



TRANSPORTATION POLICY BOARD MEETING

Monday, March 8, 2021

2:00 p.m.

Livestream at www.campotexas.org

AGENDA

(Updated March 5, 2021: Agenda and Background information for Items 6, 9, and 10)

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 or call 512-215-9351 by 1:00 p.m., Monday, March 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.
4. [Report from the Technical Advisory Committee \(TAC\) Chair](#) Mr. Mike Hodge
Mr. Hodge will provide an overview of TAC discussion items and recommendations to the Transportation Policy Board.

ACTION:

THE PUBLIC IS INVITED TO COMMENT ON ITEM 5-8 IN THE SECTION BELOW. INDIVIDUALS WISHING TO SPEAK MUST CONTACT THE CAMPO OFFICE VIA EMAIL AT TPBCOMMENTS@CAMPOTEXAS.ORG OR CALL 512-215-9351 BY 1:00 P.M., MONDAY, MARCH 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.

5. [Discussion and Take Appropriate Action on February 8, 2021 Meeting Minutes](#)
.....Commissioner Cynthia Long, Chair
Chair Long will request Transportation Policy Board approval of the February 8, 2021 meeting minutes.
6. [Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation on Transportation Demand Management \(TDM\) Contract](#)
.....Mr. Nirav Ved, CAMPO
Mr. Ved will request Transportation Policy Board authorization for the Executive Director to begin negotiations with the top-ranked firm for the TDM Contract.
7. [Discussion and Take Appropriate Action on Federal Performance Measure Targets](#)
.....Mr. Ryan Collins, CAMPO
Mr. Collins will request Transportation Policy Board approval of the annual performance measure targets for 2021.
8. [Discussion and Take Appropriate Action on FY 2020 & 2021 Unified Planning Work Program \(UPWP\) Amendment Four.](#).....Ms. Theresa Hernandez, CAMPO
Ms. Hernandez will present a UPWP Amendment for FYs 2020 & 2021 with accompanying Resolution 2021-3-8 and request Transportation Policy Board approval.

INFORMATION:

9. [Briefing on CAMPO Transportation Policy Board Bylaws Subcommittee](#)
.....Mr. Tim Tuggey, CAMPO Legal Counsel
Mr. Tuggey will review a redline version of proposed bylaws changes and provide a briefing of the Bylaws Subcommittee recommendations.
10. [Briefing on CAMPO Code of Conduct and Ethics Policies](#)
.....Mr. Tim Tuggey, CAMPO Legal Counsel
Mr. Tuggey will provide a review for new and returning Transportation Policy Board members.
11. [Executive Director's Report on Transportation Planning Activities](#)
12. Announcements
 - a. Transportation Policy Board Chair Announcements
 - b. Next Technical Advisory Committee Meeting, March 22, 2021 – 2:00 p.m.
 - c. Next Transportation Policy Board Meeting, April 12, 2021 – 2:00 p.m.
13. 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 Technical Advisory Committee Meeting

Held remotely online and by phone in accordance with local and state Stay at Home Orders
Livestream at: www.campotexas.org

Meeting Minutes March 1, 2021

1. Certification of Quorum..... Chair Mike Hodge

The CAMPO Technical Advisory Committee was called to order by the Chair at 2:00 p.m.

A quorum was announced present.

Present:

	Member	Representing	Member Attending	Alternate Attending
1.	Stevie Greathouse	City of Austin	Y	
2.	Cole Kitten	City of Austin	Y	
3.	Robert Spillar	City of Austin	N	Eric Bollich
4.	Tom Gdala	City of Cedar Park	Y	
5.	Ray Miller	City of Georgetown	N	
6.	Ross Blackketter	City of Leander	Y	
7.	Emily Barron	City of Pflugerville	Y	
8.	Gary Hudder	City of Round Rock	N	Gerald Pohlmeier
9.	Laurie Moyer	City of San Marcos	Y	
10.	Bastrop County	Bastrop County	Y	Carolyn Dill
11.	David Harrell	Bastrop County (Smaller Cities)	Y	
12.	Greg Haley	Burnet County	Y	
13.	Mike Hodge, Chair	Burnet County (Smaller Cities)	Y	
14.	Will Conley	Caldwell County	N	
15.	Dan Gibson	Caldwell County (Smaller Cities)	Y	

16.	Jerry Borcharding	Hays County	N	Winton Porterfield
17.	John Nett	Hays County (Smaller Cities)	Y	Chad Gilpin
18.	Charlie Watts	Travis County	Y	
19.	Amy Pattillo	Travis County (Smaller Cities)	Y	
20.	Bob Daigh	Williamson County	Y	
21.	Samuel Ray	Williamson County (Smaller Cities)	N	
22.	David Marsh	CARTS	N	Ed Collins
23.	Mike Sexton	CTRMA	N	Oscar Solis
24.	Sharmila Mukherjee	Capital Metro	Y	Nadia Barrera-Ramirez
25.	Heather Ashley-Nguyen	TxDOT	Y	

2. Approval of the September 28, 2020 Minutes Chair Mike Hodge

The Chair requested revisions or comments from the Committee on the minutes from the September 28, 2020 meeting. Hearing none, the Chair entertained a motion for approval of the minutes from the September 28, 2020 meeting, as presented.

Mr. Bob Daigh moved for approval of the September 28, 2020 meeting, as presented.

Ms. Laurie Moyer seconded the motion.

The motion prevailed unanimously.

3. Discussion and Recommendation on Performance Measure Target Updates

.....Mr. Ryan Collins, CAMPO

Mr. Ryan Collins, Short-Range Planning Manager provided a brief overview of the Federal Highway Administration's (FHWA) and Federal Transit Administration's (FTA) rulemaking process for performance measures. Mr. Collins also identified the performance measures goal areas and provided a summary of the current performance measure targets as set by TxDOT, updated performance measure targets, and requested approval.

Following detailed comments with question and answer, Mr. Ashby Johnson informed the Committee that staff is creating a dashboard that will track CAMPO's progress toward the performance goals.

Mr. Charlie Watts moved to approve a recommendation for Transportation Policy Board approval of the performance measure targets updates.

Ms. Laurie Moyer seconded the motion.

The motion prevailed unanimously.

4. Report on Transportation Planning Activities

Mr. Ryan Collins reported that the Transportation Policy Board approved the prioritization process for Category 7 deferred projects at its February 8, 2021 meeting. CAMPO received \$13 million in funding due to the Cares Act, for utilization in the prioritization process.

Mr. Collins briefly discussed the Spring Amendment Cycle and informed the Committee that the TxDOT Transportation Alternative Set-Aside (TASA) funding Call for Projects is in progress.

Ms. Theresa Hernandez, Finance and Administration Manager reported that CAMPO is currently developing FYs 2022 and 2023 Unified Planning Work Program (UPWP) and is requesting information regarding expected corridor and feasibility studies as well as other planning activities. Ms. Hernandez also highlighted a proposed timeline for Transportation Policy Board approval of the document.

5. TAC Chair Announcements

The Chair announced that the next Transportation Policy Board Meeting will be held on March 8, 2021 and the next TAC meeting will be held on March 22, 2021.

6. Adjournment

The March 1, 2021 meeting of the Technical Advisory Committee was adjourned at 2:42 p.m.



**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
Meeting Minutes
February 8, 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 2:05 p.m.

The roll was taken and a quorum was announced present.

	Member	Representing	Member Attending	Alternate Attending
1	Cynthia Long, Chair	Commissioner, Williamson County	Y	
2	Ann Kitchen, Vice-Chair	City of Austin, District 5	Y	
3	Alison Alter	City of Austin, District 10	Y	
4	Clara Beckett	Commissioner, Bastrop County	Y	
5	Andy Brown	Judge, Travis County	Y	
6	Paige Ellis	City of Austin, District 8	Y	
7	Tucker Ferguson, P.E.	TxDOT-Austin District	Y	
8	Natasha Harper-Madison	Mayor Pro Tem, City of Austin, District 1	Y	
9	Troy Hill	Mayor, City of Leander	N	
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	N	Commissioner Cynthia Long
17	James Oakley	Judge, Burnet County	N	
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

There were no public comments.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 00:00:20

The Chair adjusted the order of business to address Agenda Item 9 Transportation Policy Board Chair Announcements prior to addressing Agenda Item 4 Discussion and Take Appropriate Action on January 11, 2021 Meeting Minutes.

The Chair recognized Mr. Ashby Johnson, CAMPO Executive Director who announced that CAMPO received an award from the Texas Intelligent Transportation Systems Board of Directors for creating an Open Roads Policy, approved by the Transportation Policy Board in the fall of last year. Mr. Johnson added that the Open Roads Policy is the result of CAMPO's work in developing the Regional Incident Management Plan. Mr. Johnson noted that CAMPO was acknowledged as the first Metropolitan Planning Organization (MPO) to create an Open Roads Policy that can be used to improve safety throughout the region.

The Chair also recognized Mr. Tucker Ferguson, P.E., TxDOT Austin-District Engineer who announced that CAMPO Executive Director, Ashby Johnson is the recipient of the TxDOT 2021 Texas Road Hand Award for his efforts in Transportation planning in Texas, including projects of significance. Mr. Ferguson added that Mr. Johnson will be formally honored at the 2021 Texas Transportation Forum.

The Chair congratulated Mr. Johnson on being honored for his contributions and value to the region and to the state. The Chair also presented congratulatory remarks on behalf of Transportation Policy Board Past Chair, Will Conley.

Mr. Johnson offered comments of gratitude and appreciation for being recognized as a recipient of the 2021 Texas Road Hand Award.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 00:00:30

3. Executive Session

An Executive Session was not convened.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 00:06:41

4. Discussion and Take Appropriate Action on January 11, 2021 Meeting Minutes

The Chair entertained a motion for approval of the minutes for the January 11, 2021 meeting, as presented.

Council Member Rudy Metayer moved for approval of the January 11, 2021 meeting minutes, as presented.

Commissioner Edward Theriot seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Council Member Alison Alter, Council Member Paige Ellis, Mr. Tucker Ferguson, P.E., Mayor Pro Tem Natasha Harper-Madison, Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones, Council Member Rudy Metayer, Mr. Terry Mitchell, 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: Commissioner Clara Beckett, Judge Andy Brown, Mayor Troy Hill, and Judge James Oakley

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 06:46:00

5. Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation on Regional Transit Coordination Committee (RTCC) 5-Year Plan Update Contract

Judge Andy Brown joined the meeting.

The Chair recognized Mr. Ryan Collins, Short-Range Planning Manager who provided a brief overview of the RTCC 5-Year Plan and the procurement process for a new RTCC 5-Year Plan Update contract. Mr. Collins identified Nelson Nygaard as the top ranked firm with 97 points and requested approval for the CAMPO Executive Director to begin negotiation of the RTCC 5-Year Plan Update contract.

The Chair entertained a motion for approval for the CAMPO Executive Director to begin negotiation of the RTCC 5-Year Plan Update contract.

Commissioner Brigid Shea moved for approval for the CAMPO Executive Director to begin negotiation of the RTCC 5-Year Plan Update contract.

Council Member Ann Kitchen seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Council Member Alison Alter, Judge Andy Brown, Council Member Paige Ellis, Mr. Tucker Ferguson, P.E., Mayor Pro Tem Natasha Harper-Madison, Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones, Council Member Rudy Metayer, Mr. Terry Mitchell, 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: Commissioner Clara Beckett, Mayor Troy Hill, and Judge James Oakley

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 07:25:00

6. Discussion and Take Appropriate Action on Prioritization Process for Category 7 Deferred Projects

Commissioner Clara Beckett joined the meeting.

The Chair recognized Mr. Ryan Collins who also provided a recap of the project deferral process and previous discussions by the Board on the prioritization process for Surface Transportation Block Grant (Category 7) deferred projects. Mr. Collins informed the Board that staff will be reviewing available funding to determine eligibility for project refunding and highlighted the next steps following approval of the prioritization process. The presentation concluded with a request for approval of the prioritization process for Category 7 deferred projects.

The Chair moved for approval of the prioritization process for Category 7 deferred projects.

Mayor Jane Hughson seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Council Member Alison Alter, Commissioner Clara Beckett, Judge Andy Brown, Council Member Paige Ellis, Mr. Tucker Ferguson, P.E., Mayor Pro Tem Natasha Harper-Madison, Commissioner Ann Howard, Mayor Jane Hughson, Commissioner Mark Jones, Council Member Rudy Metayer, Mr. Terry Mitchell, 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: Mayor Troy Hill and Judge James Oakley

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 15:25:00

7. Discussion on Performance Measure Target Updates

The Chair recognized Mr. Ryan Collins who continued with an overview of the performance measure goals. Mr. Collins also provided a summary of the federally required performance measures and highlighted the safety performance targets set by TxDOT. Mr. Collins informed the Board that safety performance targets are set annually and adjusted based on the previous year's safety information and policy changes.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 41:55:00

8. Executive Director's Report on Transportation Planning Activities

a. Transportation Policy Board Item Plan for 2021

The Chair recognized Mr. Ashby Johnson who highlighted a draft 2021 calendar of planning activities that will be presented at upcoming Transportation Policy Board meetings. Mr. Johnson noted that the calendar will be updated as more information is received.

b. Follow-up to January Transportation Policy Board Briefing on Potential Cares Act Funding

Mr. Johnson also reported that due to the Cares Act that was passed last December, CAMPO will receive \$15 million in suballocated funding that will come through TxDOT.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 01:06:46

9. Announcements

The Chair announced that a meeting was held by the Transportation Policy Board Bylaws Subcommittee. The Chair added that the subcommittee is finalizing their report and will provide it at the next Transportation Policy Board meeting.

The Chair also announced that the next Technical Advisory Committee Meeting will be held on February 22, 2021 at 2:00 p.m. and the next Transportation Policy Board Meeting will be held on March 8, 2021 at 2:00 p.m.

The Chair later welcomed new Board member, Mayor Pro Tem Natasha Harper-Madison and thanked her for her participation in the meeting.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 01:09:21

10. Adjournment

The February 8, 2021 meeting of the Transportation Policy Board was adjourned at 3:22 p.m. by unanimous consent.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/112804>. Start Video at 01:16:36



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

To: Transportation Policy Board
From: Mr. Nirav Ved, Data and Operations Manager
Agenda Item: 6
Subject: Discussion and Take Appropriate Action on CAMPO Executive Director to Begin Negotiation on Regional Transportation Demand Management Program 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 manage the Regional TDM Program. **Due to the winter storm, staff had to reschedule interviews for March 2, 2021. Final scores and rankings were provided on Friday, March 5, 2021.**

PURPOSE AND EXECUTIVE SUMMARY

On November 5, 2020, CAMPO issued a Request for Proposals (RFP) to solicit planning services to support the management of the Regional TDM Program. The Regional TDM Program will examine context-sensitive TDM needs due to the pandemic, changing demographics and the needs of employers across the region. The contract is expected to be completed within twenty-four (24) months of the completion of contract negotiations.

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	8
Response to Question 1	8
Response to Question 2	8
Response to Question 3	8
Response to Question 4	8
Response to Question 5	8
Total Interview Points Available	148

CAMPO received four responses 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 two firms to participate in interviews, provide an oral presentation and answer project related questions. A summary of the scores and ranking is provided in the table below:

Firm Name	Score	Rank
UrbanTrans	127	1
Cambridge Systematics	112	2
FourSquare ITP	58	3
Steer Group	56	4

FINANCIAL IMPACT

This contract will approve the use of up to \$483,820 in Surface Transportation Block Grant funding.

BACKGROUND AND DISCUSSION

The Regional Transportation Demand Management Program will examine context-sensitive TDM needs due to the pandemic, changing demographics, and the needs of employers across the region.

SUPPORTING DOCUMENTS

Attachment A – *Request for Proposals (RFP)* – NV-002



MEMORANDUM

November 5, 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 **Regional Transportation Demand Management Program**.

Electronic proposals are due to CAMPO by 2:00 p.m. (CT), Friday, December 4, 2020.

Please submit any questions you may have in writing to the attention of Nirav Ved by e-mail to campo.procurement@campotexas.org, no later than 2:00 p.m. (CT), Friday, November 13, 2020. Responses will be posted on CAMPO's website at www.campotexas.org no later than 5:00 p.m. (CT), Tuesday, November 17, 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.



Request for Proposals (RFP)

Solicitation No. NV-002

Service Description: Professional Services – Regional Transportation Demand Management Program

Request for Proposals Issued: Thursday, November 5, 2020

Proposers are responsible for periodically visiting the Capital Area Metropolitan Planning Organization's website www.campotexas.org for updated information on this RFP.

Pre-Proposal Meeting: 2:00 PM (CT), Tuesday, November 10, 2020

Pre-Proposal meeting via WebEx:
Call-in Number: (844) 992-4726
Access Code: 146 220 9493

Deadline for Questions: 2:00 p.m. (CT), Friday, November 13, 2020

Questions will only be accepted in writing by e-mail to Nirav Ved at campo.procurement@campotexas.org. Responses will be posted to the CAMPO website at www.campotexas.org by 5:00 p.m. (CT), Tuesday, November 17, 2020.

Electronic Proposal Due: 2:00 p.m. (CT), Friday, December 4, 2020

Number of Copies: One electronic document (pdf) less than 10 MB emailed to campo.procurement@campotexas.org

Interview Date(s): 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.

OFFER SUBMITTED BY

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

Signature of Person Authorized to Sign Offer

Date: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: (_____) _____

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

RFP SUBMITTAL

Each proposer of this RFP is requested to present a proposal discussing the Scope of Services 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 selected for oral presentations, if required.

III. Scope of Services

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

RFP PROCESS INFORMATION

This RFP will be sent to all firms in CAMPO's consultant database, which satisfies the search criteria of firms with experience in legal services. All requests for this RFP packet 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 CAMPO 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 firm. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager at theresa.hernandez@campotexas.org.

SECTION I

PROPOSAL CONTENTS AND SPECIFICATIONS

Submissions must 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 project should be completed within 24 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 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

Please provide three references from Governmental agencies that have solicited similar services. References should include contact name, title, agency, email, and phone number.

F. Budget

CAMPO has established a cost ceiling for the requested services not to exceed **\$483,820.00** for the initial 24-month term of the contract and may be extended for up to one additional six (6) month period. 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 proposer 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 shall state whether there is a potential conflict of interest and offerors must 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 the successful proposer for each of the firm's 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 II and III in this RFP contain requirements for information that may not be specifically mentioned in this section. Proposers 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.

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 PROPOSALS

Procedures have been established for the evaluation and selection of a firm that provides for a consistent approach to carry out CAMPO legal service needs. To accomplish this objective, the CAMPO 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 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. 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, % 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, graphic design, 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 50 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 SERVICES

Description: Regional Transportation Demand Management Program

1. PURPOSE

The Capital Area Metropolitan Planning Organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from firms qualified and experienced in transportation demand management to provide services related to developing, implementing, and monitoring a transportation demand management (TDM) program. The successful firm will provide a fresh look at context sensitive TDM needs within the CAMPO region due to the pandemic, changing demographics and the needs of employers across the region. The successful firm will need to work with private and public sector partners to develop and implement the program and monitor its effectiveness.

2. BACKGROUND

CAMPO is the Metropolitan Planning Organization (MPO) for the Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson counties in central Texas.

The purpose of CAMPO is to coordinate regional transportation planning with counties, cities, the Capital Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), Central Texas Regional Mobility Authority (CTRMA), Texas Department of Transportation (TxDOT), and other transportation providers in the region and to approve the use of federal transportation funds within the region.

MPOs are designated for all urbanized areas having a population greater than 50,000 as identified by the U.S. Bureau of the Census. MPOs currently operate under The Fast Act, Fixing America's Surface Transportation Act (Pub. L. No. 114-94), signed into law on December 4, 2015 by President Barack Obama.

3. STUDY AREA

The CAMPO region.

4. SCOPE OF SERVICES

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.

Deliverables:

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

Task 2.0 – Outreach and Public Engagement

The consultant will work with CAMPO to develop a comprehensive and inclusive public engagement plan (PEP) that will lead to meaningful participation of various stakeholders.

Task 2.1 – Website and Other Online Engagement Methods

The consultant will work with CAMPO to maintain and operate a TDM online platform designed to provide travelers with information and tools that reduces their reliance on trips via single occupant vehicles.

Task 2.2 – Stakeholder Outreach

Stakeholder outreach will focus on underserved populations that do not or cannot benefit from work from home initiatives.

Deliverables:

- PEP developed in coordination with CAMPO and TxDOT that includes methods, proposed schedule, and target groups/populations.
- Stakeholder outreach database
- Public Involvement summary report
- Public meeting coordination and materials
- Stakeholder outreach coordination and materials
- Environmental Justice meeting coordination and materials
- Online outreach materials

Task 3.0 – Discovery and Data Development

The consultant shall develop methods to gather and analyze data to show, among others, the effectiveness of TDM programs in the region and their effect on traffic conditions. The

consultant will also perform a data driven analysis on potential TDM strategies to ensure racial and socioeconomic equity in implementation and potential benefits.

Deliverables:

- Data acquisition and analysis report

Task 4.0 – Regional Coordination

The consultant shall ensure TDM programs and projects are appropriately coordinated in a regional manner. This task will be executed through the facilitation of inter-local agreements, data sharing agreements, timely notifications of pertinent developments, and other methods to ensure TDM programs can have the most impact possible on a regional scale.

Deliverables:

- Monthly summary of regional coordination activities



Date: March 8, 2021
Continued From: February 8, 2021
Action Requested: Approval

To: Transportation Policy Board
From: Mr. Ryan Collins, Short-Range Planning Manager
Agenda Item: 7
Subject: Discussion and Appropriate Action on Federal Performance Measure Targets

RECOMMENDATION

Staff and the Technical Advisory Committee (TAC) recommend the Transportation Policy Board (TPB) approve performance measure targets as listed in the 2021 Performance Measure Report and Resolution 2021-3-7.

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*

Attachment B – *Resolution 2021-3-7*

Performance Measure Report

(Draft)

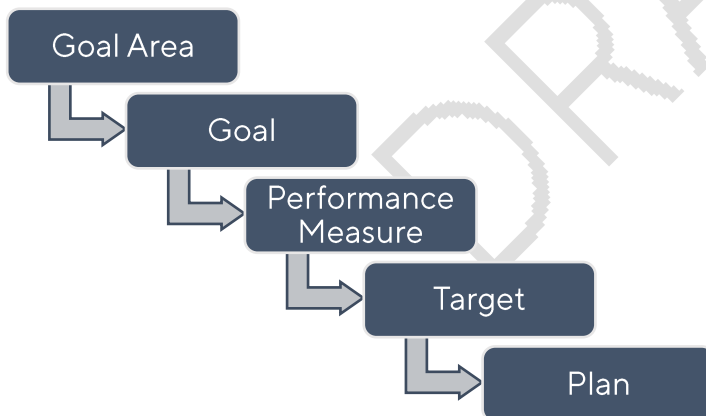
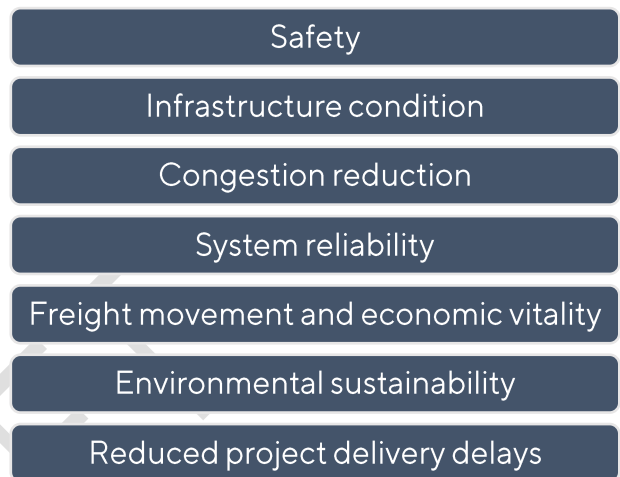
2021



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).

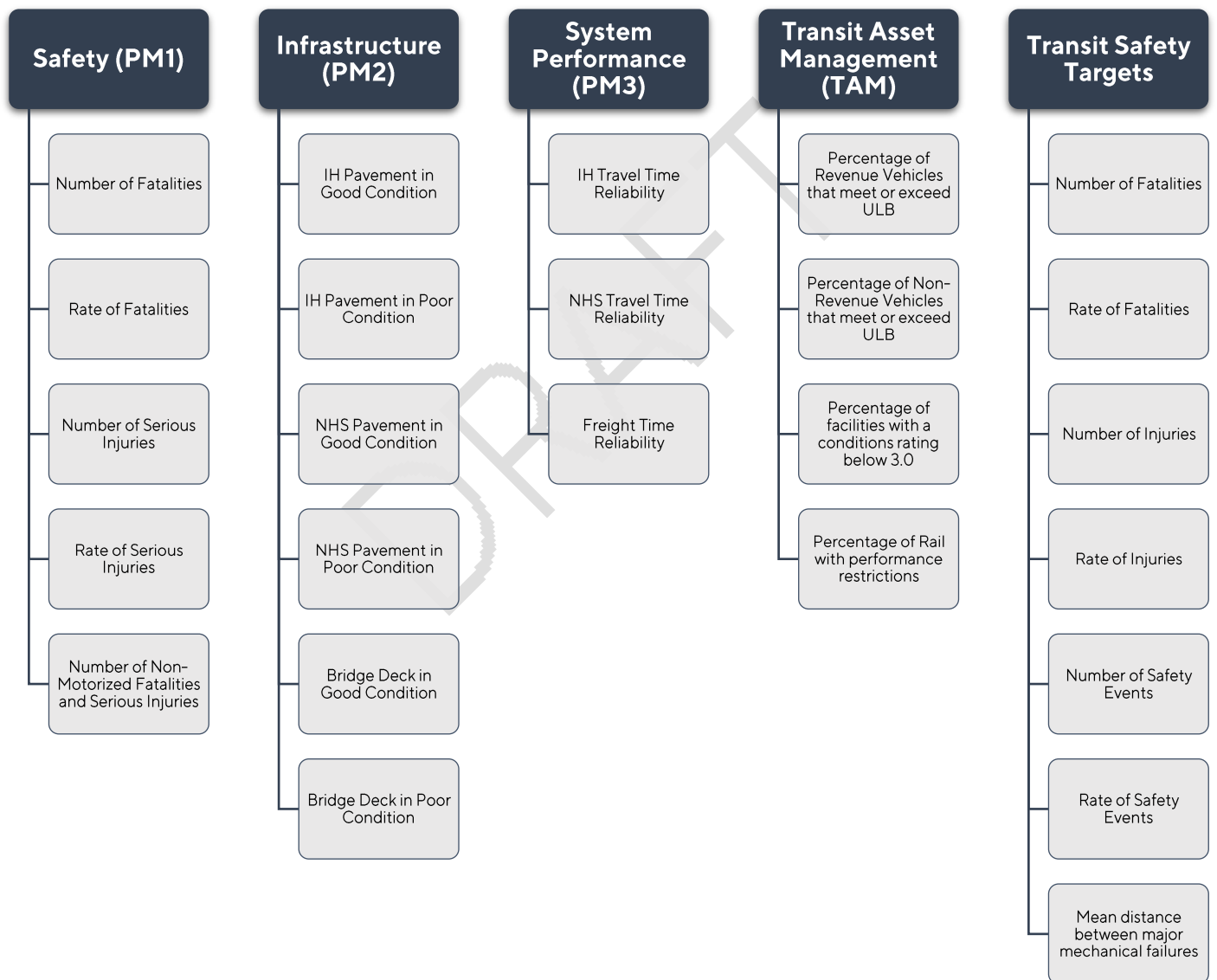
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Transportation performance management is an iterative process that helps guide the planning process by providing directional goals for the plans and programs, but also provides a feed-back mechanism in which to measure success. To achieve the federal 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%	1%

* 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 are specific targets set by the agency every year based on the previous years data. Because Capital Metro's specific targets are less than 15 percent, staff is recommending adopting the general state targets.

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.



Resolution 2021-3-7

Adoption of Performance Measure Targets and 2021 Performance Measure Report

WHEREAS, pursuant to federal law, the Governor of the State of Texas designated the Capital Area Metropolitan Planning Organization (CAMPO) as the Metropolitan Planning Organization for the Austin region in 1973; and

WHEREAS, CAMPO's Transportation Policy Board is the regional forum for cooperative decision-making regarding transportation issues in Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson Counties in Central Texas; and

WHEREAS, 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); and

WHEREAS, 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; and

WHEREAS, by these rulemakings, CAMPO must adopt performance measure targets for Safety (PM1), Pavement and Bridge Conditions (PM2), System Performance and Freight Performance Measures (PM3), Transit Asset Management (TAM) and Transit Safety Targets; and

WHEREAS, CAMPO has updated its performance measure targets in the required areas as part of the 2021 Performance Measure Report; and

NOW, THEREFORE BE IT RESOLVED that the CAMPO Transportation Policy Board hereby votes to adopt the updated performance measures targets as reflected in the 2021 Performance Measure Report; and

Hereby orders the recording of this resolution in the minutes of the Transportation Policy Board; and

BE IT FURTHER RESOLVED that the Board delegates the signing of necessary documents to the Board Chair.

The above resolution being read, a motion to adopt the updated performance measures targets as reflected in the 2021 Performance Measure Report as reflected was made on March 8th, 2021 by _____duly seconded by _____.

Ayes:

Nays:

Abstain:

Absent and Not Voting:

SIGNED this 8th day of March 2021

Chair, CAMPO Board

Attest:

Executive Director, CAMPO



Date: March 8, 2021
Continued From: October 12, 2020
Action Requested: Approval

To: Transportation Policy Board
From: Ms. Theresa Hernandez, Finance & Administration Manager
Agenda Item: 8
Subject: Discussion and Take Appropriate Action on FY 2020 & 2021 Unified Planning Work Program (UPWP) Amendment #4

RECOMMENDATION

CAMPO staff recommends the Transportation Policy Board approve FY 2020 & 2021 Unified Planning Work Program (UPWP) Amendment Four and accompanying Resolution 2021-3-8 (**Attachment A**).

PURPOSE AND EXECUTIVE SUMMARY

The purpose of this item is to add the Capital Metropolitan Transportation Authority's Pilot Program for Transit-Oriented Development (TOD) Planning as required by federal regulation.

On January 12, 2021, CAMPO received a request from Capital Metro to add their Pilot Program for Transit-Oriented Development (TOD) Planning to the UPWP per federal regulation. Funding includes Federal Transit Administration 20005(b) Grant funds received by the Cap Metro in the amount of \$900,000 and \$225,000 local funds.

FINANCIAL IMPACT

Amendment Four will increase the FY 2020 & 2021 UPWP (**Attachment B**) by the amount of \$1,125,000.

BACKGROUND AND DISCUSSION

The UPWP is the federally-required document that identifies work tasks to be completed in the CAMPO region. The proposed Amendment Four to the FY 2020 & 2021 UPWP is detailed as follows:

2020 & 2021 Unified Planning Work Program: Amendment Four	
Subtask 4.4.18	Add \$900,000 FTA 20005(b) & \$225,000 local funds for Cap Metro's Pilot Program for Transit-Oriented Development (TOD) Planning

SUPPORTING DOCUMENTS

Attachment A – Resolution 2021-3-8

Attachment B – FY 2020 & 2021 Unified Planning Work Program with Proposed Amendment #4



Resolution 2021-3-8

Acknowledging the Transportation Policy Board's Adoption of Amendment Four to the CAMPO FY 2020 & 2021 Unified Planning Work Program

WHEREAS, pursuant to federal law, the Governor of the State of Texas designated the Capital Area Metropolitan Planning Organization (CAMPO) as the Metropolitan Planning Organization for the Austin region in 1973; and

WHEREAS, CAMPO's Transportation Policy Board is the regional forum for cooperative decision-making regarding transportation issues in Bastrop, Burnet, Caldwell, Hays, Travis and Williamson Counties in Central Texas; and

WHEREAS, the mission of a Metropolitan Planning Organization is to conduct a coordinated, comprehensive and continuous metropolitan transportation planning process; and

WHEREAS, 23 U.S.C. 134 and Section 5303 of the Federal Transit Act, require that the Metropolitan Planning Organizations, in the cooperation with the State, develop transportation plans and programs for urbanized areas of the state; and

WHEREAS, 23 CFR 450.308 requires that transportation planning activities performed with federal transportation funds be documented in a Unified Planning Work Program; and

WHEREAS, CAMPO's Transportation Policy Board adopted the *FYs 2020 & 2021 Unified Planning Work Program (UPWP)* on June 10, 2019 and approved Amendment Three on October 12, 2020; and

WHEREAS, staff is proposing Amendment Four add \$900,000 FTA 20005(b) & \$225,000 local funds for the Capital Metropolitan Transportation Authority's Pilot Program for Transit-Oriented Development (TOD) Planning under subtask 4.4.18. This revision is depicted in the background material accompanying this proposed resolution; and

NOW, THEREFORE BE IT RESOLVED that the CAMPO Transportation Policy Board hereby votes to approve the requested amendment to the CAMPO *FYs 2020 & 2021 Unified Planning Work Program* as reflected in this Resolution; and directs the Executive Director to transmit the adopted amendment to the Federal Highway Administration through the Texas Department of Transportation; and

Hereby orders the recording of this resolution in the minutes of the Transportation Policy Board; and

BE IT FURTHER RESOLVED that the Board delegates the signing of necessary documents to the Board Chair.

The above resolution being read, a motion to amend the CAMPO 2020 & 2021 *Unified Planning Work Program* as reflected was made on March 8, 2021 by _____ duly seconded by _____.

Ayes:

Nays:

Abstain:

Absent and Not Voting:

SIGNED this 8th day of March 2021.

Chair, CAMPO Board

Attest:

Executive Director, CAMPO

FY 2020 & 2021

UNIFIED PLANNING WORK PROGRAM

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

Adopted by the Transportation Policy Board: June 10, 2019
Amended by the Transportation Policy Board: September 9, 2019
Amended by the Transportation Policy Board: March 9, 2020
Amended by the Transportation Policy Board: October 12, 2020
Amended by the Transportation Policy Board: March 8, 2021

Credit and Disclaimer Statement

Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. This report was funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

- I. **INTRODUCTION** - The Federal Aid Highway Act of 1962 promulgated the requirement that all urban areas of 50,000 or more population develop and maintain a comprehensive, cooperative, and continuing (3-C) transportation planning process. The process would establish a transportation plan and provide the procedure by which it would be maintained and revised on a continuing basis.
- A. **PURPOSE** - The Unified Planning Work Program (UPWP) provides descriptive details for the Capital Area Metropolitan Planning Organization (CAMPO) planning process for FYs 2020- 2021. This activity is required under federal law defining the responsibilities of Metropolitan Planning Organizations (MPO). The UPWP serves as the document for identifying ways to carry out the continuing, cooperative and comprehensive transportation planning process in the six-county Capital Area in Central Texas. An MPO is required to perform all planning tasks set forth in federal laws and regulations, many of which are conducted annually. However, some tasks require more than one year to complete and are carried forward from one UPWP to the next. To effectively identify all work tasks, CAMPO prepares this UPWP with input from federal, state and local jurisdictions and transportation providers in the CAMPO region.

The appendices contain the following:

- Appendix A: Transportation Policy Board Membership
- Appendix B: Metropolitan Area Boundary Map
- Appendix C: Debarment Certification
- Appendix D: Lobbying Certification
- Appendix E: Certification of Compliance
- Appendix F: Certification of Internal Ethics and Compliance

FAST Act Planning Factors

FAST Act contains ten broad planning areas that should be considered when developing plans and programs. The work tasks contained in the FYs 2020 - 2021 UPWP have considered the following ten areas, some more directly than others:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Further, the work tasks consider the federal performance goals in the following seven areas:

1. Safety
2. Infrastructure Condition
3. Congestion Reduction
4. System Reliability
5. Freight Movement and Economic Vitality
6. Environmental Sustainability
7. Reduced Project Delivery Delays

- B. **DEFINITION OF AREA** - The CAMPO planning area includes all of Bastrop, Burnet, Caldwell, Hays, Travis and Williamson Counties (**Appendix B**) and the cities and villages in each of the six counties (a comprehensive list of these jurisdictions can be found at www.campotexas.org). By federal definition, CAMPO's planning area must at least include the urbanized area (as defined by the U.S. Bureau of the Census) and the contiguous area that may reasonably be expected to become urbanized in the next 20 years.

During the 2010 census, a very small portion of Guadalupe County was included as a part of the newly urbanized area of San Marcos. San Marcos intends to remain part of CAMPO. Therefore, an agreement was developed between CAMPO and the Alamo Area MPO (AAMPO) regarding the roles and responsibilities of each MPO concerning this portion of Guadalupe County. CAMPO agrees that staff will meet as needed to review progress of planning efforts to discuss key findings from program activities and to discuss the scope, plans, and implementation of activities. To help ensure continuity of federal and state funds, CAMPO agrees to abide by the methodology and process used to allocate funds to the respective MPOs. CAMPO agrees to abide by the methodology and process currently used to allocate federal transportation planning funds to the respective MPOs. CAMPO agrees to work with the AAMPO to identify the need for corridor projects that cross the CAMPO and AAMPO planning area boundary.

- C. **ORGANIZATION** - The Transportation Policy Board (**Appendix A**), provides policy direction for CAMPO. The Policy Board consists of 20 elected and appointed county, city, Texas Department of Transportation (TxDOT) and Capital Metropolitan Transportation Authority (CMTA) officials.

The Policy Board also has several committees for which the CAMPO staff provides administrative support and technical assistance. Some of these committees have members who do not currently serve on the Policy Board but who represent stakeholders in the community:

- The Technical Advisory Committee (TAC) the committee's purpose is to advise the Transportation Policy Board in its development of the long-range metropolitan transportation plan; the Transportation Improvement Program, including review of and recommendations on candidate projects for the TIP; the Unified Planning Work Program; and other transportation planning activities, as directed by the Transportation Policy Board or CAMPO's Executive Director.

- The Executive Committee are members of the Transportation Policy Board who make recommendations on transportation planning issues, projects and the process as directed by the Transportation Policy Board.
- The Finance Committee was formed to become fully educated and explore long-term financing options for potential modal components of a comprehensive transportation system.
- The Transit Working Group (TWG) was formed to analyze and evaluate the potential for high capacity transit in Central Texas, and the optimal role for transit as part of the comprehensive regional transportation plan.
- The Budget, Audit and Finance Committee was formed to review and make recommendations to the Transportation Policy Board for the CAMPO annual planning budget.
- The SH 45 (SW) Committee was formed to analyze options for the future development of SH 45(SW) and address issues surrounding the further planning of the corridor.

Other committees, task forces or study groups may be formed from time-to-time throughout the year as necessary.

CAMPO currently operates with various professional staff positions. The professional staff covers the tasks listed in the UPWP. Depending on the budget and/or work tasks to be completed, CAMPO may employ a varying number of consultants, interns, permanent, or temporary personnel.

Functional Responsibilities of Planning Agencies

For the transportation planning process to function properly, the agencies involved must work together cooperatively. The Transportation Policy Board (TPB), the Texas Department of Transportation (TxDOT), Central Texas Regional Mobility Authority (CTRMA), Capital Metro, Capital Area Rural Transportation System (CARTS) and the local governments within the planning area are responsible for carrying out the urban transportation planning process consistent with local agreements. This process includes planning for roadways, bicycling facilities, pedestrian facilities, freight movement, passenger rail, and transit.

The following descriptions of functional responsibilities for each agency are not intended to limit the participation of any agency or local government in the study. Rather, they are brief descriptions of primary responsibilities.

Metropolitan Planning Organization - The MPO, in cooperation with CTRMA, mass transit operators, planning agencies and local governments:

- 1) Is responsible for carrying out and maintaining the urban transportation planning process to include:
 - a. Cooperative decision-making, principally, by elected officials of local governments.
 - b. Unified Planning Work Program (UPWP),
 - c. Transportation Improvement Program (TIP),
 - d. Metropolitan Transportation Plan (MTP), and

- e. Congestion Management Process (CMP).
- 2) Executes contracts and/or agreements necessary to carry out the work outlined in the UPWP.
- 3) Develops and maintains transportation databases and analytical tools.

MPO staff has the following general responsibilities:

- 1) Provide staff support to the Transportation Policy Board (TPB), the Technical Advisory Committee (TAC), and committees of the Policy Board and TAC;
- 2) Review and report on items on the agenda(s) for the TPB, TAC, and appropriate committees;
- 3) Coordinate and perform the planning and data collection activities contained in the UPWP;
- 4) Prepare and submit an annual budget outlined in the UPWP for approval;
- 5) Receive and review all bills from consultants that the MPO has contracted with to perform work outlined in the UPWP;
- 6) Submit requests for reimbursement to the appropriate federal and/or state agencies for work performed according to the UPWP;
- 7) Prepare and submit grant applications for federal/other assistance in transportation planning, and related fields, as appropriate;
- 8) Prepare and submit the annual performance and expenditure report and annual project listing;
- 9) Coordinate the activities for the development and maintenance of the Unified Planning Work Program, the long-range Metropolitan Transportation Plan and the Transportation Improvement Program;
- 10) Refine and maintain a process for engaging the public in the transportation planning process; and
- 11) Perform any other administrative duties as required by the Transportation Policy Board; and,
- 12) Ensure compliance with Title VI Civil Rights, Environmental Justice and other federal requirements related to CAMPO's operations, activities and programs.

Texas Department of Transportation

The Texas Department of Transportation (TxDOT), within the realm of transportation planning, has the following varied responsibilities for the CAMPO planning area:

- Highway planning;
- Participating and lead agency in appropriate transportation studies and environmental documents;
- Review of all FTA Section 5307, 5310 and Section 5311 capital grant applications that may involve state funding; and

In addition, TxDOT maintains certain transportation database files and forecasting models, and coordinates its planning efforts with the MPO through the UPWP.

Capital Area Rural Transportation System (CARTS)

CARTS is the rural public transportation provider for this region and has primary responsibility for rural transit planning and operations in the study area.

Capital Metropolitan Transportation Authority (Capital Metro)

Capital Metro is a provider of public transportation in the region. Capital Metro has primary responsibility for conducting various short and long-range transit studies, maintaining all transit data, and is responsible for transit planning and operation in the urban portion of the study area.

Counties

Williamson County acts as our fiscal agent and provides support for human resources, benefits, accounting, and information technology.

The Counties of Bastrop, Burnet, Caldwell, Hays, Travis and Williamson have the primary responsibility for the planning of all roads outside incorporated areas that are not on the State system. This is done cooperatively with the State. The County coordinates its planning with TxDOT and incorporated areas in extraterritorial jurisdictional areas.

Cities

All jurisdiction cities in our planning area have the responsibility for the planning of all roads within their incorporated area not on the state system, and some have negotiated agreements with TxDOT to plan for roads on the state system as well in cooperation with TxDOT.

Public/Public and Public/Private Partnerships

Over the last few years, the CAMPO region continues partnerships with TxDOT, CARTS, CMTA, CAPCOG and its member jurisdictions and has actively pursued various partnerships with entities established to advance planning for and improve the area's transportation infrastructure. This includes partnerships with the area's Regional Mobility Authority (Central Texas Regional Mobility Authority).

- D. **PRIVATE SECTOR INVOLVEMENT** – Consultants have been and will continue to be used on an as-needed basis in CAMPO's transportation programs and planning processes. In the past, CAMPO has used private sector consultants for a variety of services ranging from legal services to improvements to the regional travel demand model. These efforts will continue as well.
- E. **PLANNING ISSUES AND EMPHASIS** – The Federal Highway Administration and Federal Transit Administration have jointly issued Planning Emphasis Areas (PEAs). The PEAs are planning topical areas for MPOs and State DOTs to develop and identify work tasks for FY 2020 and 2021. The Planning Emphasis Areas are:
 - 1. **MAP-21 Implementation - Transition to Performance Planning and Programming:** CAMPO continues to engage in performance-based planning and programming as required by MAP-21 and the FAST Act including the adoption of federal and state performance measures for Safety (PM1), Pavement/Bridge Conditions (PM2), System/Freight Performance (PM3) and Transit Asset Management (TAM). These performance measures are regularly updated, amended, and incorporated into the development of planning products including the Transportation Improvement Program and Regional Transportation Plan. Additionally, project programming and funding efforts undergo a rigorous performance-based evaluation process.

2. Regional Models of Cooperation - Ensure a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO and state boundaries:

CAMPO will continue to strive to improve the effectiveness of transportation decision making by working with regional partners to think beyond traditional borders and adopt a coordinated approach to transportation planning that supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries. Improved multi-jurisdictional coordination promises to reduce project delivery time and enhance the efficient use of resources. Enhanced cross-jurisdictional communication will improve collaboration, policy implementation, technology usage, and performance management.

3. Ladders of Opportunity – Access to essential services:

Through the transportation planning process, CAMPO will work with regional partners to identify connectivity gaps in accessing essential services, including employment, health care, schools/education, and recreation. Staff will research analytical methods to identify gaps in the connectivity of the transportation system and identify infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Potential tasks include: evaluating the effectiveness of public transportation plans for engaging transportation disadvantaged communities in the transportation decision making process; updating the Section 5310 Coordinated Human Services Public Transportation Plan; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with the Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical and transit facilities.

CAMPO will work cooperatively with TxDOT, CARTS and Capital Metropolitan Transportation Authority (CMTA) to define performance measures that emphasize these seven federal goals:

1. Safety
2. Infrastructure Condition
3. Congestion Reduction
4. System Reliability
5. Freight Movement and Economic Vitality
6. Environmental Sustainability
7. Reduced Project Delivery Delays

II. TASK 1.0 – ADMINISTRATION AND MANAGEMENT

- **OBJECTIVE**

To accomplish, on a continuing basis, the plans and programs necessary to administer federal transportation planning requirements and maintain the transportation planning process in and for the Capital Area Metropolitan Planning Organization's planning area.

- **EXPECTED PRODUCTS**

Certified transportation planning process
Updated or new documents and reports including Public Participation Plan, Limited English Proficiency Plan, and Title VI Plan
FY 2019 & FY 2020 Single Audit
Unified Planning Work Program (FYs 2020 & 2021) and amendments
Unified Planning Work Program (FYs 2022 & 2023)
FY 2019 & 2020 Annual Project Listing
FY 2019 & 2020 Annual Performance and Expenditure Report
New equipment and computer hardware/software

- **PREVIOUS WORK**

Performed general administrative functions
FY 2018 & 2019 Unified Planning Work Program and amendments
FY 2017 & 2018 Annual Project Listing
FY 2017 & 2018 Annual Performance and Expenditure Report
FY 2017 & 2018 Single Audit
Updated Public Participation Plan
Updated Title VI Plan
Coordinated transportation planning and implementation activities with other agencies and organizations
Conducted a public involvement process compliant with federal and state regulations
Provided support for all meetings of the transportation planning process
Implemented policies to maintain the transportation planning process
Provided staff access to courses, conferences, workshops and seminars

- **SUBTASKS**

Subtask 1.1 MPO Staff Work for Task 1.0

The primary activities which will take place under MPO Staff Work include the following:

1.1.1 Program Administration: This activity includes development and implementation of those policies and guidelines necessary to carry out and maintain the transportation planning process; maintenance of the FY 2020 & 2021 Unified Planning Work Program, development of the Annual Performance and Expenditure Report (APER) and Annual Project Listing (APL), development of the FY 2022 & 2023 Unified Planning Work Program, sponsoring and conducting meetings including providing support to policy and advisory bodies; coordinating and working with other agencies and organizations involved in planning, programming and implementation of transportation projects.

1.1.2 Public Participation: This activity supports the implementation of the MPO's Public Participation Plan to include the conduct of community outreach and public meetings/hearings as needed with emphasis on Environmental Justice populations and the development/review processes of the Transportation Improvement Program, Metropolitan Transportation Plan and other planning products; develop and use of questionnaires, online surveys, newsletters and other participation techniques; and provide bilingual materials and translations as appropriate.

1.1.3 Title VI Civil Rights/Environmental Justice (EJ): This activity supports monitoring and evaluating Title VI/EJ guidance and requirements, developing and implementing documents and procedures to ensure CAMPO's plans, programs and activities comply with Title VI/EJ guidance and requirements, collecting and analyzing data related to minority, low income, limited English proficiency and other populations vulnerable to potential disproportional adverse impacts from the planned transportation system and transportation projects, identifying possible strategies to minimize, avoid or mitigate potential disproportional adverse impacts on the EJ populations, maintaining, coordinating efforts to develop the Regional Toll Network Analysis that evaluates the impacts of the regional toll network on the EJ and non-EJ populations (see Task 2.0), implementing the CAMPO Limited English Proficiency Plan and updating that plan as needed.

1.1.4 Travel and Training: This activity supports staff development in the technical activities associated with the transportation planning process through travel to and attendance at appropriate conferences, courses, seminars, and workshops (AMPO, APA, ESRI, TransCad, TxDOT, TRB, UT at Austin, CNU, etc). CAMPO will seek prior approval from TxDOT for Out-of-State travel.

1.1.5 Equipment/Office Space & Computer Hardware/Software : This activity is for the upgrade/addition of, equipment/office space and computer hardware or software to ensure program efficiency. A description of equipment purchases in excess of \$5,000 will be submitted to the Texas Department of Transportation for approval prior to acquisition. The MPO understands that split costs are not allowed.

Responsible Agency:	Capital Area Metropolitan Planning Organization
Funding Requirement:	\$3,152,432 PL
Product(s):	Certified transportation planning process; Updated or new documents and reports including Public Participation Plan, Limited English Proficiency Plan, etc.; New equipment and computer hardware/software

Subtask 1.2 Legal Services – Consultant Work

1.2.1 Legal Services: This activity is for legal services that are necessary for planning purposes. Ongoing contract.

Responsible Agency:	Capital Area Metropolitan Planning Organization
Funding Requirement:	\$150,000 PL
Product(s):	Legal opinion(s) and counsel, as necessary and

appropriate, with prior approval from TxDOT and FHWA

Subtask 1.3 Audit Costs – Consultant Work

1.3.1 Audit Services: This activity is for audit services that are necessary to comply with the Single Audit Act. Ongoing contract.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$50,000 PL
Product(s): Single Audit Report, financial statements

Subtask 1.4 General Planning Consultant – Consultant Work

1.4.1 General Planning Consultant

Consultant to assist in the overall activities related to regional transportation planning such as Regional Transit Study, Bergstrom Spur Study, and Regional Transportation Plan in the CAMPO planning boundary that includes the counties of Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson. Ongoing contract.

Responsible Agency: CAMPO
Funding Requirement: \$1,000,000 STP MM and \$250,000 Local

• FUNDING SUMMARY

Task 1.0 - FY 2020 & FY 2021

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		STBG		Local		Total		Grand Total
		2020	2021	2020	2021	2020	2021	2020	2021	
1.1	CAMPO	1,576,216	1,576,216					1,576,216	1,576,216	3,152,432
1.2	CAMPO	90,000	60,000					90,000	60,000	150,000
1.3	CAMPO	25,000	25,000					25,000	25,000	50,000
1.4	CAMPO			860,000	140,000	215,000	35,000	1,075,000	175,000	1,250,000
TOTAL		1,691,216	1,661,216	860,000	140,000	215,000	35,000	2,766,216	1,836,216	4,602,432

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

III. TASK 2.0 - DATA DEVELOPMENT AND MAINTENANCE

- **OBJECTIVE**
Provide updated information, demographic data and analysis to support the Metropolitan Planning Organization's planning efforts.
- **EXPECTED PRODUCTS**
Series of technical reports documenting the ongoing GIS data updates on traffic counts and mapping
Transportation related air quality data collection and analysis, air quality planning and outreach products;
2045 Plan related performance measures
Demographic forecasts and travel demand model for the 2045 Plan updates;
Interactive Web Viewer updates
UrbanSim (Demographic Allocation Tool)
Development 2050 Travel Demand Model
- **PREVIOUS WORK**
Updated demographic forecasts and travel demand model for the 2045 Plan;
2040 Plan related performance measures
Development 2045 Travel Demand Model
Regional Arterial Plan Modeling
UrbanSim (Demographic Allocation Tool)
Interactive Web Viewer – Regional Arterial Plan

- **SUBTASKS**

Subtask 2.1 MPO Staff Work for Task 2.0

2.1.1 General Administration: This subtask allows for administrative activities related to data development and maintenance including procurement, contract management and appropriate review/processing of monthly billings for work related to Task 2, as well as conducting the activities in subtasks 2.1.2, 2.1.3, 2.1.4, and 2.1.5 and developing related performance measures.

2.1.2 General GIS: Specific activities will include reviewing and providing direction on the development and dissemination of geospatial databases on residential and commercial growth and transportation data; mapping databases supporting CAMPO programs; maintenance of the demographic and modeling databases of the 2045 Plan and 2019-2022 TIP amendments; develop and maintain the interactive web viewer for sharing GIS data on growth and projects; develop maps and materials for work group and public meetings; develop technical memoranda documenting work completed.

2.1.3 Demographic Forecasting: Run UrbanSim for producing demographic forecasts for 2050 Plan and TIP amendments. Specific activities will include production and review of demographic forecasts to be used for required 2045 Plan. Develop the datasets for running the Allocation Tool for the 2045 Plan.

2.1.4 Travel Demand Modeling: Run CAMPO's FTA-compliant and time-of-day model. Specific activities will include coordination with TxDOT on development of the new 2020 base year model, performing model runs for the amendments of the 2045 Plan, 2019-2022 TIP and the development of the 2050 Plan; refinements of in-house modeling capabilities; and regular updates of computer hardware, software, and necessary peripherals for supporting the demographic forecasting and travel demand modeling activities.

2.1.5 Environmental Analysis: This subtask includes facilitating planning and environmental linkages by participating in NEPA related studies and Planning and Environmental Linkages (PEL) studies, monitoring and evaluating the effect of CAMPO plans and programs on the environment, identifying potential mitigation activities and locations where they might occur, coordinating outreach with resource agencies and working groups, developing and updating GIS analyses using GISST, and other relevant data. CAMPO is participating in NEPA related studies to facilitate the proper integration of planning outcomes in the environmental process.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$320,176 PL
Product(s): Technical memoranda, final reports, PEL and NEPA related reports and analyses.

Subtask 2.2 GIS, Demographic Forecast, & Travel Demand – Consultant Work

2.2.1 Demographic Forecast and Travel Demand Modeling Projects for 2045 Plan

Conduct activities related to the travel demand model in support of development of the 2045 Plan. It is noted that the demographic forecasting and travel demand modeling procedures applied in the CAMPO area are integrated. Conduct activities related to the production of the regional employment and population profiles for inclusion in the CAMPO travel demand model and the 2045 toll analysis. Ongoing contract.

Responsible Agency: Capital Area Metropolitan Planning Organization
Product(s): Interactive Web Viewer, UrbanSim, Development 2045 Travel Demand Model, Model files for development of the 2045 RTA, draft and final 2045 RTA document.

- **FUNDING SUMMARY**

Task 2.0 - FY 2020 & FY 2021

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5304		Local		Total		Grand Total
		2020	2021	2020	2021	2020	2021	2020	2021	
2.1	CAMPO	160,088	160,088					160,088	160,088	320,176
2.2	CAMPO	-	-					-	-	-
2.3	CAMPO	-	-					-	-	-
TOTAL		160,088	160,088					160,088	160,088	320,176

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

IV. TASK 3.0 - SHORT RANGE PLANNING

- **OBJECTIVE**
Conduct short-range transportation and transportation-related planning activities with short-term planning and implementation focus, including the development and administration of the Transportation Improvement Program.
- **EXPECTED PRODUCTS**
2019-2022 TIP Amendments
Intelligent Transportation Systems (ITS)
2021-2024 TIP
Project Selection/Readiness Criteria
HB20 10 Year Plan
Performance Measure Development
Project Tracking
2021-2024 Project Call
- **PREVIOUS WORK**
Transportation Improvement Program (TIP) FYs 2019 – 2022
Project Tracking
Ongoing development of related performance measures
Congestion Management Process (CMP) Plan
2019-2022 Project Call
- **SUBTASKS**

Subtask 3.1 MPO Staff Work for Task 3.0

3.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to short range planning, including the development and management of agency contracts; procurement, development and management of consultant contracts for projects in Task 3; and the review and processing of monthly billings for work related to Task 3.

3.1.2 General Activities: Specific activities will include, but are not limited to, maintenance of the FY 2019-2022 Transportation Improvement Program, development of the FY 2021-2024 Transportation Improvement Program, along with related performance measures.

3.1.3 Public Participation: This subtask includes MPO staff participation in public outreach activities including video production, developing website information, writing newsletter articles, developing other printed materials, and public meeting facilitation as needed.

3.1.4 Congestion Management Process (CMP), Intelligent Transportation Systems (ITS) and Operations Planning: This subtask covers activities related to conducting the CMP, ITS and Operations Planning. Specific activities include, but are not limited to, developing, updating, refining and implementing the CMP, incorporating congestion analysis results into the regional planning process, and incorporating ITS, systems management and operations into the planning process

3.1.5 Transportation Improvement Program: The four-year Transportation Improvement Program (TIP) lists surface transportation projects that are funded with federal dollars and are consistent with the long-range plan developed for the area. The TIP may also include non-federally funded projects that are regionally significant. The TIP development process includes public involvement activities and opportunities for public review and comment on all aspects of the program.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$417,382 PL
Product(s): Contract procurement materials and billing packages, meeting packages and materials, technical memos, 2019-2022 TIP amendments, 2021-2024 TIP, Congestion Management Process (CMP) Plan

Subtask 3.2 Congestion Management – Consultant Work

3.2.1 Congestion Management Process 2018 Data Collection and Analysis: This subtask provides support for the CMP through congestion data collection and analysis.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$23,000 PL
Product(s): Congestion data and analysis, data in GIS format

Subtask 3.3 Regional Transportation Demand Management Program– Consultant Work

3.3.1 Regional Transportation Demand Management Program

The Regional Transportation Demand Management (TDM) Program will provide TDM services throughout the region with the goal of reducing congestion without adding capacity on the region's roadway network.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$498,720 STBG 124,680 TDCs
Product(s): Contract procurement materials and billing packages, meeting packages and materials, technical memos

- FUNDING SUMMARY

Task 3.0 - FY 2020 & FY 2021

Subtask	Responsible Agency	Transportation Planning Funds (TPF) ¹		STBG		Local		Total		Grand Total
		2020	2021	2020	2021	2020	2021	2020	2021	
3.1	CAMPO	208,691	208,691					208,691	208,691	417,382
3.2	CAMPO	23,000	-			-		23,000	-	23,000
3.3	CAMPO	-	-	-	498,720			-	498,720	498,720
TOTAL		231,691	208,691	-	498,720	-	-	231,691	707,411	939,102

¹TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

V. TASK 4.0 - METROPOLITAN TRANSPORTATION PLAN

- **OBJECTIVE**

To develop, maintain and update a multi-modal Regional Transportation Plan for the CAMPO planning area for a 25-year horizon that meets federal requirements and regional goals.

- **EXPECTED PRODUCTS**

Maintenance and amendments of the 2040 Plan

Development of the 2045 Plan

Maintenance of the Coordinated Public Transit – Health and Human Services

Transportation Plan

Performance Measures

- **PREVIOUS WORK**

2040 Regional Transportation Plan Amendments

2040 Regional Transportation Plan implementation products initial work products related to the development of the 2045 Regional Transportation Plan

Develop a regional bicycle and pedestrian plan

Regional Active Transportation Plan

Walkability Action Plan

- **SUBTASKS**

Subtask 4.1 MPO Staff Work for Task 4.0

4.1.1 General Administration: This subtask allows for MPO staff support for administrative activities related to long range planning including procurement, development, management of consultant contracts for projects in Tasks 4.1, 4.2, and 4.3, review and processing of monthly billings for work related to Tasks 4.1, 4.2, and 4.3, conduct access management, safety, sub-regional traffic management, and other related corridor studies, participation in study oversight committee meetings, amending and maintaining the CAMPO 2040 Regional Transportation Plan, developing the CAMPO 2045 Regional Transportation Plan and supporting materials and cooperatively developing related performance measures.

4.1.2 Public Participation: This subtask includes MPO staff participation in public outreach activities including video production, developing website information, newsletter articles, other printed materials, and public meeting facilitation as needed.

4.1.3 Regional Public Transportation Coordination: This subtask allows for MPO staff support for regional public transportation coordination including coordinating the Regional Transit Coordination Committee (RTCC) and associated activities, and implementing, maintaining and updating the Capital Area Coordinated Transit – Health and Human Services Transportation Plan.

4.1.4 Bicycle and Pedestrian Planning: This subtask includes coordinating the Active Transportation Advisory Committee, conducting planning activities related to bicycle and pedestrian facilities, updating the regional active transportation plan, updating the regional bicycle and pedestrian facility inventory.

4.1.5 Safety Planning: This subtask includes access management and corridor studies for the region, crash data hot spot analyses for regional and local governments, coordinating the regional safety coalition and its safety emphasis area team's associated activities, including, but not limited to, regional workshops, Safety Summits, data analyses, and updating and maintaining the safety analysis tool.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$967,616 PL
Product(s): Planning documents, data sets, contract procurement materials and billing packages, and networks

Subtask 4.2 2045 Metropolitan Transportation Plan

4.2.1 2045 Metropolitan Transportation Plan Development - Consultant Work
CAMPO contracted a General Planning consultant to assist with the development of the CAMPO 2045 Regional Transportation Plan, including the public involvement and outreach, corridor and project prioritization, and draft plan documents. (see Task 1.4). Ongoing contract.

Responsible Agency: Capital Area Metropolitan Planning Organization
Product(s): Public participation plan, meeting materials, technical report(s), draft plan documents

Subtask 4.3 Regional Transit Coordination - Related MPO and Consultant Work

4.3.1 Regional Transit Coordination
This subtask provides support for regional public transportation coordination including the Regional Transit Coordination Committee and associated activities, implementing, maintaining and updating the Capital Area Coordinated Transit-Health and Human Services Transportation Plan. Contract TBD.

Responsible Agency: Capital Area Metropolitan Planning Organization
Funding Requirement: \$120,000 FTA 5304
Product(s): Reports, memos, agendas

Subtask 4.4 Planning Studies – Other agencies in the CAMPO region (MPO Staff Work is not applicable)

4.4.1 RM 2243 Corridor Study

Feasibility study.

Responsible Agency: TxDOT
Funding Requirement: \$575,282 State Funds

4.4.2 Central Texas Turnpike (CTTS) Capital Improvement

Feasibility study – Central Texas Turnpike System Capital Improvement Plan.

Responsible Agency: TxDOT
Funding Requirement: \$9,858,734 State Funds

4.4.3 SH 21 Feasibility Study

Paint Creek to Burleson CL.

Responsible Agency: TxDOT
Funding Requirement: \$2,914,780 State Funds

4.4.4 RM 620 Corridor Study

Colorado River to US 183 N.

Responsible Agency: TxDOT
Funding Requirement: \$4,281,752 State Funds

4.4.5 FM 685 at Kelly Lane Intersection Preliminary Engineering Study

Analyze near-term and long-range intersection improvement options; including O/D study, geometric possibilities, and cost/benefit concerns.

Responsible Agency: City of Pflugerville
Funding Requirement: \$140,000 Local Funds

4.4.6 FM 685/Dessau Corridor Engineering Study

SH130 to Southern City limits or beyond - Analyze innovative intersection/widening improvement options; including traffic analysis, ROW & geometric possibilities, and cost/benefit concerns.

Responsible Agency: City of Pflugerville
Funding Requirement: \$140,000 Local Funds

4.4.7 Rowe Lane Overpass/Rowe Lane Corridor Study

Heatherwilde to Eastern City Limits - Overpass preliminary engineering study in conjunction with corridor/alignment study from Heatherwilde to SH130 and east of Hodde.

Responsible Agency: City of Pflugerville
Funding Requirement: \$200,000 Local Funds

4.4.8 Pecan Street Preliminary Engineering Study

Impact Way to FM 973 - Overpass preliminary engineering study in conjunction with corridor/alignment study through high-growth areas of our ETJ.

Responsible Agency: City of Pflugerville
Funding Requirement: \$100,000 Local Funds

4.4.9 Pecan Street Preliminary Engineering Study

Central Commerce to FM 973 - Preliminary engineering study for urbanizing a high-speed 5-lane rural section highway – pedestrian/adjacent schools/downtown.

Responsible Agency: City of Pflugerville
Funding Requirement: \$100,000 Local Funds

4.4.10 Cele Road Corridor Study

Weiss Lane to FM 973 - Corridor/alignment study through high-growth areas of our ETJ.

Responsible Agency: City of Pflugerville
Funding Requirement: \$100,000 Local Funds

4.4.11 Project Connect System Plan Project Development

Determine modes and alignments and define locally preferred alternatives (LPA) for several high-capacity transit corridors.

Responsible Agency: Capital Metro
Funding Requirement: \$11,000,000 Local Funds

4.4.12 Public Transportation Origin and Destination Study 2020

An origin and destination study every five years to collect comprehensive, statistically valid information about public transportation usage in Central Texas to collect more than 10,000 on-board surveys regarding rider's travel patterns.

Responsible Agency: Capital Metro
Funding Requirement: \$500,000 Local Funds

4.4.13 North Lamar / Airport Blvd Grade Separation Design and Environmental

Conduct the environmental process and develop preliminary and final design for a grade separation of the Capital Metro Red Line at the point where it crosses North Lamar Blvd. The purpose of the project is to develop a feasible design to mitigate the existing rail crossing of North Lamar Blvd. as MetroRail service levels increase over time, requiring additional delays to vehicular traffic including Capital Metro buses.

Responsible Agency: Capital Metro
Funding Requirement: \$4,697,745 STBG Funds \$1,174,436 Local Funds

4.4.14 Corridor Mobility Development Program

Assess a specific corridor's mobility and safety deficiencies, and identify a vision for the long-term modernization of the corridor based on anticipated growth and City of Austin transportation policy.

Responsible Agency: City of Austin
Funding Requirement: \$1,000,000 Local Funds

4.4.15 Austin Core Transportation Plan

An update to the 2002 Downtown Access and Mobility Plan. It will serve as a decision-making tool for transportation planning, project development, operations, and demand management, with the goal of making decisions more transparent and predictable for all stakeholders. Outcomes include the identification of TDM strategies, multimodal projects, priority segments, and spatial needs to support mobility to, from, and within downtown for all users.

Responsible Agency: City of Austin
Funding Requirement: \$350,000 Local Funds

4.4.16 Five Year Strategic Plan for Transit Service

The plan will provide detailed goals, strategies, and action steps required to seamlessly integrate the existing City of San Marcos and Texas State University public transit systems, including administration, operations and maintenance, financing, and route structures, into one coordinated public transit system to serve the San Marcos urbanized area.

Responsible Agency: City of San Marcos
Funding Requirement: \$96,000 FTA 5304 \$60,000 FTA 5307 \$24,000 Local Funds \$19,200 TDCs

4.4.17 Transit Master Plan Update

The plan will provide for an understanding of major activity centers where transit service matters most in terms of accessing employment, housing and addressing travel demand management needs. The plan will also evaluate and provide recommendations to determine what new transit options may be available to lower costs while increasing mobility. Such options may include additional commuter service, park and rides, Microtransit or other on-demand services to provide high frequency connections and improve mobility for Round Rock residents.

Responsible Agency: City of Round Rock
Funding Requirement: \$200,000 FTA 5307 \$50,000 Local Funds

4.4.18 North Lamar/Guadalupe/Riverside Fixed Guideway Corridor Station Area Plans, Value Capture Tools and other Innovative Financing tools, and TOD Station Area Zoning

The study will focus on a ¼-mile on both sides of the alignment and a ½-mile around proposed stations along the proposed North Lamar/Guadalupe/Riverside Fixed Guideway Corridor. The final product of this TOD study will result in a North Lamar/Guadalupe/Riverside Fixed Guideway Corridor Plan, which will include Station

Area Plans, Value Capture and other Innovative Financing tools, and TOD zoning regulations to be adopted by project partners to guide TOD development within the corridor.

Responsible Agency: Cap Metro

Funding Requirement: \$900,000 FTA 20005(b) \$225,000 Local Funds

• FUNDING SUMMARY

Task 4.0 - FY 2020 & FY 2021

Sub task	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5304		FTA Sect. 5307		STBG		STATE		LOCAL		Total		Grand Total
		2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	
4.1	CAMPO	483,808	483,808											483,808	483,808	967,616
4.2	CAMPO	-	-											-	-	-
4.3	CAMPO			25,000	95,000	-	-							25,000	95,000	120,000
4.4	OTHER AGENCIES	-	-	96,000	60,000	200,000	4,697,745	-	-	17,630,548	-	14,828,436	50,000	37,312,729	250,000	37,562,729
		-	-					-	-			-	-	-	-	-
TOTAL		483,808	483,808	121,000	95,000	60,000	200,000	4,697,745	-	17,630,548	-	14,828,436	50,000	37,821,537	828,808	38,650,345

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

Sub task	Responsible Agency	Transportation Planning Funds (TPF) ¹		FTA Sect. 5304		FTA Sect. 5307		FTA Sect. 20005(b)		STBG		STATE		LOCAL		Total		Grand Total
		2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	
4.1	CAMPO	483,808	483,808													483,808	483,808	967,616
4.2	CAMPO	-	-													-	-	-
4.3	CAMPO			25,000	95,000	-	-									25,000	95,000	120,000
4.4	OTHER AGENCIES	-	-	96,000	60,000	200,000	4,697,745	-	-	17,630,548	-	14,828,436	275,000	37,312,729	1,375,000	38,687,729	39,775,345	
		-	-					-	-					-	-	-	-	-
TOTAL		483,808	483,808	121,000	95,000	60,000	200,000	-	-	900,000	4,697,745	-	17,630,548	-	14,828,436	275,000	37,821,537	39,775,345

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VI. TASK 5.0 - SPECIAL STUDIES

- **OBJECTIVE**

To conduct special studies of transportation facilities and/or corridors and transportation-related topics and to implement specialized studies. Includes the assessment of capital investment and other strategies to preserve the existing and future transportation system and reduce the vulnerability of the existing transportation infrastructure to natural disasters.

- **EXPECTED PRODUCTS**

Continued analysis of corridors in the region
Regional Transit Plan
FM 150 /Yarrington Road Corridor Study and Schematic Development
Bergstrom Spur
San Marcos Platinum Planning Study
FM 1626/RM 957 Intersection
Garlic Creek Parkway
US 290/RM 12 & Mercer District

- **PREVIOUS WORK**

Regional Arterial and MoKan/Northeast Subregional
US 183 Luling Relief Route Alternative Analysis
Regional Incident Management Plan
Regional Transportation Demand Management (TDM) Study

- **SUBTASKS**

Subtask 5.1 MPO Staff Work for Task 5.0

5.1.1 General Activities: This subtask allows for MPO staff support for activities related to special transportation planning studies in Subtask 5.1 and 5.2. Specific activities will include participating in special studies. MOU/MOA or other similar documents will be developed to address specific written provision for cooperatively developing and sharing information related to transportation performance data; selection of performance targets; reporting performance targets; reporting and tracking progress.

Responsible Agency:	CAMPO
Funding Requirement:	\$158,990 PL
Product(s):	Contract procurement materials and billing packages, meeting packages and materials, technical memos

Subtask 5.2 Special Studies (undertaken by CAMPO and/or Consultant(s))

~~5.2.1 Regional Transit Study (Study included in SubTask 1.4.1)~~

~~Develop a long range planning strategy for a network of potential regional high capacity transit services and supporting infrastructure for the CAMPO six county region. Contract TBD.~~

~~Responsible Agency: CAMPO~~

~~Funding Requirement: \$500,000 STBG \$150,000 Local Funds~~

5.2.2 FM 1626/RM 957 Intersection

Lane use and transportation nodal analysis. Contract TBD.

Responsible Agency: CAMPO and City of Buda

Funding Requirement: \$160,000 STBG and \$40,000 Local Funds

5.2.3 Garlic Creek Parkway

Corridor and connectivity analysis. Contract TBD.

Responsible Agency: CAMPO and City of Buda

Funding Requirement: \$280,000 STBG and \$70,000 Local Funds

~~5.2.4 Bergstrom Spur (Study included in SubTask 1.4.1)~~

~~Feasibility analysis of an abandoned rail corridor. Contract TBD.~~

~~Responsible Agency: CAMPO and City of Austin~~

~~Funding Requirement: \$280,000 STBG \$70,000 Local Funds~~

5.2.5 US 290/RM 12 & Mercer District

Land use, corridor and node analysis. Contract TBD.

Responsible Agency: CAMPO and City of Dripping Springs

Funding Requirement: \$360,000 STBG \$90,000 Local Funds

5.2.6 San Marcos Platinum Planning Study

Land use, corridor and node analysis. Contract TBD.

Responsible Agency: CAMPO and City of San Marcos

Funding Requirement: \$800,000 STBG \$200,000 Local Funds

5.2.7 FM 150/Yarrington Road Corridor Study and Schematic Development

SH 21 to FM 142/SH 130, conduct feasibility study for new location roadway. Contract TBD.

Responsible Agency: CAMPO and Caldwell County

Funding Requirement: \$1,725,000 STBG and 431,250 Local Funds

5.2.8 Regional Arterial and MoKaN/Northeast Subregional

Needs analysis of the regional arterial system for current and future demand and to improve mobility for people and goods.

Responsible Agency: CAMPO
Funding Requirement: \$215,400 PL \$185,900 State

Subtask 5.3 Corridor and Feasibility Studies (undertaken by agencies other than CAMPO in the CAMPO region)

5.3.1 MoKaN Transportation Corridor Feasibility Study – Segment 2

Study is to assist in the mission of corridor preservation and to identify future operations for this segment of the regionally significant transportation corridor.

Responsible Agency: City of Round Rock
Funding Requirement: \$2,000,000 STBG 500,000 TDCs

5.3.2 DFW to Monterrey High Speed Rail Study

The effort to build high-speed trains connecting Dallas, Arlington, and Forth Worth – and eventually Waco, Austin, Laredo and possibly Monterrey, Mexico.

Responsible Agency: NCTCOG
Funding Requirement: \$300,000 STBG 200,000 Local

• FUNDING SUMMARY

Task 5.0 - FY 2020 & 2021

Sub task	Responsible Agency	Transportation Planning Funds (TPF) ¹		STBG		Local		State		Total		Grand Total
		2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	
5.1	CAMPO	79,495	79,495	-	-	-	-	-	-	79,495	79,495	158,990
5.2	CAMPO	215,400	-	1,429,000	1,896,000	286,000	114,000	257,150	360,000	2,187,550	2,370,000	4,557,550
5.3	OTHER Agencies	-	-	2,300,000	-	200,000	-	-	-	2,500,000	-	2,500,000
TOTAL		294,895	79,495	3,729,000	1,896,000	486,000	114,000	257,150	360,000	4,767,045	2,449,495	7,216,540

¹ TPF – This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

VII. BUDGET SUMMARY - Include the following table which provides a summary of all funding requirements for this UPWP by task and source. Include sources of funding (including carryovers).

BUDGET SUMMARY - FY 2020 & 2021

UPWP Task	Description	TPF ¹ Funds	FTA Sect. 5304	FTA 5307	STBG	Local Funds	STATE	Total Funds
1.0	Administration-Management	3,352,432		-	1,000,000	250,000		4,602,432
2.0	Data Development and Maintenance	320,176	-	-	-	-		320,176
3.0	Short Range Planning	440,382		-	498,720	-		939,102
4.0	Metropolitan Transportation Plan	967,616	120,000					1,087,616
4.4	MTP (other agencies)		96,000	260,000	4,697,745	14,878,436	17,630,548	37,562,729
5.0	Special Studies	374,390	-	-	5,625,000	600,000	617,150	7,216,540
TOTAL		5,454,996	216,000	260,000	11,821,465	15,728,436	18,247,698	51,728,595

¹TPF - This includes both FHWA PL-112 and FTA Section 5303 Funds. TxDOT will apply transportation development credits sufficient to provide the match for TPF. As the credits reflect neither cash nor man-hours, they are not reflected in the funding tables.

Combined Transportation Planning Funds ² \$5,126,596
Estimated Unexpended Carryover \$ 328,400
TOTAL TPF \$5,454,996

² Estimate based on prior years' authorizations

UPWP Task	Description	TPF ¹ Funds	FTA Sect. 5304	FTA 5307	FTA Sect. 20005(b)	STBG	Local Funds	STATE	Total Funds
1.0	Administration-Management	3,352,432		-		1,000,000	250,000		4,602,432
2.0	Data Development and Maintenance	320,176	-	-		-	-		320,176
3.0	Short Range Planning	440,382		-		498,720	-		939,102
4.0	Metropolitan Transportation Plan	967,616	120,000						1,087,616
4.4	MTP (other agencies)		96,000	260,000	900,000	4,697,745	15,103,436	17,630,548	38,687,729
5.0	Special Studies	374,390	-	-		5,625,000	600,000	617,150	7,216,540
TOTAL		5,454,996	216,000	260,000	900,000	11,821,465	15,953,436	18,247,698	52,853,595

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Date: March 8, 2021
Continued From: January 11, 2021
Action Requested: Information

To: Transportation Policy Board
From: Chair Cynthia Long
Agenda Item: 9
Subject: Discussion on Transportation Policy Board Bylaws

RECOMMENDATION

None. Discussion only.

PURPOSE AND EXECUTIVE SUMMARY

The Transportation Policy Board (TPB) has been discussing potential changes to its bylaws since the October 12, 2020 meeting. Chair Long created a TPB Bylaws Subcommittee consisting of Commissioner Jones, Vice Chair Kitchen, Councilman Metayer, and Judge Oakley.

The Subcommittee met via Teams on February 2, 2021. The Subcommittee reviewed the existing TPB bylaws and potential changes that have been discussed since the October 12, 2020 TPB meeting. The Subcommittee was able to reach consensus on a set of recommended updates/changes to the bylaws (attached).

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

Attachment A – *CAMPO Transportation Policy Board Bylaws Amended August 2016*

Attachment B – *Recommended Updates/Changes to CAMPO Transportation Policy Board Bylaws Amended August 2016*

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS AND OPERATING PROCEDURES
FOR THE
TRANSPORTATION PLANNING PROGRAM
IN THE AUSTIN METROPOLITAN AREA**

SECTION I DEFINITIONS

For the purposes of these bylaws, the following definitions apply

- A. Metropolitan Transportation Planning Process.** The Metropolitan Planning Organization (MPO), designated as Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations. CAMPO shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The metropolitan transportation planning process includes the development of a transportation plan, transportation improvement program (TIP) and a unified planning work program (UPWP) that will encourage the achievement of community goals by evaluating the environmental, energy, economic, and social costs of transportation plans and systems, projecting future travel demands, determining viable transportation alternatives, and evaluating these alternatives to determine the optimum combination of all modes of travel to best serve the citizens of the Austin metropolitan area.

- B. Public Involvement Program.** The metropolitan transportation planning process includes the development of a Public Involvement Program and staff procedures. The

Program is intended to include all Austin metropolitan area citizens, groups, agencies, and transportation providers in a transportation effort that is proactive and provides

complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and programs including the Transportation Plan and Transportation Improvement Program. The Public Involvement Program shall integrate the concerns of a wide variety of involved parties and encourage and provide for the greatest level of education of transportation issues. The program will provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs. Public participation in CAMPO Transportation Policy Board meetings is governed by Section III. E. of this document.

- C. Transportation Plan.** The metropolitan planning process includes the development of a transportation plan addressing at least a twenty-year planning horizon. The plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five years to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. The transportation plan must be approved (adopted) by the CAMPO Transportation Policy Board.
- D. Transportation Improvement Program.** The Transportation Improvement Program specifies how federal transportation funds are spent in the Austin metropolitan area for a minimum three-year period. The TIP will be prepared at least every other year and will include a financial plan that demonstrates how the Transportation Improvement Program can be implemented.

- E. Unified Planning Work Program.** The Unified Planning Work Program is a document setting forth, by work element tasks, the planning priorities facing the metropolitan area and documenting the planning activities to be performed with funds available to CAMPO. The estimated expenditures and funding sources for carrying out the work shall be identified.
- F. Metropolitan Planning Organization.** The Metropolitan Planning Organization (MPO) is that organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of 23 USC 134 (The Urban Transportation Planning Process) and 49 USC 5303, as amended. The MPO is the forum for cooperative decision making by principal elected officials of general purpose local and state government and a representative from the Texas Department of Transportation and the Capital Metropolitan Transportation Authority.

SECTION II ORGANIZATION

The structure of the Metropolitan Planning Organization consists of the Transportation Policy Board, the Executive Committee, the CAMPO Office and other Committees, all as described in subsequent paragraphs of these bylaws and operating procedures.

- A. Transportation Policy Board.** The Transportation Policy Board, as the Metropolitan Planning Organization, hereinafter referred to as the TPB, furnishes policy guidance and direction for the continuing transportation study. Ultimate responsibility for the total transportation process including, but not limited to, review and approval of the recommended transportation plan and transportation improvement program rests with the Transportation Policy Board.
- B. Executive Committee.** The Executive Committee are members of the Transportation Policy Board who make recommendations on transportation planning issues, projects and the process as directed by the Transportation Policy Board.

- C. CAMPO Office.** The development of detailed transportation studies, maintenance of accurate data, preparation of reports, and performance of other activities requested by the Transportation Policy Board is the responsibility of the CAMPO Office. The Director of the CAMPO Office is responsible solely to the Transportation Policy Board.
- D. Other Committees.** The Chairperson, with the advice and consent of the Executive Committee, may establish other committees as needed.

SECTION III TRANSPORTATION POLICY BOARD

The following rules shall govern the operations of the Transportation Policy Board.

- A. Membership.** Membership on the Transportation Policy Board is established by the Joint Powers Agreement.
- B. Voting Representation.**

1. **Voting Alternate.** A member of the Transportation Policy Board may designate as an alternate a person eligible pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(1), or any other member of the Transportation Policy Board, to exercise some or all of that member's authority as a member of the Transportation Policy Board. The option provided herein for a Transportation Policy Board Member to designate any other member of the Transportation Policy Board to serve as his or her voting alternate shall not nullify or override the authority of the governing body of a CAMPO member organization to appoint voting alternates pursuant to the applicable subsection (a) and (b) of this subparagraph (B)(1). The alternate designated by a member will count toward a quorum and may vote on any matter authorized by the member designating the alternate. A person designated as a voting alternate

may vote as an alternate on behalf of only one designating member. A member who designates an alternate shall give written notice of the alternate's name and voting authority to the Chairperson prior to the first meeting for which the alternate is designated. The authority of an alternate designated under this subparagraph (B)(1) shall continue until it is rescinded or changed by written notice from the designating member to the Chairperson.

- a. An elected official may designate as an alternate a person appointed as an alternate by the body who appointed that member.
- b. A member who is not an elected official may designate as an alternate a person employed by or who serves on the Board of the organization represented by that member.

2. **Non-Voting Proxy.** A member of the Transportation Policy Board may appoint a proxy to attend a meeting in the member's stead. The proxy appointed by a member does not count toward a quorum and may not vote.

- C. **Quorum.** Fifty percent (50%) of the total members encompassed in paragraph A or their alternate shall constitute a quorum of the members for transaction of business at all meetings.

- D. **Officers.** The Transportation Policy Board elects a Chairperson and a Vice Chairperson for a term of two years. It is the preference that the Vice Chair succeeds to the Chair position. However, the Executive Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the two-year term. The Chair and the Vice Chair must come from different counties. Elections are to be held at the first meeting of each even year. If the Chairperson resigns or is no longer eligible to be a member of the Transportation Policy Board, the Vice Chairperson will serve as Chairperson until an election is held.

E. Meetings. The Chairperson, with the advice and consent of the Executive Committee, shall establish the dates and times of meetings, and the Chairperson designates in the written notice of the meetings the location and business to be transacted or considered. Any Board member may submit a matter for consideration on a future agenda. If the Chairperson does not include that item on the agenda, the member may petition the Executive Committee and the Executive Committee may require the item to be placed on a future agenda.

Written notice of the meeting, the agenda, and all supporting documents shall be mailed to each member of the Board at least seven (7) days prior to the meeting.

All meetings are to be held as open meetings as defined in Chapter 551, Government Code, and the CAMPO Director shall insure that the written notice of the meeting is posted in the appropriate governmental offices at least seventy-two (72) hours prior to the meeting, and shall insure that at least two copies of the agenda and such supporting documentation as is available to the members of the Transportation Policy Board are made available for public inspection in the CAMPO Office at the same time they are made available to Board members.

In the absence of the Chairperson and Vice Chairperson from a meeting of the Transportation Policy Board at which a quorum is present, the Executive Director will convene the meeting and the remaining members of the board present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.

Public participation in meetings shall be as follows. Internal reports from CAMPO employees and committees not posted for action by the board are not eligible for public comment. If action is required on an item which has already been the subject of a public hearing, no public comment will be taken. Otherwise, persons wishing to

comment on a specific agenda item must fill out the card provided by the CAMPO staff. The card will be presented to the Chairperson before the board begins consideration of the item. The card must specify the item on which they will comment and include the speaker's name and whom they represent. Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker.

Persons wishing to address the board about issues not on the agenda should offer their comments during the "Citizens Communication" agenda item. Persons wishing to speak during "Citizens Communication" must contact the CAMPO staff via phone, electronic mail, facsimile transmission, or in person between 9:00 a.m. on the 6th day before the meeting at which they wish to speak and 4:30 p.m. on the day of the meeting at which they wish to speak. Such persons must give their name and specify the topic on which they wish to address the board. Topics are limited to those that directly or indirectly affect transportation in the CAMPO geographic area. No more than ten persons will address the board during Citizens Communication at any given meeting. Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the board or the CAMPO staff. The Chairperson will enforce decorum.

- F. Functions.** The functions of the Transportation Policy Board shall be as delineated in the Joint Powers Agreement.
- G. Attendance.** If a member of the Transportation Policy Board misses more than half of the Board meetings scheduled during a calendar year, the Chairperson may contact the member's appointing body to request a replacement appointee to the Transportation Policy Board.

SECTION IV EXECUTIVE COMMITTEE

- A. Membership.** The Executive Committee will consist of the Transportation Policy Board Chairperson and Vice-Chairperson and members of the Transportation Policy Board that are, at a minimum, representative of the jurisdictions that are signatory of the Joint Powers Agreement. The members of the Executive Committee shall be appointed by the Chairperson of the Transportation Policy Board at the first meeting each year. The jurisdictional representatives of the Joint Powers Agreement are indicated below:

Texas Department of Transportation	1
City of Austin	1
County of Travis	1
County of Williamson	1
County of Hays	1
Capital Metropolitan Transportation Authority	1

- B. Function.** The functions of the Executive Committee shall be as follows:
1. Meet at the direction of the Chairperson.
 2. Take actions on items delegated by the Transportation Policy Board and/or make recommendations on items to the Transportation Policy Board.
 3. The Executive Committee will have no distinctive powers on their own unless given by the Transportation Policy Board or established by these bylaws and operating procedures.

SECTION V CAMPO OFFICE

The following rules govern the operations of the CAMPO Office:

- A. Direction.** The CAMPO Director will be selected by the Transportation Policy Board. The CAMPO Director will hire staff, supervise, and prepare contracts as necessary to perform the work outlined in the Unified Planning Work Program.

B. Funding. The budget of the CAMPO Office must be consistent with the Unified Planning Work Program.

C. Functions. The functions of the CAMPO Director and CAMPO Office are established in the Joint Powers Agreement.

SECTION VI OTHER COMMITTEES

The following rules govern the operations of other committees.

- A. Other Committees.** The committee will perform tasks and functions as requested by the Chairperson, with the advice and consent of the Executive Committee.
- B. Membership.** Members of other committees are appointed by the Chairperson with the advice and consent of the Executive Committee. Membership of each committee may include persons who are not board members with expertise of a nature that would be beneficial to the planning process.
- C. Officers.** The Chairperson and Vice Chairperson for the committee shall be designated by the Chairperson of the Transportation Policy Board.
- D. Meetings.** Meetings of a committee are held as necessary to perform the tasks and functions of the committee. The Chairperson of the committee calls such meetings as necessary and shall notify all committee members of the time, date, and place of the meeting.
- E. Technical Advisory Committee.** The Technical Advisory Committee's purpose is to advise the Transportation Policy Board in its development of

 - 1. The long-range metropolitan transportation plan;

2. The Transportation Improvement Program, including review of and recommendations on candidate projects for the TIP;
3. The Unified Planning Work Program; and
4. Other transportation planning activities, as directed by the Transportation Policy Board or CAMPO's Executive Director.

SECTION VII ETHICS POLICY

A. A member of the Transportation Policy Board or employee of CAMPO shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's

or employee's official duties in favor of another.

- B. An employee of CAMPO who violates Subsection (a) is subject to termination of the employee's employment or another employment-related sanction. Notwithstanding this subsection, a policy board member or employee who violates Subsection (a) is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.

SECTION VIII ADOPTION

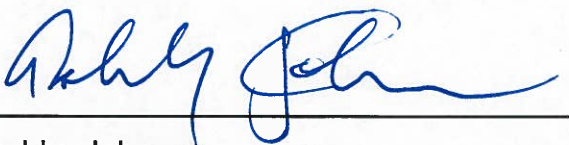
These bylaws and operating procedures shall be in full force and effect at such time as they have been approved by a majority vote of the Transportation Policy Board at a meeting at which a quorum, as defined herein, is present.

SECTION IX REVISIONS

These bylaws and operating procedures may be revised by approval of the Transportation Policy Board at a meeting at which a quorum, as defined herein, is present.

Adopted unanimously by the Capital Area Metropolitan Planning Organization Transportation Policy Board on June 10, 1996; revised by resolution on February 8, 1999, April 14, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010, May 10, 2010, September 13, 2010, February 13, 2012, January 13, 2014, and August 8, 2016.

ATTEST:



Ashby Johnson

Director

Adopted June 10, 1996
 Amended February 8, 1999, April 14, 2003,
 August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
 May 10, 2010, September 13, 2010, February 13, 2012
 January 13, 2014, ~~and~~ August 8, 2016 ~~and~~ , 2021

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
 BYLAWS AND OPERATING PROCEDURES
 FOR THE
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 IN THE AUSTIN METROPOLITAN AREA**

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For the purposes of these bylaws, the following definitions apply:

- A. Metropolitan Transportation Planning Process.** The Metropolitan __Planning Organization (MPO), designated as Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations. CAMPO shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods.

The metropolitan transportation planning process includes the development of a transportation plan, transportation improvement program (TIP) and a unified planning work program (UPWP) that will encourage the achievement of community goals by evaluating the environmental, energy, economic, and social costs of transportation plans and systems, projecting future travel demands, determining viable transportation alternatives, and evaluating these alternatives to determine the optimum combination of all modes of travel to best serve the citizens of ~~central Texas~~ the Austin metropolitan area.

- B. Public ~~Participation~~Involvement Program.** The metropolitan transportation planning process includes the development of a Public Involvement Program, also known as the

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Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
August 11, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010,
May 10, 2010, September 13, 2010, February 13, 2012
January 13, 2014, ~~and~~ August 8, 2016 ~~and~~ , 2021

Public Participation Program, and related staff procedures. The Program is intended to include all central Texas~~Austin metropolitan~~ area citizens, groups, agencies, and transportation providers in a transportation effort that is proactive and provides

complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and programs including the Transportation Plan and Transportation Improvement Program. The Public ~~Involvement~~ Participation Program shall integrate the concerns of a wide variety of involved parties and encourage and provide for the greatest level of education of transportation issues. The program will provide opportunities for citizens to contribute ideas and voice opinions early and often, both during and after preparation of draft plans and programs. Public participation in CAMPO Transportation Policy Board (hereinafter the "TPB") meetings is governed by Section III. E. of this document (unless any emergency orders issued by the Governor of Texas, or other lawful local, state or federal authority, suspend the operation of these provisions).

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C. Transportation Plan. The metropolitan planning process includes the development of a transportation plan addressing at least a twenty-year planning horizon. The plan shall include both long-range and short-range strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods, and includes a financial plan (fiscally constrained). The transportation plan shall be reviewed and updated at least every five years to confirm its validity and its consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period. The transportation plan must be approved (adopted) by the CAMPO ~~TPB~~Transportation Policy Board.

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D. Transportation Improvement Program. The Transportation Improvement Program specifies how federal transportation funds, as well as state and local funds for regionally significant projects, are spent in ~~the Austin metropolitan area~~ central Texas for a minimum three-year period. The TIP will be prepared at least every other year and will include a

Adopted June 10, 1996
Amended February 8, 1999, April 14, 2003,
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financial plan that demonstrates how the Transportation Improvement Program can be implemented.

- E. Unified Planning Work Program.** The Unified Planning Work Program is a document required by federal law setting forth, by work element tasks, the planning priorities facing the metropolitan area and documenting the planning activities to be performed with funds available to CAMPO. The estimated expenditures and funding sources for carrying out the work shall be identified for a minimum of one year and maximum two years in accordance with state and federal statutes, rules and guidelines.
- F. Metropolitan Planning Organization.** The Metropolitan Planning Organization (MPO) is that organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of 23 USC 134 (The Urban Transportation Planning Process) and 49 USC 5303, as amended. The MPO is the forum for cooperative decision making by principal elected officials of general purpose local and state government and a representative from the Texas Department of Transportation and the Capital Metropolitan Transportation Authority.

SECTION II ORGANIZATION

The structure of the Metropolitan Planning Organization consists of the ~~Transportation Policy Board~~ TPB, the Executive Committee, the CAMPO Office and other Committees, all as described in subsequent paragraphs of these bylaws and operating procedures.

- A. Transportation Policy Board.** The ~~TPB~~ Transportation Policy Board, as the Metropolitan Planning Organization, hereinafter referred to as the TPB, furnishes policy guidance and direction for the six-county central Texas region ~~continuing transportation study~~. The TPB is the legal and governing body of CAMPO, as set out and described by the Joint Powers Agreement (dated August 5, 2013). Ultimate responsibility for the total transportation process including, but not limited to, review and approval of the recommended

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Amended February 8, 1999, April 14, 2003,
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transportation plan and Transportation Improvement Program rests with the
TPBransportation Policy Board.

B. Executive Committee. The Executive Committee are members of the TPBransportation
Policy Board who make recommendations on transportation planning issues, projects and
the process as directed by the TPBransportation Policy Board.

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C. CAMPO Office. The development of detailed transportation studies, maintenance of
accurate data, preparation of reports, and performance of other activities requested by

the TPBransportation Policy Board is the responsibility of the CAMPO Office. The
Executive Director of the CAMPO Office is responsible solely to the TPBransportation
Policy Board.

D. Other Committees. The Chairperson, with the advice and consent of the Executive
Committee, may establish other committees as needed.

SECTION III TRANSPORTATION POLICY BOARD

The following rules shall govern the operations of the TPBransportation Policy Board.

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A. Membership. Membership on the Transportation Policy Board is established by the Joint
Powers Agreement.

B. Voting Representation.

B. 1. Voting Member. Each member of the TPB as established by the Joint
Powers Agreement is entitled to one vote on all items presented for action by the
TPB.

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Adopted June 10, 1996
 Amended February 8, 1999, April 14, 2003,
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 May 10, 2010, September 13, 2010, February 13, 2012
 January 13, 2014, ~~and~~ August 8, 2016 ~~and~~ , 2021

~~1. _____~~ **2. Voting Alternate Designation; Proxy.** A member of the ~~TPBransportation Policy Board~~ may designate as an ~~proxyalternate~~ a person eligible pursuant to ~~the applicable subsection (a) and (b) of this subparagraph (B)(1), or~~ any other member of the ~~TPBransportation Policy Board~~, to exercise some or all of that member's authority as a member of the ~~TPBransportation Policy Board~~. The option provided herein for a ~~TPBransportation Policy Board~~ Member to designate any other member of the ~~TPBransportation Policy Board~~ to serve as his or her ~~proxy voting alternate~~ shall not nullify ~~n~~ or override the authority of the governing body of a CAMPO member organization to appoint ~~voting alternates~~ **voting members** pursuant to the ~~Joint Powers Agreement applicable subsection (a) and (b) of this subparagraph (B)(1).~~ The ~~proxyalternate~~ designated by a member will count toward a quorum and may vote on any matter authorized by the member designating the ~~proxyalternate~~. A person designated as a voting ~~proxyalternate~~ may vote as an ~~proxyalternate~~ on behalf of only one designating member. A member who designates an ~~proxy alternate~~ shall give written notice of the ~~proxy's alternate's~~ name and voting authority to the Chairperson ~~and Executive Director~~ prior to the ~~commencement of the~~ first meeting for which the ~~proxyalternate~~ is designated. The authority of an ~~proxyalternate~~ designated under this subparagraph (B)(~~24~~) shall continue until it is rescinded or changed by written notice from the designating member to the Chairperson ~~and Executive Director~~.

~~a. _____ An elected official may designate as an alternate a person appointed as an alternate by the body who appointed that member.~~

~~b. _____ A member who is not an elected official may designate as an alternate a person employed by or who serves on the Board of the organization represented by that member.~~

~~2. Non-Voting Proxy. A member of the Transportation Policy Board may appoint a proxy to attend a meeting in the member's stead. The proxy appointed by a member does not count toward a quorum and may not vote.~~

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- C. Quorum.** Fifty percent (50%) of the total members encompassed in paragraph A or their alternate or proxy shall constitute a quorum of the members for transaction of business at all meetings.
- D. Officers.** The Transportation Policy Board elects a Chairperson, ~~and~~ a Vice Chairperson, and a Secretary, each for a term of two years. It is the preference that the Vice Chair succeeds to the Chair position. However, the Executive Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the two-year term. The Chair ~~and the~~ Vice Chair and Secretary must come from different counties. Elections are to be held at the first meeting of each even year. If the Chairperson resigns or is no longer eligible to be a member of the Transportation Policy Board, the Vice Chairperson will serve as Chairperson until an election is held.
- E. Meetings.** Except as modified by the provisions of these Bylaws, all meetings shall be conducted in accordance with Robert's Rules of Order. The Chairperson, with the advice and consent of the Executive Committee, shall establish the dates and times of meetings, and the Chairperson designates in the written notice of the meetings the location and business to be transacted or considered. Any Board member may submit a matter for consideration on a future agenda. If the Chairperson does not include that item on the agenda, the item may be placed on a future agenda by agreement of any seven (7) TPB member ~~the member may petition the Executive Committee and the Executive Committee may require the item to be placed on a future agenda.~~

Written notice of the meeting, the agenda, and all supporting documents shall be mailed or otherwise provided to each member of the Board at least seven (7) days prior to the meeting.

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All meetings are to be held as open meetings as defined in Chapter 551, Government Code, and the CAMPO Director shall insure that the written notice of the meeting is posted in the appropriate governmental offices and online on the CAMPO website at least seventy-two (72) hours prior to the meeting, and shall insure that at least two copies of the agenda and such supporting documentation as is available to the members of the ~~TPB~~ransportation Policy Board are made available for public inspection in the CAMPO Office and on the CAMPO website at the same time they are made available to Board members.

In the absence of the Chairperson and Vice Chairperson from a meeting of the ~~TPB~~ransportation Policy Board at which a quorum is present, the Executive Director will convene the meeting and the remaining members of the ~~TPB~~board present shall elect by a majority vote a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.

At the commencement of each meeting, the Secretary shall certify the presence of a quorum.

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Public participation in meetings shall be as follows: ~~Internal reports from CAMPO employees and committees not posted for action by the board are not eligible for public comment. If action is required on an item which has already been the subject of a public hearing, no public comment will be taken. Otherwise, p~~Persons wishing to comment on a specific agenda item must fill out the card provided by the CAMPO staff, or if meeting virtually, by electronic sign-up. The card will be presented to the Chairperson before the board begins consideration of the item. The card must specify the item on which they will comment and include the speaker's name and whom they represent. Upon publication of the TPB's meeting agenda, the Chairperson may set and publish reasonable and lawful limitations on the time made available to each speaker. If no such limitations are otherwise set, speakers are limited to three minutes and a speaker's time may not be

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~~assigned to another speaker. Speakers are requested not to address directly any individual members of the TPB or CAMPO staff. Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker.~~

Persons wishing to address the board about issues not on the agenda should offer their comments during the "Citizens Communication" agenda item. Persons wishing to speak during "Citizens Communication" must contact the CAMPO staff via phone, electronic mail, ~~facsimile transmission~~, or in person between 9:00 a.m. on the 6th day before the meeting at which they wish to speak and ~~two hours prior to the commencement of the meeting~~ 4:30 p.m. on the day of the meeting at which they wish to speak. Such persons must give their name and specify the topic on which they wish to address the board. Topics are limited to those that directly or indirectly affect transportation in the CAMPO geographic area. ~~No more than ten persons will address the board during Citizens Communication at any given meeting.~~ Upon publication of the TPB's meeting agenda, the Chairperson may set and publish reasonable and lawful limitations on the time made available to each speaker. If no such limitations are otherwise set, ~~s~~Speakers are limited to three minutes and a speaker's time may not be assigned to another speaker. Speakers are requested ~~not to not directly~~ address directly any individual members of the ~~TPB~~ board or the CAMPO staff. The Chairperson will enforce decorum.

- F. **Functions.** The functions of the ~~TPB~~ ransportation Policy Board shall be as delineated in the Joint Powers Agreement.
- G. **Attendance.** If a member of the ~~TPB~~ ransportation Policy Board ~~(or their alternate or proxy)~~ misses three (3) consecutive meetings of the TPB or more than half of the ~~TPB~~ board meetings scheduled during a calendar year, the Chairperson may contact the member's appointing body to request a replacement appointee to the ~~TPB~~ ransportation Policy Board.

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SECTION IV EXECUTIVE COMMITTEE

A. Membership. The Executive Committee will consist of the ~~TPB~~ransportation Policy Board Chairperson, ~~and~~ Vice-Chairperson, Secretary, and members of the Transportation Policy Board that are, at a minimum, representative of the jurisdictions that are signatory of the Joint Powers Agreement; provided, that if the Chairperson, Vice-Chairperson or Secretary are representative of any of the below-listed entities, no additional representative of that entity shall serve on the Committee. The members of the Executive Committee shall be appointed by the Chairperson of the ~~TPB~~ransportation Policy Board at the first meeting each year, provided, that the total number of members of the Committee shall never constitute a quorum of the TPB. The jurisdictional representatives of the Joint Powers Agreement are indicated below:

Texas Department of Transportation	1
City of Austin	1
County of Travis	1
County of Williamson	1
County of Hays	1
Capital Metropolitan Transportation Authority	1

B. Function. The functions of the Executive Committee shall be as follows:

1. Meet at the direction of the Chairperson.
2. ~~Take actions on items delegated by the Transportation Policy Board and/or m~~Make recommendations on items to the ~~TPB~~ransportation Policy Board.
3. The Executive Committee will have no other distinctive powers ~~on their own~~ unless granted ~~iven~~ by the ~~TPB~~ransportation Policy Board or established by these bylaws ~~and operating procedures.~~

C. Attendance. A member of the Executive Committee may delegate attendance at an Executive Committee meeting to another TPB member. The member shall notify the Chairperson of the appointment of the alternate prior to the commencement of the Committee meeting.

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SECTION V CAMPO OFFICE

The following rules govern the operations of the CAMPO Office:

- A. **Direction.** The CAMPO Executive Director will be selected by the ~~TPB~~Transportation Policy Board. The CAMPO Executive Director will hire staff, supervise, and prepare contracts as necessary to perform the work outlined in the Unified Planning Work Program.
- B. **Funding.** The budget of the CAMPO Office must be consistent with the Unified Planning Work Program.
- ~~C. **Functions.** The functions of the CAMPO Director and CAMPO Office are established in the Joint Powers Agreement.~~

SECTION VI OTHER COMMITTEES

The following rules govern the operations of other committees.

- A. **Other Committees.** ~~Other~~ The committee(s) will perform tasks and functions as requested by the Chairperson, with the advice and consent of the Executive Committee, or as requested by a majority vote of the TPB.
- B. **Membership.** Members of other committees are appointed by the Chairperson with the advice and consent of the Executive Committee. Membership of each committee may include persons who are not board members with expertise of a nature that would be beneficial to the planning process.
- C. **Officers.** The Chairperson and any Vice Chairperson for the committee shall be designated by the Chairperson of the ~~TPB~~Transportation Policy Board.

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D. Meetings. Meetings of a committee are held as necessary to perform the tasks and functions of the committee. The Chairperson of the committee calls such meetings as necessary and shall notify all committee members of the time, date, and place of the meeting.

E. Technical Advisory Committee. The Technical Advisory Committee shall be a standing committee. The Committee's purpose is to advise the ~~TPB~~ransportation Policy Board in its development of:

1. The long-range metropolitan transportation plan;
2. The Transportation Improvement Program, including review of and recommendations on candidate projects for the TIP;
3. The Unified Planning Work Program; ~~and~~
4. Other transportation planning activities, as directed by majority vote of the ~~TPB~~ransportation Policy Board or CAMPO's Executive Director;

~~5. Additionally, the Committee shall have the opportunity to advise and make recommendations on all other TPB agenda items to be considered for action by the TPB before the TPB is asked to take action; and~~

~~6. Notwithstanding the foregoing, the Committee shall not advise or make recommendations on any provisions or amendments relating solely to operations, funding and staffing of the CAMPO Office, and provisions or amendments relating to administration or operations of the TPB itself.~~

SECTION VII ETHICS POLICY

A. A member of the ~~TPB~~ransportation Policy Board ~~or employee of CAMPO~~ shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member ~~or employee~~ in the discharge of official duties or that the member ~~or employee~~ knows or should know is being offered with the intent to influence the

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member's ~~or employee's~~ official conduct;

2. Accept other employment or engage in a business or professional activity that the member ~~or employee~~ might reasonably expect would require or induce the member ~~or employee~~ to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's ~~or employee's~~ independence of judgment in the performance of the member's ~~or employee's~~ official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's ~~or employee's~~ private interest and the public interest;
or
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or ~~employee's~~ official powers or performed the member's ~~or employee's~~ official duties in favor of another.

~~B. An employee of CAMPO who violates Subsection (a) is subject to termination of the employee's employment or another employment-related sanction.~~ Notwithstanding this subsection, a ~~policy b~~ Board member ~~or employee~~ who violates Subsection ~~(a)~~ A is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.

B-C. The foregoing ethics policies shall apply in all respects to the CAMPO Office's employees and shall be included in the written employee policy guidelines or handbook maintained by the CAMPO Office.

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SECTION VIII ADOPTION

These bylaws ~~and operating procedures~~ shall be in full force and effect at such time, and under such terms and conditions, as they have been approved by a majority vote of the ~~TPB~~ransportation Policy Board at a meeting at which a quorum, as defined herein, is present.

SECTION IX REVISIONS

These bylaws and operating procedures may be revised by approval of the ~~TPB~~ransportation Policy Board at a meeting at which a quorum, as defined herein, is present.

Adopted unanimously by the Capital Area Metropolitan Planning Organization Transportation Policy Board on June 10, 1996; revised by resolution on February 8, 1999, April 14, 2003, February 13, 2006, January 22, 2007, November 9, 2009, January 20, 2010, May 10, 2010, September 13, 2010, February 13, 2012, January 13, 2014, ~~and~~ August 8, 2016, and , 2021.

ATTEST:

~~Timothy N. Tuggey~~Ashby-Johnson
~~Counsel~~Director



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

To: Transportation Policy Board
From: Mr. Tim Tuggey, CAMPO Legal Counsel
Agenda Item: 10
Subject: Briefing on Code of Conduct and Ethics Policies

RECOMMENDATION

None. Discussion only.

PURPOSE AND EXECUTIVE SUMMARY

An overview by CAMPO Legal Counsel will be provided on the Code of Conduct and Ethics policies for Transportation Policy Board members.

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

Attachment A – *Code of Conduct*

Attachment B – *CAMPO Transportation Policy Board Ethical Standards Affidavit*

Capital Area Metropolitan Planning Organization Transportation Policy Board

Code of Conduct

The Transportation Policy Board of the Capital Area Metropolitan Planning Organization (CAMPO) is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care, obedience and loyalty in pursuit of its public mission. Accordingly, Board members are expected to adhere to the following Code of Conduct, which supplements relevant provisions of state law and CAMPO's bylaws:

Section I: Bylaws & Policies

- (a) Board members are expected to be aware of, and fully abide by, the bylaws, rules and provisions of the adopted policies of the organization;
- (b) It is the responsibility of the Board to ensure compliance of the organization with all laws, regulations and contractual requirements;
- (c) After debate and consideration, Board members are expected to respect the duly made decisions of the Board in accordance with their fiduciary duties; and
- (d) Board members are expected to work diligently to ensure that the Board executes its role as a policy-making, governing body.

Section II: Informed Participation

- (a) Board members are expected to make every effort to attend all meetings of the Board and the committees of which they are members; and
- (b) Board members are expected to keep well informed of all matters, including financial matters, that come before the Board and/or committees on which they serve. Board members should review the CAMPO staff-provided board materials in advance of each monthly Transportation Policy Board meeting; and
- (c) Board members are expected to participate in the decisions of the organization by bringing to the attention of the Board, its officers, and/or Executive Director any questions or comments of significance or relevance on matters of governance or policymaking.

Section III: Conflict of Interest, Representation & Confidentiality

- (a) Board members are expected to represent the best interests of the organization at all times and to declare any and all duality or conflicts of interests, material or otherwise, that may impede or be perceived as impeding the capacity to deliberate or act in good faith on behalf of the best interests of the organization;
- (b) Board members will maintain full confidentiality of information obtained as a result of Board service in accordance with relevant law, Board policy or direction. The intent of this guidance is to ensure that information of a confidential nature (e.g., personnel and legal matters) is appropriately safeguarded, while at the same time complying with any “Freedom of Information” and open records statutes applicable to CAMPO or Board members.
- (c) In addition to the foregoing, Board members are expected to be familiar and comply with relevant state law and bylaws provisions governing board participation and any conflict of interest, actual or perceived.

Section IV: Board Relations and Personal Behavior

- (a) Board members are expected to respect the work and recommendations of committees, staff and other Board members and to promote respectful relations and communications among all members of the Board, even as they may also respectfully dissent from any Board action;
- (b) Board members are expected to maintain open communications and effective partnerships with other Board members, but will ensure that any communication is made in compliance with the Texas Open Meetings Act;
- (c) Board meetings will be conducted in accordance with Robert’s Rules of Order, except to the extent the Board acting as a body suspends application of such Rules;
- (d) Board members are expected to exhibit the highest standards of personal, legal and ethical behavior during their service on the Board.

Section V: Staff Relations

- (a) Board members will recognize the Executive Director as the chief executive officer of the organization with the sole responsibility for the day-to-day management of the organization, including the assignment of personnel to carry out the work of the organization;

- (b) Board members are expected to conduct themselves in a manner that does not interfere with the duties or authority of employees of CAMPO. Accordingly, a CAMPO board member (other than the Chairperson) must seek the approval of the full Transportation Policy Board or Executive Committee before requesting CAMPO staff to perform any work that requires more than eight hours of accumulated staff time. Any reports, information or other results generated from any such work shall be disseminated to the entire Transportation Policy Board;
- (c) Board members will direct requests for information made pursuant to any freedom of information and open records law or regulation to the CAMPO Executive Director or his/her designee;
- (d) In their actions toward employees of CAMPO, Board members and their staff are expected to act in a manner that contributes to a positive and professional work environment. In dealing with employees of CAMPO, Board members and their staff must never:
 - (1) use offensive language;
 - (2) suggest or engage in inappropriate behavior;
 - (3) behave in an abusive or discriminatory manner

Certification

I certify that I have received and agree to the Code of Conduct. I also certify that I understand that any knowing violation of the rules contained in this Code of Conduct or the CAMPO Bylaws and/or Joint Powers Agreement could result in a reprimand, censure or the removal of voting privileges from the full Transportation Policy Board.

Transportation Policy Board Member Signature

Date



**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY BOARD MEMBER
ETHICAL STANDARDS AFFIDAVIT**

I, _____, a voting member of the Capital Area Metropolitan Planning Organization's Transportation Policy Board, representing _____, hereby swear and affirm that I will uphold the following ethical standards required by voting members of Policy Boards of metropolitan planning organizations as identified in SB 585 (81st Texas Legislature). These standards state that voting members of the MPO Policy Board are prohibited from engaging in the following:

1. Accepting or soliciting any gift, favor or service that might reasonably tend to influence the voting member in the discharge of official duties or that the voting member knows or should know is being offered with the intent to influence the voting member's official conduct;
2. Accepting employment or engaging in a business or professional activity that the voting member might reasonably expect would require or induce the voting member to disclose confidential information acquired by reason of the official position;
3. Accepting employment or compensation that could reasonably be expected to impair the voting member's judgment in the performance of the voting member's official duties;
4. Making personal investments that could reasonably be expected to create a substantial conflict between the voting member's private interest and the public interest; or
5. Intentionally or knowingly solicit, accept or agree to accept any benefit for having exercised the voting member's official powers or performing the voting member's official duties in favor of another.

I further swear and affirm that in order to prevent a potential conflict of interest, that I will abstain from voting in or engaging in the discussion of any matter of business before the Capital Area Metropolitan Planning Organization that will have a special economic effect on either a business or real property of which I have a substantial interest that is distinguishable from the effect on the public. I understand that a "substantial interest" is defined as:

1. I own 10% or more of the voting stock or shares of the business entity or either 10% or more or \$15,000 or more of the fair market value of the business entity; or
2. I have received funds from the business entity exceeding 10% of my gross income for the previous year; or
3. I have a substantial interest in real property defined as an equitable or legal ownership with a fair market value of \$2,500 or more; or
4. I have a family member related to me in the first degree by consanguinity or affinity with a substantial interest in a business entity or real property as defined above.

Any board member who believes or suspects that a conflict of interest or substantial interest might exist should alert the Executive Director at the earliest time possible to ensure that a quorum will be available and no CAMPO business is delayed.

I understand that any violation of these standards or requirements may subject me to removal from the CAMPO Transportation Policy Board and possible prosecution by the Travis County District Attorney.

I further understand that SB 585 requires me to notify the Travis County District Attorney's Office and CAMPO Transportation Policy Board in a timely manner should I have personal knowledge of any violations of these same standards by other voting members of the Capital Area Metropolitan Planning Organization's Transportation Policy Board or of the CAMPO staff.

I also understand that failure to report violations of these standards by other voting members of the Capital Area Metropolitan Planning Organization's Transportation Policy Board or of the CAMPO staff subjects me to possible removal from the Transportation Policy Board and possible prosecution by the Travis County District Attorney.

I hereby swear and affirm that I have read the entire affidavit and that I understand and agree to its contents.

Printed Name

Affiant Signature

Position

Representing

Sworn and subscribed before me this _____ day of _____, 20____

Notary Public, State of Texas

Notary's Printed Name: _____

My Commission Expires: _____



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

To: Transportation Policy Board
From: Mr. Ashby Johnson, CAMPO Executive Director
Agenda Item: 11
Subject: Executive Director's Report on Transportation Planning Activities

RECOMMENDATION

None. Discussion only.

PURPOSE AND EXECUTIVE SUMMARY

- **Project Connect**
CAMPO staff was invited by the Federal Transit Administration to be a Participating Agency for the Blue and Orange lines of Project Connect. Capital Metro convened two (2) scoping meetings on February 23rd and 25th. CAMPO participated in both meetings. Capital Metro provided overview presentations during the meetings. Those presentations are attached.

CAMPO staff also met with Capital Metro staff to discuss a timeline and needed steps to include the Locally Preferred Alternatives (LPAs) for the Project Connect bus rapid transit lines in CAMPO's Transportation Improvement Program (TIP). CAMPO and Capital Metro staff concluded it would be best to bring the LPA's to the Transportation Policy Board as part of the Spring amendment cycle of the TIP and 2045 Plan. The Transportation Policy Board should expect to receive an information briefing as part of the May 2021 meeting agenda and a request for action as part of the June 2021 agenda.
- CAMPO staff provided a status briefing on major transportation projects for the Urban Land Institute's Regional Growth Local Member Council on February 11, 2021.
- CAMPO staff conducted the Regional Transit Coordinating Committee meeting on March 2, 2021.
- CAMPO staff participated in a panel discussion on transportation as part of the Greater San Marcos Partnership's Transportation Summit on February 25, 2021.
- CAMPO staff was on a TxDOT Forum panel on February 9, 2021 moderated by Texas Transportation Commissioner Robert Vaughn and TxDOT Director of Project Planning and Development, Brian Barth, P.E. Other panelists included Dr. Tim Lomax, P.E., with the Texas A&M Transportation Institute (TTI), TxDOT – San Antonio District Engineer, Gina Gallegos, P.E. CAMPO's Executive Director also officially received the TxDOT Road Hand Award at that time.
- CAMPO staff received an overview briefing from Elon Musk's Boring Company and followed up with questions on potential applications for the boring tool in our region.

- CAMPO staff participated in CAPCOG's CARTPO meeting and discussed roadways that have mutual benefits for the urban and rural parts of our respective areas and discussed ways we can promote needed improvements across our regional agencies and across TxDOT districts. The discussion was mostly focused on US 290E and US 290W, SH 80, SH 71E and SH 71W, US 79, FM 973, SH 29, and SH 95.
- CAMPO Staff provided briefings on study findings on regional transit and the MoKan Corridor to the Austin Area Research Organization (AARO).

FINANCIAL IMPACT

None.

SUPPORTING DOCUMENTS

Attachment A – Project Connect Blue and Orange Line Overviews