, including any subconsultants, will be utilized in relevant tasks. (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. (10 points)
- Additional Services, Ideas, Innovation 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. Based on scores of written submittals, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). 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

### **PURPOSE**

The Capital Area Metropolitan Planning Organization (CAMPO), seeks offers in response to this solicitation from firms qualified and experienced in planning to develop an update to the five-year public transit-human services transportation plan, also known as the Regionally Coordinated Transportation Plan, for the region. The Regionally Coordinated Transportation Plan provides the Regional Transit Coordination Committee (RTCC) guidance and ensures coordination of services between transportation organizations, health and human service agencies, and public and private transit providers. This update will plan for the period between January 2022 through December 2026.

### **BACKGROUND**

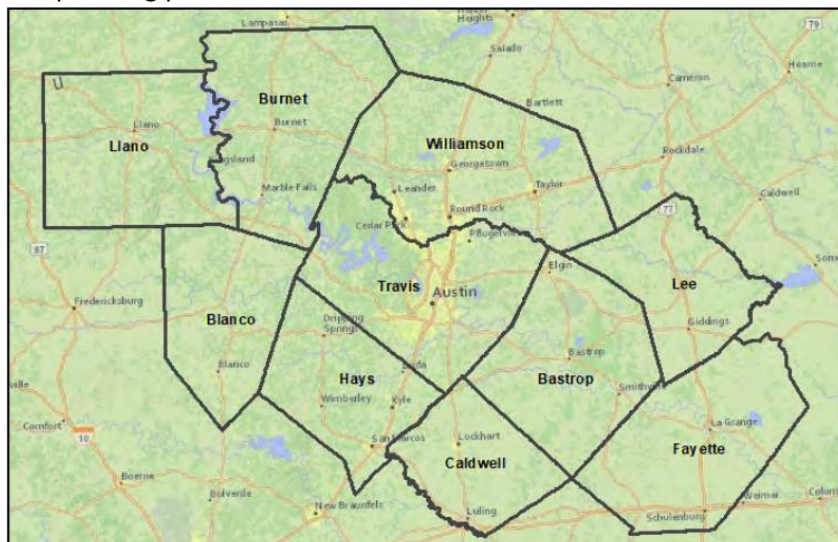
The Regional Transit Coordination Committee (RTCC) provides coordination support for transportation organizations, health and human service agencies, and other transit providers. This is accomplished in part through the development of a five-year comprehensive public transit-human services transportation plan, the Regionally Coordinated Transportation Plan, to ensure a network of transportation services to effectively and efficiently get people where they need to go. Once the five-year plan is developed and adopted by stakeholders, CAMPO will disseminate and implement it throughout the region.

### **SCOPE OF WORK SUMMARY**

The primary objective of this scope is to produce an updated Regionally Coordinated Transportation Plan to serve the region for the next five years, however the scope of work is segregated into five separate tasks each with their distinct deliverables including those for project management, public outreach activities, and the three interrelated planning products to be produced. Applicants are strongly encouraged to review the current [Regionally Coordinated Transportation Plan](#), as well as the [additional resources](#) provide by the Texas Department of Transportation

### **STUDY AREA**

The Plan area includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties. Consideration should be given to any relevant transportation services outside of the region as identified through the planning process.



### **TIMELINE**

The project timeline is expected to be 12 months from the notice to proceed.

## **TASK 1: PROGRAM ADMINISTRATION AND 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**

Outlines 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**

Documents 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.

**Task 1 Deliverables**

The consultant shall produce all materials related to the project management. Materials to be produced include:

- Project management plan (draft and final)
- Quality assurance and quality control plan (draft and final)
- Program schedule
- Monthly invoices
- Monthly progress reports
- Meeting summaries
- Action tracking log
- Indexed project file (electronic)

## **TASK 2: OUTREACH AND ENGAGEMENT**

A thorough and robust stakeholder and public outreach program is required to ensure the efficacy of this plan update. Outreach and engagement will be led by CAMPO with support from the consultant. Outreach and engagement tasks will include:

### **Stakeholder Outreach**

The Regional Transit Coordinating Committee (RTCC) will serve as the steering committee for this plan and additional stakeholders will be identified and included in the outreach program for this plan. The consultant will create and maintain a stakeholder outreach database, including contact information of persons and organizations. The consultant will support CAMPO and CAPCOG in stakeholder meetings, interviews, surveys, and other outreach activities.

### **Provider Outreach**

Providers such as human services agencies, transit agencies, and private transportation providers will be engaged throughout the planning process to offer input on existing conditions, future needs, and opportunities. Individual and small group meetings, interviews, and surveys will be done remotely and used as a way to gather feedback from these entities. The consultant will support these meetings with scheduling and taking and compiling interview notes, survey results, and meeting and survey summaries.

### **Transit Dependent and Underserved Populations Outreach**

Community outreach will focus specifically on transportation providers current and potential clients, and include underserved populations such as seniors, persons with disabilities, veterans, and those with limited English proficiency.

### **Public Input and Comment Periods**

Two rounds of public input and commenting will be held to solicit public feedback. Due to the COVID-19 pandemic, public input opportunities will be available online and through non-virtual methods such as mail and phone. The consultant team will collaborate with the project manager to provide public input support including, but not limited to, external communication about the plan and input opportunities, exhibits for public input, and public comment tracking, logging, and responses. Throughout the project if CAMPO determines there is a need for public outreach materials to be advertised or produced in languages other than English and Spanish, the consultant will produce print and electronic materials in the languages prevalent in the target areas.

### **Public Input Material and Support**

The consultant will be responsible for supporting CAMPO with public input material and logistics to include designing and printing advertising, direct mailers, surveys and other collateral material, postage, placing social media ads, fielding requests for mailed material and phone meetings, and Spanish language and other necessary translations and interpretations via phone.

### **Task 2 Deliverables**

The consultant shall provide services and produce outreach materials as follows:

- Stakeholder Database to include contact name, email, phone number, organization, and other relevant information as identified by the project manager
- Designing and printing public input material to include direct mailers, newspaper ads, yard signs, flyers, and other public comment period advertisements.



- Survey/Questionnaire creation, printing, distributing, and retrieving paper surveys, and compiling survey results and summaries.
- Public comment logging, tracking, and responses.
- Social media, newspaper, and newsletter ad placement.
- Stakeholder and public meeting support to include note taking, sign in sheets and gathering contact information for database, and other logistics support.
- Written translations of outreach materials (English, Spanish) and Spanish speaking staff to assist with phone calls, as needed.

### **TASK 3: INVENTORY OF TRANSPORTATION RESOURCES**

The consultant shall collect, review, and investigate all relevant information to build a comprehensive inventory of relevant transportation resources in the region including transportation providers that offer public fixed-route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others. This report shall include the following:

- A description of the methodology used to conduct this inventory.
- Observations, findings, and conclusions.
- Recommendations concerning the Regional Coordinated Transportation Plan
- Appendices including data collection forms, assessment documents as applicable, minutes, sign-sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this inventory and report.

#### **Task 3 Deliverables**

The consultant shall produce a report (drafts and final) for the inventory of transportation resources with all of the required elements and supporting materials.

#### **TASK 4: COMPREHENSIVE NEEDS ASSESSMENT**

The consultant shall develop a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This report shall include:

- A detailed description of the methodology used to conduct this needs assessment concerning the public's transportation needs.
- Observations/findings/conclusions, concerning unmet needs and inefficiencies such as overlaps and gaps in services.
- A discussion of recommendations and implications concerning the public transit-human services transportation plan.
- Appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 or older, persons with low incomes and representative of these priority population groups who participated in the development and approval of this comprehensive needs assessment and report.

#### **Task 4 Deliverables**

The consultant shall produce a report (drafts and final) for the comprehensive needs assessment with all of the required elements and supporting materials.

## **TASK 5: DEVELOPMENT OF THE 5-YEAR REGIONALLY COORDINATED TRANSPORTATION PLAN**

The consultant shall develop the updated 5-year Regional Coordinated Transportation Plan. The updated plan will include the deliverables from Task 3 and 4 as well as additional information produced specifically for the plan update deliverable. The required outline of the plan is provided below (the entire outline with additional information and data requirements is attached):

- 1. Executive Summary**
- 2. Introduction:** This section shall include a general description of the background and purpose of this five-year plan and the methodology used to develop it including a description of how the development and approval process engaged priority populations including individuals with disabilities and individuals 65 and older.
- 3. Transportation Resources in the Region:** This section shall include a list and narrative description of transportation providers and planning agencies in the region (This section will incorporate information from Task 3).
- 4. Comprehensive Assessment of the Public's Unmet Transportation Needs, Assessment of Overlaps, and Gaps in Delivery of Transportation Services and Gap Analysis:** This section shall be based on a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment (This section will incorporate information from Task 4).
- 5. Planning for Comprehensive Services:** This section shall describe how this five-year plan integrates services of various programs
- 6. Integrated Planning Processes:** This section shall describe how this five-year public transit-human services transportation plan will align or integrate with other metropolitan, rural, and statewide transportation plans, as appropriate.
- 7. Vision, Mission, Goals and Objectives:** This section shall include vision and mission statements as well as clearly articulated goals and objectives for achieving the goals.
- 8. Sustain Planning and Implement Plan:** This section shall describe the planning region's capacity to sustain regional transportation planning activities and to implement or "work the plan" once it is developed and approved.
- 9. Performance Measures to Evaluate Effectiveness:** This section shall list and describe specific, locally-determined and statewide performance metrics that objectively measure the extent to which each priority was met or gap filled and how the lead agency will collect, maintain and assess this data.
- 10. Appendices:** Support documentation including minutes, sign-in sheets and other documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this five-year plan.

### **Task 5 Deliverables**

The consultant shall produce the updated 5-year Regional Coordinated Transportation Plan that includes all of the required elements (draft and final).

**ATTACHMENT**

REGIONALLY COORDINATED TRANSPORTATION PLAN - TABLE OF CONTENTS

**EXECUTIVE SUMMARY**

**I. INTRODUCTION**

This section shall include a general description of the background and purpose of this five-year plan and the methodology used to develop it including a description of how the development and approval process engaged priority populations including individuals with disabilities and individuals 65 and older.

**II. TRANSPORTATION RESOURCES IN THE REGION**

This section shall include a list and narrative description of:

- Transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others. By August 31, 2015, the Public Transportation Division, under contract with the Texas A & M Transportation Institute (TTI), will update the 2013 provider inventory. TTI will obtain information directly from recipients of funding from the Federal Transit Administration (FTA). **Lead agencies shall survey non-FTA recipients for inclusion in the inventory.**
- All agencies responsible for transportation planning in the region.

**III. COMPREHENSIVE ASSESSMENT OF THE PUBLIC'S UNMET TRANSPORTATION NEEDS, ASSESSMENT OF OVERLAPS & GAPS IN THE DELIVERY OF TRANSPORTATION SERVICES & GAP ANALYSIS**

This section shall be based on a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This section shall include:

- Geographic data
- Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
- A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
- Assessment of transportation overlaps and gaps in services including unmet transportation needs of individuals with disabilities, individuals 65 and older, people with low incomes, individuals with limited English proficiency, children, veterans, people lacking transportation to and from employment and other members of the public.
- A description of the research methodology, observations/findings and recommendations.
- Research instruments.

**IV. PLANNING FOR COMPREHENSIVE SERVICES**

This section shall describe how this five-year plan integrates services of various programs including:

- Section 5310 (Enhanced Mobility of Seniors and Individuals and Individuals with Disabilities) program and other FTA-funded programs
- Health and human services programs
- Work force programs

## Attachment C

- Other

### **V. INTEGRATED PLANNING PROCESSES**

This section shall describe how this five-year public transit-human services transportation plan will align or integrate with other metropolitan, rural, and statewide transportation plans, as appropriate. This section shall include a:

- Comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in the planning region such as those led by metropolitan planning organizations (MPOs), rural planning organizations (RPOs), other transportation agencies, work force agencies, health and human services agencies, and others.
- Explanation of how these plans are or will be integrated.

### **VI. VISION, MISSION, GOALS AND OBJECTIVES**

This section shall include vision and mission statements as well as clearly articulated goal(s) and objectives for achieving the goal(s). Lead agencies shall determine the vision and mission statements, goals and objectives using a deliberative process actively involving the steering committee and other stakeholders including riders and potential riders. Lead agencies and other stakeholders shall collaboratively prioritize objectives (identifying those that are short- or long-term) and address implementation based on time, resources and feasibility.

### **VII. SUSTAIN PLANNING & IMPLEMENT PLAN**

This section shall describe the planning region's capacity to sustain regional transportation planning activities and to implement or "work the plan" once it is developed and approved. This shall include a description of:

- Organizational infrastructure, staff capacity, and plans for leveraging resources to conduct and pay for activities and projects to achieve identified priorities;
- How the lead agency will regularly and meaningfully engage regional stakeholders including individuals with disabilities, individuals 65 and older, people with low incomes, veterans, advocates for children, and other members of the public;

### **VIII. PERFORMANCE MEASURES TO EVALUATE EFFECTIVENESS**

This section shall list and describe specific, locally-determined metrics for each identified gap in transportation service (or for each priority identified in the plan). Each metric shall objectively measure the extent to which each priority was met or gap filled. This section shall describe how the lead agency will collect, maintain and assess this data

In addition, this section shall describe how the lead agency will collect, maintain and provide data on statewide performance measures to the Texas Department of Transportation which will collect common data elements statewide. The statewide performance metrics are listed on page 21 of the Regionally Coordinated Transportation Planning Guidebook.



**Date:** February 8, 2021  
**Continued From:** January 11, 2021  
**Action Requested:** Action

**To:** Transportation Policy Board  
**From:** Mr. Ryan Collins, Short-Range Planning Manager  
**Agenda Item:** 6  
**Subject:** Discussion and Take Appropriate Action on Prioritization Process for Category 7 Deferred Projects

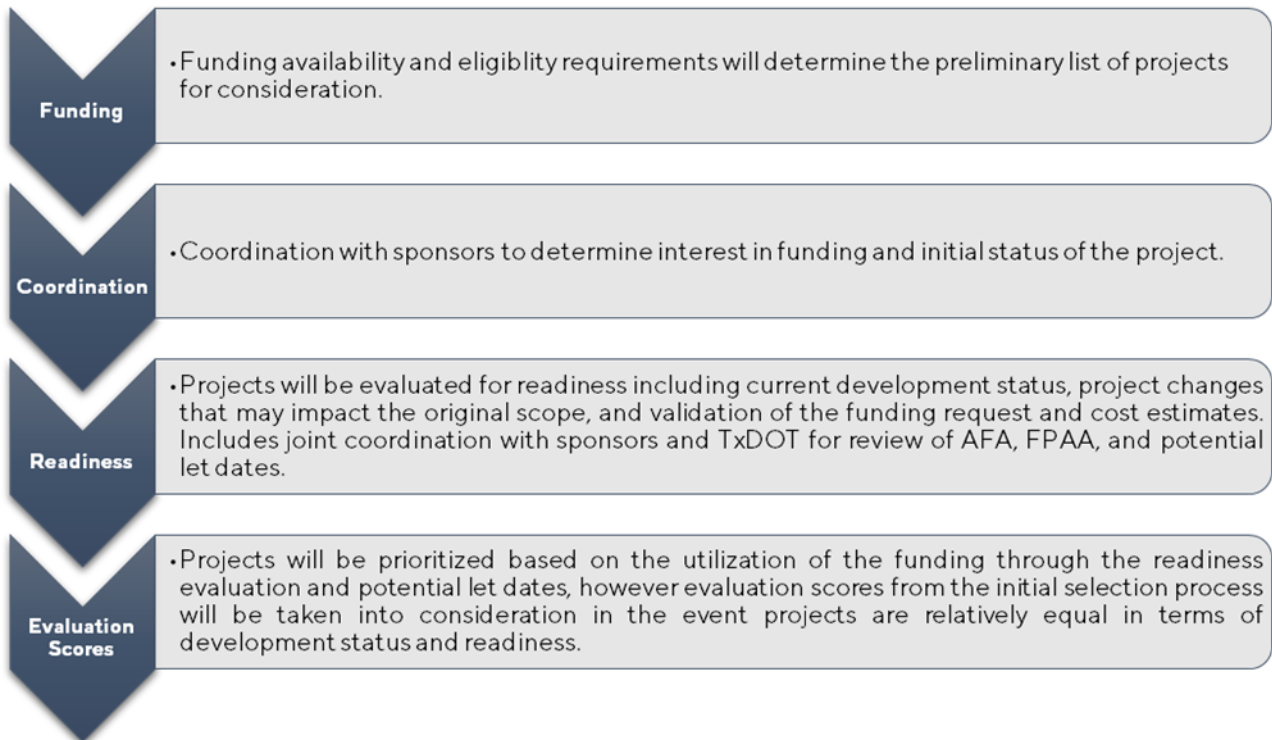
**RECOMMENDATION**

Staff is recommending the Transportation Policy Board (TPB) approve the prioritization process for Surface Transportation Block Grant (Category 7) deferred projects.

**PURPOSE AND EXECUTIVE SUMMARY**

On June 8, 2020, the TPB approved a selection of Category 7 projects to be deferred in support of the IH-35 Capital Express project. Upon approval of the projects to defer, the TPB formally endorsed the prioritization of these deferred projects for funding when additional sources become available. To facilitate the prioritization and refunding, staff has developed a process for TPB consideration to evaluate and select projects from the deferral list to be refunded as additional funding becomes available.

The process developed focuses on project readiness and prioritizes projects that are most ready to use the available federal funding; the process only uses the project scores and ranking to differentiate between similarly ready projects. The process also considers potential changes that may have occurred both with the sponsor and individual projects as a result of the deferral and passage of time. The process is summarized below:





Readiness will assess projects based on the [project development process](#) and the resulting schedule for utilizing the federal funding. Similar to the [2019-2022 project call](#) readiness evaluation, it is important to ensure that projects are able to utilize the funding in a timely manner and that the projects have completed all of the necessary steps in order for the federal funding to be obligated. Because Surface Transportation Block Grant (STBG) funding is allocated to the region each federal fiscal year, projects will be grouped on anticipated fiscal year of obligation which is determined by the readiness evaluation and letting schedule determined by TxDOT. Projects that are ready to be obligated in the same fiscal year will be prioritized based on the evaluation score.

### **FINANCIAL IMPACT**

This process will impact future STBG funding availability and disbursement until the deferred projects have been refunded or withdrawn from consideration.

### **BACKGROUND AND DISCUSSION**

On June 8, 2020, the TPB approved a selection of STBG, Category 7 projects to be deferred in support of the IH-35 Capital Express project. Upon approval of the projects to defer, the TPB formally endorsed the prioritization of these deferred projects for funding when additional sources become available.

### **SUPPORTING DOCUMENTS**

**Attachment A** – *Category 7 Deferral List*

## Capital Area Metropolitan Planning Organization – Category 7 Deferred Project List

Status	Status Notes	CSJ	Sponsor	County	Project Name	Limits (From)	Limits (To)	Description	Funding Authorization	Evaluation Score	
Withdrawn	Funded with planning funds (PL).	N/A	CAMPO	Regional	Regional Transportation Demand Management (TDM) Study	VA	VA	Development of regional TDM implementation strategies	\$375,000.00	N/A	
Defer		0914-33-082	CAMPO	Hays	Garlic Creek Parkway	NA	NA	Corridor and connectivity analysis	\$350,000.00	N/A	
Defer		0914-33-081	CAMPO	Hays	FM 1626/RM 957 Intersection	NA	NA	Land use and transportation nodal analysis	\$200,000.00	N/A	
Defer		0914-33-083	CAMPO	Hays	US 290/RM 12 & Mercer District	NA	NA	Land use, corridor and node analysis	\$450,000.00	N/A	
Withdrawn	Project has moved forward with other funding sources.	0151-09-148	CTRMA/TxDOT	Travis	Colorado River Scenic Byway Project (US 183)	At Colorado River		Construct a bicycle and pedestrian path	\$4,550,000.00	N/A	
Defer		0914-04-323	City of Austin	Travis	Vehicle Detection	VA	VA	Procure and install vehicle detection at 400 signalized intersections	\$11,200,000.00	97.3	
Defer		0914-04-324	City of Austin	Travis	Traffic Monitoring System	VA	VA	Expand the Traffic Monitoring System including 275 CCTV cameras and video management system	\$1,400,000.00	87.6	
Defer		0366-01-077	TxDOT	Hays	SH 123	DeZavalla Dr	IH 35	Construct sidewalks	\$875,000.00	86.6	
Defer		0914-04-321	Capital Metro	Travis	North Lamar/Airport Blvd	N. Lamar	Airport Blvd	Grade separation of Metrorail Red Line and N. Lamar Blvd.	\$5,872,181.25	82.85	
Defer		0914-04-325	City of Austin	Travis	Emergency/Transit Vehicle Signal Priority	VA	VA	Enhance the Advanced Transportation Management System (ATMS)	\$7,280,000.00	81.7	
Defer		1776-02-018	Hays County	Hays	FM 2001	IH 35	SH 21	Upgrade to a four-lane divided with new traffic signals and pedestrian improvements	\$7,260,000.00	81.4	
Defer		0683-01-100	TxDOT	Travis	RM 620	North of Hatch Road	Travis County Line	Reconstruct intersection to add overpass at Anderson Mill Road	\$15,000,000.00	77.2	
Defer		0683-02-079	TxDOT	Williamson	RM 620	Williamson County Line	North of Foundation Road	Reconstruct intersection to add overpass at Anderson Mill Road	\$10,000,000.00	77.2	
Refunded		Project was refunded on January 11, 2020 with TASA funding.	0914-04-273	Travis County	Travis	Blake Manor Shared Use Path	Travis County East Metro Park	Proposed Wildhorse Connector	Construct multi-use path	\$2,760,500.00	72
Defer			0914-04-243	City of Austin	Travis	Northern Walnut Creek Trail	Northern Walnut Creek Trail	West of Lamar Blvd. to IH 35	Construct bike/ped trail.	\$1,881,187.50	70.8
Defer			1754-01-024	TxDOT	Travis	RM 1826	Hays County Line	US 290	Reconstruct existing 2-ln roadway to a 4-ln divided roadway with bike and pedestrian path	\$5,400,000.00	70.7
Defer			0914-05-187	City of Georgetown	Williamson	North and South Austin Avenue Bridges	Morrow Street	2nd Street	Reconstruct the North and South Austin Avenue Bridges	\$1,623,967.00	66
Defer			0914-04-314	City of Austin	Travis	West Rundberg Lane	Metric Blvd.	Burnet Road	Extend current roadway as a four-lane major divided arterial with sidewalks, bike lanes, and new signalized intersection	\$11,000,000.00	62.7
Defer			0914-04-326	Travis County	Travis	Pearce Lane	Travis/Bastrop County Line	Kellam Road	Widen existing two-lane facility to a four-lane divided arterial with bike lanes and sidewalks	\$22,000,000.00	62.3
Defer			0914-05-194	City of Austin	Williamson	Lakeline Blvd	Parmer Lane	Lyndhurst Blvd	Add two additional travel lanes and upgrade bicycle facilities and sidewalks	\$17,125,000.00	61.2
Defer	0914-04-316		Travis County	Travis	Braker Lane North	Harris Branch Parkway	Samsung Blvd.	Widen current and extend roadway as a four-lane divided roadway with bicycle and pedestrian facilities	\$14,671,250.00	57.4	
Defer	0914-33-900		Hays County	Hays	Lime Kiln Road	Hilliard Road	Post Road	Realignment and intersection improvements	\$5,222,500.00	56.1	
Defer	0914-05-197		City of Cedar Park	Williamson	New Hope Dr.	CR 175/Sam Bass Rd.	Ronald Reagan Blvd.	Widen and extend as a new four-lane divided roadway with bicycle and pedestrian facilities	\$12,403,200.00	49.6	
Defer	0285-03-059		Hays County	Hays	RM 12	.13 Miles North of RM 3237	.12 Miles South of RM 3237	Add turn lanes and pedestrian crossings	\$250,000.00	44.0	
Defer	0805-04-030		Hays County	Hays	RM 3237	RM 12	.22 Miles East of RM 12	Add turn lanes and pedestrian crossings	\$250,000.00	44.0	



**Date:** February 8, 2021  
**Continued From:** N/A  
**Action Requested:** Information

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**To:** Transportation Policy Board  
**From:** Mr. Ryan Collins, Short-Range Planning Manager  
**Agenda Item:** 7  
**Subject:** Discussion on Performance Measure Target Updates

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### **RECOMMENDATION**

None. This item is for information purposes only.

### **PURPOSE AND EXECUTIVE SUMMARY**

The use of a performance-based transportation planning process is required by the federal government in the development of the Transportation Improvement Program (TIP) and long-range Metropolitan Transportation Plan (MTP). Part of the performance-based planning process requires the adoption of performance targets in key areas by the effective date set by the FHWA's Final Rulemaking. By these rulemakings, CAMPO has adopted performance measure targets for Safety (PM1), Pavement and Bridge Conditions (PM2), System Performance and Freight Performance Measures (PM3) for on-system facilities as well as Transit Asset Management (TAM).

As required, the Transportation Policy Board must adopt or reaffirm performance targets for PM1 and TAM on an annual basis. In addition to these annual targets, TxDOT has updated their targets for PM2 and PM3. The Federal Transit Administration (FTA) has also completed its rulemaking process for a new requirement, the Public Transportation Agency Safety Plan (PTASP) which includes transit safety targets that must be adopted by the MPO. A summary of the performance measures can be found the draft 2021 Performance Measure Report.

### **FINANCIAL IMPACT**

None.

### **BACKGROUND AND DISCUSSION**

In order to provide more transparency in the selection and prioritization of transportation projects, federal legislation beginning with the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continuing to the current Fixing America's Surface Transportation Act (FAST Act), now stipulate that a performance measurement framework must be used in the development of the TIP and MTP.

The United States Department of Transportation (USDOT) has been developing rules for the implementation of these performance measures. Within one year of the effective dates of the final rules from USDOT, state departments of transportation (DOT) must set performance targets for each performance area. Following state department of transportation target-setting, MPOs must set their own targets or agree with those set by the state DOT. Some performance measures are required to be updated on an annual basis.

### **SUPPORTING DOCUMENTS**

**Attachment A – 2021 Performance Measure Report (Draft)**

# Performance Measure Report

(Draft)

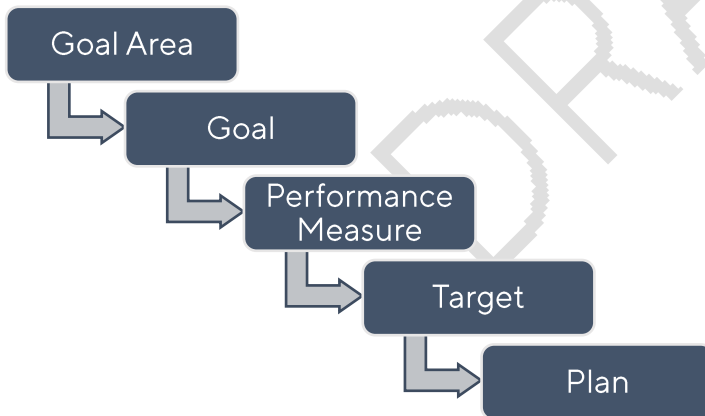
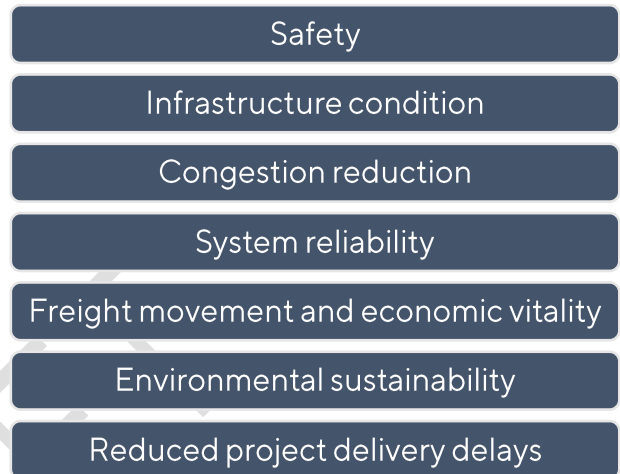
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## Background

In order to provide more transparency in the selection and prioritization of transportation projects, federal legislation beginning with the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continuing to the current Fixing America's Surface Transportation Act (FAST Act), now stipulate that a performance measurement framework must be used in the development of the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP).

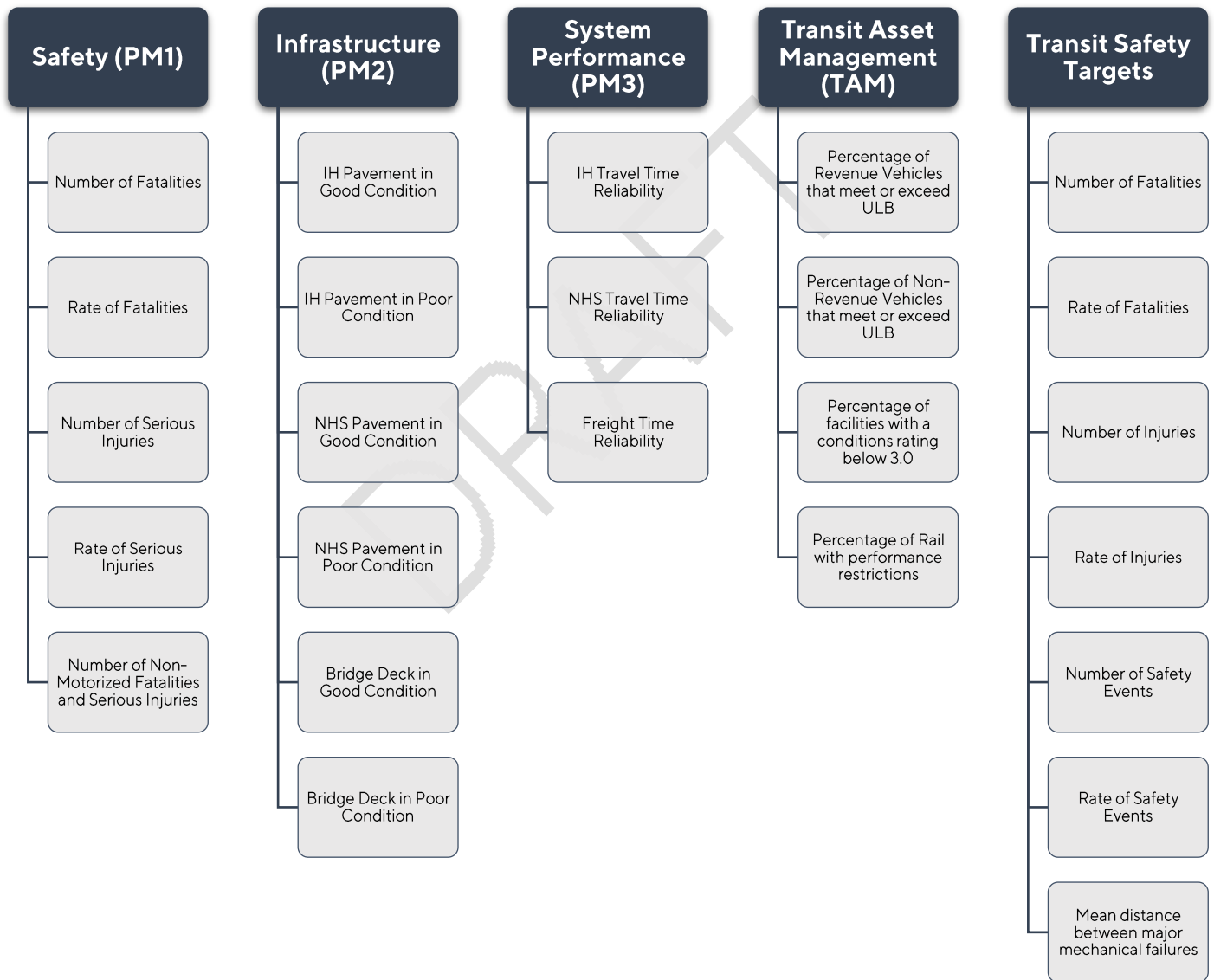
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Transportation performance management is an iterative process that helps guide the planning process by providing directional goals for the plans and programs, but also provides a feed-back mechanism in which to measure success. To achieve the federal goals, states and MPOs jointly develop performance measures and targets with which to guide the transportation development process.

## Summary

The use of a performance-based transportation planning process is required by the federal government in the development of the Transportation Improvement Program (TIP) and long-range Regional Transportation Plan (RTP). Part of the performance-based planning process requires the adoption of performance targets in key areas by the effective dates set by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Final Rulemaking. By these rulemakings, CAMPO must adopt performance measure targets for Safety (PM1), Pavement and Bridge Conditions (PM2), System Performance and Freight Performance Measures (PM3) for on-system facilities as well as Transit Asset Management (TAM) and Transit Safety.



## Safety Performance Measures (PM1)

The Transportation Policy Board currently supports the state’s efforts and has adopted the Safety targets set by the Texas Department of Transportation. The table below details the statewide safety numbers which are supported by the priorities of the Transportation Policy Board and project investment. Targets are set annually, both at the state and local level, and are adjusted based on the previous year’s safety information and policy changes.

Safety (PM1)	Current Target	New Target
Number of Fatalities	4,068	3,384
Rate of Fatalities	1.48	1.25
Number of Serious Injuries	18,602	18,835
Rate of Serious Injuries	6.56	6.51
Number of Non-Motorized Fatalities and Serious Injuries	2,477	2,560

The Texas Transportation Commission (TTC) adopted Minute Order 115481 in May of 2019, directing the Texas Department of Transportation (TxDOT) to work toward the goal of reducing the number of deaths on Texas roadways by half by the year 2035 and to zero by the year 2050. TxDOT has modified its performance measures and target calculations accordingly regarding the number of fatalities and rate of fatalities. The number of serious injuries, rate of serious injuries and number of non-motorized fatalities and serious injuries remains consistent with the previous target methodology that sets the targets at a two percent reduction of current data trends with a positive slope.

## Pavement and Bridge Conditions (PM2)

The Transportation Policy Board evaluates the general condition of the regional transportation system by establishing minimum condition standards and setting targets conditions for pavement and bridges. The Transportation Policy Board currently supports the state's efforts and has adopted the Pavement and Bridge Performance Measures (PM2) targets set by the Texas Department of Transportation.

Infrastructure (PM2)	Current Target	New Target
IH Pavement in Good Condition	66.4%	66.5%
IH Pavement in Poor Condition	.3%	.2%
NHS Pavement in Good Condition	52.3%	54.1%
NHS Pavement in Poor Condition	14.3%	14.2%
Bridge Deck in Good Condition	50.4%	50.4%
Bridge Deck in Poor Condition	0.8%	1.5%



## System and Freight Performance (PM3)

The Transportation Policy Board has prioritized addressing congestion in the region by establishing system performance measures and setting targets for travel time reliability. The Transportation Policy Board currently supports the state's efforts and adopted the System and Freight Performance targets set by the Texas Department of Transportation.

System Performance (PM3)	Current Target	New Target
IH Travel Time Reliability	56.6%	70.0%
NHS Travel Time Reliability	55.0%	70.0%
Freight Time Reliability	1.79%	1.76%

# Transit Asset Management (TAM)

Direct recipients of federal funds from the Federal Transit Agency (FTA), must comply with the FAST Act by adopting Transit Asset Management (TAM) performance measures and targets. These direct recipients, including Capital Metro and the City of Round Rock, must develop a Transit Asset Management (TAM) Plan with performance measure goals related to capital assets. In addition to the plan, the transit agencies must set annual performance measure targets for asset classes that they manage. The region’s targets are derived by averaging the TAM targets set by the direct recipients of the region.

Transit Asset Management (TAM)	Current Target	New Target*
Percentage of Revenue Vehicles that meet or exceed ULB	2.3%	<15%
Percentage of Non- Revenue Vehicles that meet or exceed ULB	28.3%	<15%
Percentage of facilities with a conditions rating below 3.0	0%	<15%
Percentage of Rail with performance restrictions	1%	-

\*Transit Asset Management (TAM) targets for 2021 are updated upon receipt. The City of Round Rock has completed their TAM plan which has adopted the states targets of less than or equal to 15%. Capital Metro’s TAM targets will be added to this report to produce a regional average upon receipt.

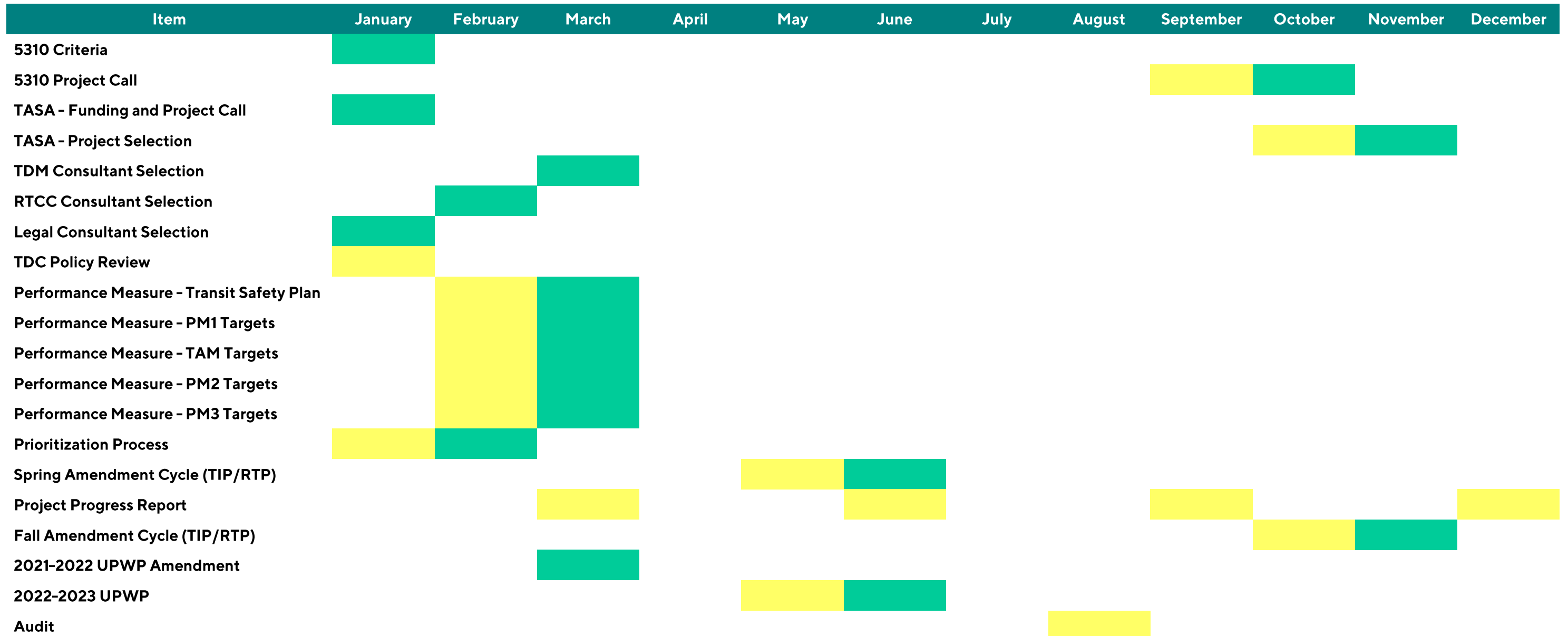
## Transit Safety Targets

Direct recipients of 5307 federal funding from the Federal Transit Agency (FTA), must comply with the federal regulations by adopting a Public Transportation Agency Safety Plan (PTASP) which includes transit safety targets that must be adopted by the MPO. These direct recipients, including Capital Metro, the City of Round Rock and the City of San Marcos.

Transit Safety Targets	Transit Safety Targets*
Number of Fatalities	-
Rate of Fatalities	-
Number of Injuries	-
Rate of Injuries	0.35
Number of Safety Events	-
Rate of Safety Events	0.195
Mean distance between major mechanical failures	26,105.26

\*Transit safety targets are averaged between the transit agencies. The figures above represent the average of the City of San Marcos and the City of Round Rock. Capital Metro's safety targets will be added to the average upon receipt.

## Transportation Policy Board – 2021 Schedule



<b>Graph Key</b>
<b>Action Item</b>
<b>Information Item</b>

\*Schedule is subject to change