



Memorandum

To: Consultants
From: Theresa Hernandez, Finance & Administration Manager
Subject: Request for Proposals (WL-002)
Date: March 30, 2023

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) to develop the FM 1626 and RM 967 Intersection Study.

A pre-proposal meeting with the option of either in-person and virtual attendance will be held for consultants on Thursday, April 6, 2023, at 10:00 AM (Central). Information and access links to this meeting are provided in the RFP. Please submit any questions by email to the attention of Will Lisska, Regional Planning Manager, at campo.procurement@campotexas.org, no later than 12:00 PM (Central) on Friday, April 7, 2023. Responses will be posted on CAMPO's website at www.campotexas.org no later than 5:00 PM (Central) on Monday, April 10, 2023.

Please note, it is the proposers' responsibility to visit CAMPO's website for any updated information regarding this RFP. Electronic proposals are due to CAMPO by 5:00 PM (Central) on Friday, April 21, 2023, in accordance with the submission requirements found in the RFP.

Thank you,

Theresa Hernandez
Finance & Administration Manager
Capital Area Metropolitan Planning Organization



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

GENERAL INFORMATION

Solicitation No: WL-002

Service description: FM 1626 and RM 967 Intersection Study

Date Issued: 5:00 PM (Central), Thursday, March 30, 2023

Submission Deadline: 5:00 PM (Central), Friday, April 21, 2023

Submission Format: Electronic (PDF) document, file size less than 10 MB, 40 pages maximum (inclusive of everything), 8.5"x11" page size, font size 11 or larger for body text

Submissions Location: Proposals are to be submitted through email at campo.procurement@campotexas.org

Interview Date Range: May 15, 2023 – May 19, 2023

PRE-PROPOSAL MEETING

Date: 10:00 AM (Central), Thursday, April 6, 2023

Location Address: Buda Municipal Complex, 405 E Loop Street, Building 100, Buda, TX 78610

Room Number: Multi-Purpose Room 1034

Online Option: Microsoft Teams

Meeting Link: [Pre-Proposal Meeting - Solicitation No: WL-002](#)

Meeting ID: 285 798 870 487

Passcode: ANnjFH

[Download Teams](#) | [Join on the Web](#)

INQUIRIES

Submission Deadline: 12:00 PM (Central), Friday, April 7, 2023

Submission Format: campo.procurement@campotexas.org

Response Posting: www.campotexas.org

Response Posting Date: 5:00 PM (Central), Monday, April 10, 2023

CONTACT

Name: Will Lisska

Title: Regional Planning Manager

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

Phone: (512) 596-9459

Email: campo.procurement@campotexas.org

Offers must be received by CAMPO by the submission deadline posted above. All updates regarding this solicitation can be found at <https://www.campotexas.org/requests-proposals-qualifications/>. It is the responsibility of the Offeror to view the procurement web page for all updates including addenda associated with this solicitation.

OFFER SUBMITTED BY

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

Name:

Company Name:

Address:

Phone:

Email:

Signature:

Date:

RFP SUBMITTAL

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

I. Proposal Contents and Specifications

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

II. Evaluation of Proposals

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

III. Scope of Work

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

RFP PROCESS INFORMATION

This RFP will be sent to all consultants in CAMPO's consultant database, which satisfies the search criteria of firms with experience in transportation planning, environmental planning, transportation engineering/design, or environmental engineering/design.

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 firms. Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

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

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

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager, at 737-224-3358.

SECTION I SUBMISSION CONTENTS AND SPECIFICATIONS

Submissions must include the following:

A. Executive Summary

An executive summary of two pages or less to include a summary of the important aspects of the proposal including project objectives, a brief description of each section of the proposal, and any special considerations. The letter must include the primary contact name, telephone number, and email address for the submitting firm.

B. Project Work Program

The consultant should detail their approach to undertaking the tasks listed in this RFP including a recommended methodology for each task along and demonstration of ability to meet specified deadlines as assigned.

C. Project Management and Team

The project manager and other key staff members must be specified, and the consultant must describe how their management and team structure will deliver a successful project. Brief resumes of staff members should be included. The successful respondent will 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 assessment, to be unqualified to perform the work.

D. Schedule

The schedule will demonstrate how the consultant intends to complete work within the timeframe specified by this RFP. At a minimum, the schedule should include a breakdown by tasks, milestones, major deliverables, and critical events. This project should be completed within 18 months of contract execution, although CAMPO may extend the contract due to extenuating circumstances.

E. Availability of Consultant

The consultant will indicate the availability of the project manager and other key staff members to complete the work described in this RFP. For all staff defined in Section C (Project Management and Team), the consultant will provide all other projects being worked on by key staff, percentage of involvement, role, and estimated completion dates of those projects. The consultant will also specify the ability of key staff members to attend in-person meetings within the six-county CAMPO region and to work at the CAMPO office.

F. Prior Experience

Describe relevant individual experience for personnel proposed for the project. Do not include experience 10 years prior to the issuance of the RFP. Provide the project title, year, and reference name, title, agency, email, and phone number of principal person for whom the prior projects were accomplished.

G. Past Performance

Please provide three references from Governmental agencies that have contracted with the submitting consultant for similar services. References should include contact name, title, agency, email, and phone number. Strong proposals will include references from the projects detailed in Prior Experience.

H. Other Requirements and Disclosures

a. 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 consultants in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE consultant, which is either unqualified or unavailable.

b. 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 thereunder (49 C.F.R. part 21), and the assurances by CAMPO thereto.

c. 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 consultant 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 consultant'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 <https://www.ethics.state.tx.us/forms/conflict/>.

The CIQ forms must be completed and included with the proposal for both the primary consultant and any subconsultants/vendors. Consultants that omit required CIQ forms will have their proposal disqualified from consideration by CAMPO.

d. 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 or (b) is located within CAMPO's geographic boundaries.

e. Specific Disclosure, related Certification & Policy Board Review*

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing

and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's disclosure and certification described above. In the event that the Transportation Policy Board determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

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

SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of a consultant that provides for a consistent approach to carry out CAMPO's regional and transportation planning needs. To accomplish this objective, the CAMPO Evaluation Committee will review each submission based on the following criteria:

- **Executive Summary, Proposal Clarity, and Format** (15 Points)
Submissions will be evaluated based on the clarity and format of the summarized project proposal (executive summary), as well as the proposal as a whole.
- **Project Work Program** (20 Points)
The responding consultant team must present their team's approach through a clear, detailed narrative that displays an in-depth understanding of all tasks involved in this study and the project. Any work on similar type projects may be listed to validate this understanding.
- **Project Management and Team** (20 Points)
The responding consultant team should include individuals that have relevant and effective project management experience. This includes an experienced project manager, deputy project manager if applicable, and strong subconsultants. Proposals must demonstrate how each team member, including any subconsultants, will be utilized in relevant tasks.
- **Schedule** (10 Points)
Submissions must include a detailed schedule and include tasks, deliverables, and milestones. The schedule must demonstrate how the project team intends to complete all tasks in the Project Work Program within the allotted timeframe.
- **Availability of Consultant** (10 Points)
This project involves many simultaneous tasks; the consultant team must demonstrate its ability to meet the project schedule and indicate all other projects being worked on by key staff, percentage of involvement and role in those projects, and probable completion dates.
- **Prior Experience** (15 Points)
Submissions will be assessed on prior experience of the proposed personnel in the subject areas covered in Section III of this RFP.
- **Past Performance** (10 Points)
The consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references.

Additional services, ideas, innovation or products, such as graphic design, cost-saving measures, outreach methods, products, DBE/WBE/MBE/HUB usage, etc., will be considered in the evaluation with additional points being awarded in the categories above for the use of these strategies.

The Evaluation Committee members will individually evaluate all submissions according to the criteria described. Based on proposal scoring results, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting consultant. If a contract cannot be negotiated with the top ranked consultant,

CAMPO may choose to proceed to negotiate with the next ranked consultant, and so on, until a contract has been successfully negotiated.

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

SECTION III SCOPE OF WORK

Service Description: FM 1626 and RM 967 Intersection Study

1. PURPOSE

The Capital Area Metropolitan Planning Organization (CAMPO) seeks offers in response to this Solicitation from firms qualified and experienced in developing multimodal intersection studies. Qualified firms must demonstrate an understanding of transportation planning practices and requirements in the Central Texas region; urban street design and its relationship to mobility, safety, and placemaking; land use and economic development concepts; traffic operational analysis methods for multimodal streets; and effective and inclusive public outreach.

The purpose of this initiative is to assist CAMPO and the City of Buda (City) with a multimodal study of the intersection of RM 967 and FM 1626 in Buda, TX. The study will identify needs and develop a context-sensitive transportation vision for the intersection that addresses both the City and CAMPO's goals. The plan will focus on strategies to develop mixed-use environments with the density, services, and amenities to support a mix of transportation options – specifically transit, bicycling and walking. The study will build upon previous local and regional plans and will guide recommendations for CAMPO's long-range Regional Transportation Plan (RTP), the City's Comprehensive Plan update, and other planning efforts.

2. BACKGROUND

According to the US Census Bureau, Hays County grew by 53% between 2010 and 2020, the highest growth percentage of any county in the US with a population over 100,000. The City of Buda was the fastest growing City in Hays County during this time period, with its population increasing by 107% (7,295 residents in 2010 to 15,108 in 2020). This significant growth has resulted in increased demand for facilities and services, particularly transportation infrastructure. As the City, surrounding cities, such as Austin and Kyle, Hays County, and the region continue to grow, the local and regional transportation systems are becoming more interrelated and dependent on each other. Only a few major roadways connect the City with communities to the north and south, and even fewer routes connect the City west to the Hill Country.

FM 1626 is a critical north-south arterial corridor for traffic traveling from Hays County and other communities to employment and activity centers in Travis County, Austin, and surrounding areas. FM 1626 also serves as an important commuter route and as an alternative route to IH-35. Just north of the City, FM 1626 is also the beginning and end point of the SH 45 SW toll road, which connects to Loop 1/MoPac Expressway. Improvements to FM 1626 were completed in 2020, expanding the roadway to 5 lanes with sidewalk improvements.

RM 967 is an east-west arterial through Hays County, providing access to FM 1626, IH-35, Downtown Buda, Driftwood, Dripping Springs, and other locations north and west in Hays County.

3. STUDY AREA

The limits of study extend along RM 967 from Canyon Wren Drive to Buda Sportsplex Drive and along FM 1626 from Maybrook Drive to Oyster Creek Drive. As shown in the map below, the project area includes three signalized intersections (FM 1626 and RM 967; Buda Sportsplex Drive and RM 967; and FM 1626 and Oyster Creek Drive) and adjacent land uses to the roadway limits.

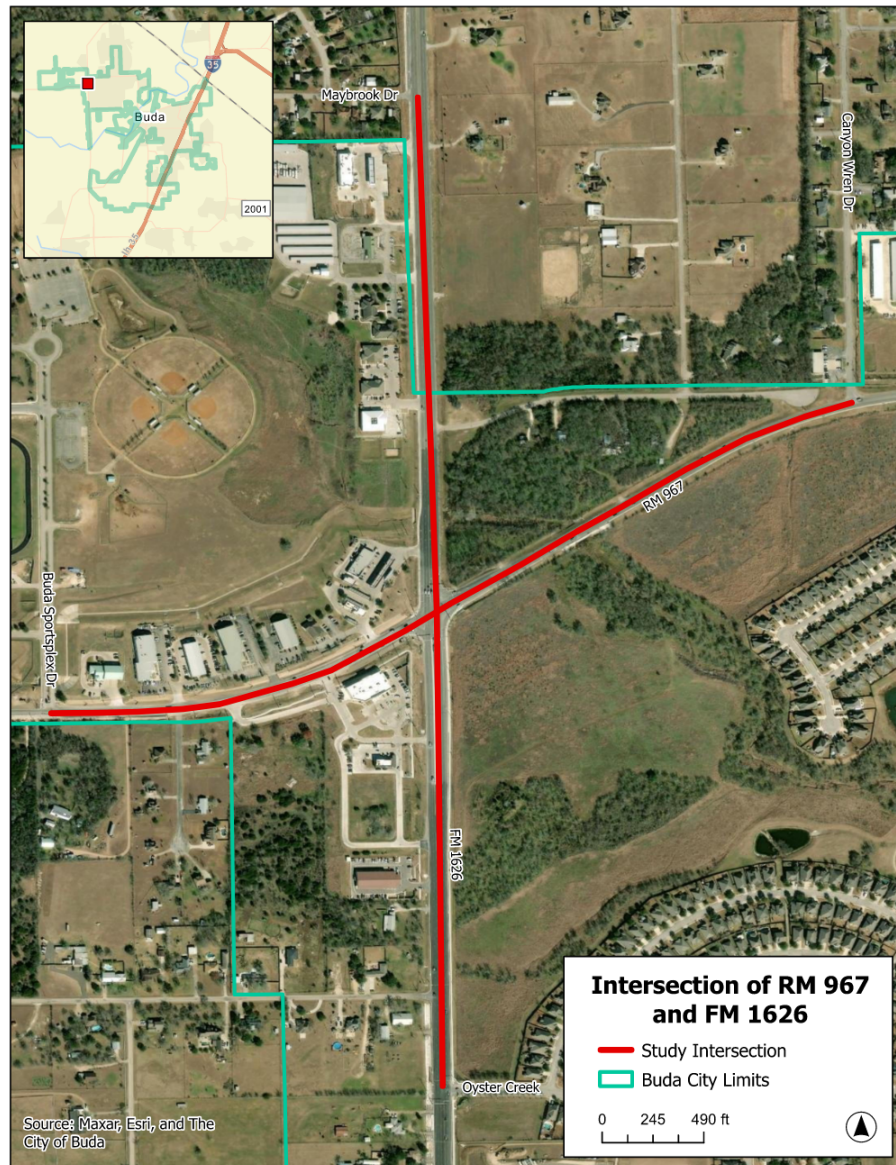


Figure 1. Study Area Map

4. STUDY GOALS

This Study will help analyze the intersection and identify other improvements needed to complement the recent improvements to FM 1626 and RM 967, keeping FM 1626 a viable alternative for IH-35 by removing a potential bottleneck along a regional arterial. The Study will identify and analyze conceptual alternatives to improve the intersection to provide multimodal connectivity, define right-of-way needs, determine approximate costs, develop a project scope for design of the preferred alternative, and recommend a timeline for implementing the improvements. The Study will be guided by the following goals:

- **System Preservation, Access Management, and Operations** - The study will determine additional improvements needed at this intersection to maintain efficient operations and create a more redundant transportation system for the region. The Buda 2030 Comprehensive Plan designated this intersection as part of a Community Node in the Green Growth District. This plan calls for Community Nodes to contain more intense development with a greater mix of uses. Mixed-use areas create a more walkable community where residents can live, work, and play in close proximity, lessening dependence on automobiles for transportation. The Study will determine how to integrate alternative transportation uses and identify appropriate safety measures.
- **Improve Environmental Quality and Public Health** - The Green Growth District was established to provide protective environmental measures and protect the environmentally sensitive Edwards Aquifer recharge zones which is a drinking water source for the region. The restrictions in this district were intended to promote environmentally sensitive policies. These requirements will need to be considered during the study to ensure that any proposed improvements protect the sensitive environment.
- **Promote Economic Development** - The proposed Study will facilitate the efficient use of existing infrastructure. With the recent expanded capacity of FM 1626, additional improvements at FM 1626/RM 967 will need to be made to prevent a network bottleneck. This study will identify the appropriate improvements and the timeframe and phasing for implementation, allowing congestion to be addressed before it profoundly impacts roadway operations. These transportation improvements should promote mixed-use development, creating a positive economic impact to the City, Hays County, and other surrounding communities.

5. TIMELINE AND BUDGET

The FM 1626 and RM 967 Intersection Study shall be completed within 12 to 18 months of Notice to Proceed. The budget for this work shall not exceed **\$200,000**.

6. DETAILED SCOPE OF WORK

TASK 1 – PROGRAM ADMINISTRATION AND MANAGEMENT

This task shall include the 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 summaries; quality assurance/quality control (QA/QC); and other project management activities specified by CAMPO.

Project Management Plan

Outlines project team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other operational information.

Quality Assurance/Quality Control Plan

Documents the quality control program to be implemented by the consultant team. It will outline review processes for all work to ensure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards. The Quality Assurance/Quality Control (QA/QC) plan will acknowledge that thorough QA/QC is the responsibility of the consultant and not CAMPO staff.

Management of Work Activities

Management of all project activities and work to ensure they are conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules, and guidelines.

Program Schedule

A study schedule will be developed, maintained, and actively monitored for major work programs or tasks. Progress will be reviewed during coordination meetings. The FM 1626 and RM 967 Intersection Study shall be completed within 12 to 18 months of Notice to Proceed.

Invoice Preparation and Submittal

Monthly invoices prepared in accordance with current CAMPO invoicing procedures.

Progress Report Preparation and Submittal

Unless otherwise directed in the work authorization, progress reports shall be submitted no later than the tenth day of the month following the month to which they apply. Each invoice shall include a copy of the progress report or reports for the period covered by the invoice. Each progress report shall specify, for each type of work that has been assigned under a work authorization, any deliverables that were completed during that month or other backup documentation as requested; physical and financial percent complete for that work; the precise nature of work that was done that did not result in a deliverable; whether the work is on schedule or not; any issues that may delay the work in the future; any actions by CAMPO or other remedial actions that are required; and, for the following month, the anticipated work to be performed and the deliverables that will be submitted.

Kick-off and Coordination Meetings

A kick-off meeting is to be held immediately after the work authorization is approved. Coordination meetings are to be held at regular intervals as established in the work authorization.

Action Tracking Log

The Consultant shall develop and maintain a log of action items. The log shall identify the action item, its status, responsible party, date assigned, and date completed. The log shall be a tool for managing assignments and shall be reviewed with CAMPO staff during coordination meetings.

Document Control

The Consultant shall develop, implement, and maintain an electronic document control and filing system that shall govern the distribution and file copies of all program-related correspondence, reports, plans and technical data.

Project Files

Project files (electronic and hard copy) shall be assembled, maintained, and delivered to CAMPO with a complete index at project closeout or as directed by CAMPO.

Information Technology

Establishment and/or maintenance of an online electronic management tool (EMT) for internal and external transfer of program and planning data, document management, scheduling, and coordination.

Deliverables

The consultant shall produce all materials related to the project management. Materials to be produced include, but are not limited to, the following:

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

TASK 2 – STAKEHOLDER OUTREACH AND ENGAGEMENT

The consultant will work with CAMPO staff and coordinate with the City of Buda to develop and execute a comprehensive and inclusive public involvement strategy that will lead to thorough and meaningful participation of various stakeholders in the visioning and evaluation of the study corridor.

Steering Committee

The consultant, in coordination with CAMPO and City staff, will develop a steering committee to help guide the study, review the study's recommendations, and provide a forum for interagency coordination. Members of the steering committee shall include staff from CAMPO, the City, TxDOT, CARTS, Hays County, and other agencies, as needed. The consultant will provide updates on the planning and design processes and incorporate feedback from the steering committee. With input from the steering committee, the consultant shall develop and confirm a set of principles/goals to guide the development of the Study concept plan and recommendations.

Stakeholder Identification and Outreach

The consultant shall be responsible for researching, identifying, and conducting outreach to all relevant stakeholders. This targeted outreach will concentrate on stakeholders, through focus groups and interviews, including but not limited to:

- business leaders,
- community leaders,
- key homeowner associations and property owners,
- staff from other City departments (e.g., Parks & Recreation, Fire Department)
- Hays Consolidated Independent School District,
- and other entities or specific groups recommended by the Steering Committee.

The consultant will engage and solicit feedback from stakeholders throughout the process and specifically during development of the existing conditions, concept plan, and the recommendations/prioritization analyses. At least three rounds of stakeholder interviews and three public meetings shall be held at various study milestones during the planning process.

Public Meetings/Open Houses (Virtual and In-Person)

The consultant shall hold public meetings/open houses both online and in-person in the project vicinity at milestone points during the study to gain the perspective of residents, advocacy groups, homeowner associations, business and community leaders, school boards, as well as other stakeholders. To the extent possible, public commenting opportunities and open houses shall be coordinated and held in conjunction with those for related City planning processes.

Online Engagement

The consultant shall coordinate with CAMPO on the development of online engagement tools, including but not limited to a project website, social media, and public preference surveys to be administered at key points during the process. The consultant shall be responsible for producing all outreach materials and online engagement tools to be utilized throughout the study.

Environmental Justice Outreach

The consultant shall provide a robust and coordinated effort to engage individuals and populations that are traditionally underserved and under-represented in the planning process. Efforts may include strategies such as meeting underserved populations where they are already receiving services and providing telephone, mail, and other non-technical information and participation methods. Many underserved and under-represented populations are often less likely to have access to high-speed internet to be able to engage online. Thus, outreach efforts will need to be flexible and be able to reach public spaces and resources that these groups commonly engage with.

Outreach Database

The consultant shall develop an outreach stakeholder database that includes all relevant information, such as a list of all outreach participants, contact information, method of engagement, and engagement results.

Additional Engagement

The consultant shall coordinate and execute any additional outreach and engagement as deemed necessary by the study process, including with local governments, transportation authorities, TxDOT, and other state and federal agencies.

Deliverables

The consultant shall produce all materials related to the development and execution of the public involvement strategy. Materials to be produced include, but are not limited to, the following:

- Public engagement plan (draft and final)
- Stakeholder outreach database
- Public involvement summary report (draft and final)
- Public meeting/open house coordination and materials
- Stakeholder outreach meeting coordination and materials
- Environmental Justice meeting coordination and materials
- Online outreach materials
- Additional outreach materials

TASK 3 –EXISTING AND FUTURE CONDITIONS ASSESSMENT

The consultant shall develop an existing and future conditions assessment within the FM 1626 and RM 967 Intersection Study limits that includes review of previous plans and studies; data compilation and summary; and identification of issues and needs. The results of this assessment will inform the development of the concept plan and recommendations list.

Comprehension Review of Existing Studies, Plans, and Reports

Recently completed land use, transportation and economic development studies and plans should guide and inform the Study. The consultant shall review, evaluate, and summarize current local, state, and regional documents and policies relevant to transportation and supportive land use planning, particularly in the vicinity of the study area. At a minimum, the Study will analyze the following:

- Buda 2030 Comprehensive Plan
- Transportation Mobility Master Plan (2020)
- Parks Master Plan (2021)
- Unified Development Code (2017)
- Strategic Plan (2021)
- Draft FM 1626 Corridor Study as part of the Our Buda, Our Future Comprehensive Plan update
- Draft Trails Plan as part of the Our Buda, Our Future Comprehensive Plan update
- Capital Improvement Programs (City, Hays County, TxDOT)
- Transit Development Plan (2016)
- 2045 Regional Transportation Plan (2020)
- Regional Arterials Concept Inventory (2019)
- 2021 Hays County Transportation Plan Update

Data Compilation and Summary

The consultant will collect and analyze relevant available data to characterize existing and potential future conditions for the FM 1626 and RM 967 Intersection study area. The data collection will pay particular attention to the use of various multimodal transportation related items such as pedestrian and bicycle facilities, streetscapes, and street sections; traffic operations and safety; land use related items such as market trends, existing built form and building types, infill development, public spaces, the opportunities for economic development, and housing. Specific data items that shall be examined as part of components of this study include, but shall not be limited to:

- Existing and planned multimodal network connectivity (walk, bike, transit, freight, and auto)
- Street cross-sections
- Daily traffic volumes (existing and future estimated)
- Peak hour turning movements at key intersections
- Existing and no build traffic operations
- Traffic speeds

- Vehicle, pedestrian, and bicycle safety analysis
- Active transportation activity levels, as available
- Driveways and other access management considerations
- Available right of way and utility locations
- Origin-destination activity
- Existing and future land use, land suitability analysis, and land use susceptibility to change analysis
- Environmental concerns such as floodplains, watersheds, and drainage

Upon review of the data, the consultant will work with CAMPO and City staff to determine if additional, independent data collection is warranted. In order to communicate data findings to CAMPO and City staff, stakeholders, and the public, the consultant will develop a series of maps, exhibits, and/or tables illustrating the key takeaways from each data item included in the process.

Needs Assessment

The data collected and analyzed by the consultant, combined with input from stakeholders as described in Task 2, will be used to inform a needs assessment for the FM 1626 and RM 967 Intersection Study area. The needs assessment will identify issues related to multimodal safety, roadway operations/capacity, network connectivity, infrastructure design deficiencies, quality of life, placemaking, design barriers, land use compatibility, and any other goals/priorities established during the outreach and engagement process. The consultant will prepare a comprehensive list of identified issues with accompanying location maps and figures.

Revision of Goals and Objectives

CAMPO staff will work with the City of Buda and the Steering Committee to revise the study goals and objectives, as needed, based on the findings of the Existing and Future Conditions Assessment.

Deliverables

The consultant shall produce the following materials related to the existing and future conditions assessment:

- Compendium of maps, exhibits, and/or tables illustrating the key takeaways from each data item included in the Data Compilation and Summary process
- Issues list and maps
- Existing and Future Conditions Assessment Memorandum (draft and final) summarizing analysis and findings from the Review of Existing Studies, Plans, and Reports; Data Compilation and Summary; and Needs Assessment

TASK 4 - CONCEPT PLAN DEVELOPMENT

The Consultant will develop a draft conceptual plan based on the Study guiding principles/goals, public and stakeholder input (Task 2), and the needs assessment (Task 3).

Concept Plan

This concept plan shall identify relevant projects and policies to improve the transportation network and supportive land uses that, if implemented, will enhance mobility, connectivity, safety, and various multimodal travel options; support economic development with catalytic land use opportunities; and enhance a sense of place. Several build alternatives shall be considered during the concept plan development task, including various human scale innovative intersection designs.

Traffic Operations Analysis

The consultant shall develop and apply a traffic operations and simulation model to analyze improvements for FM 1626 and RM 967 Intersection Study area. The purpose of this effort will be to determine the ability of proposed multimodal improvements to accommodate expected traffic flow

at the intersection(s). Additionally, the model will be used as a visual communications tool to illustrate the overall functionality of the intersection for staff, decision-makers, and the public.

The consultant shall work with City staff to determine the two weekday peak periods with the highest traffic demand (e.g., AM and PM) and shall develop peak period models for existing, no-build, and up to two (2) build alternatives. Future year traffic demand shall be determined using available data and tools such as historical counts and the CAMPO 2045 Transportation Plan Travel Demand Model. The consultant shall develop operational performance measures to compare the analysis scenarios including but not limited to level of service (LOS), travel time, and network delay. Based on model results and input from City staff and stakeholders, the consultant shall update the model and summarize results for the recommended concept (Task 5).

The consultant shall also develop a test scenario with the travel demand model and traffic operations model to determine potential impacts and changes to the identified conceptual improvements if a north-south arterial is constructed to the east of the FM 1626 and RM967 intersection, roughly connecting between RM 967 at Haleys Way Drive and FM 1626 at SH 45 SW. Based on the results of this test scenario, the consultant shall develop a summary of recommended modifications to the improvement concept.

Deliverables

The consultant shall produce the following materials related to the concept plan:

- Concept Plan Memorandum (draft and final) including a narrative describing the concept development process; descriptive catalog/toolbox of treatments and strategies considered; visualizations of potential urban character and placemaking elements; and maps, cross-sections, and planning-level concept layouts.
- Traffic Operations Analysis Memorandum (draft and final) summarizing the development and results of the operational model scenario analysis.
- Video of the peak period traffic simulation for existing, no-build, build alternatives, and recommended conditions that can be used for stakeholder communication.

TASK 5 - DRAFT RECOMMENDATIONS AND PROJECT PRIORITIZATION

From the concept plan, the consultant shall create quick win, near-term, medium-term, and long-term projects and policy recommendations that are tailored to the needs of the stakeholder/implementing entities in the study area. Timeframes for the recommendations and implementation strategies are defined as:

- Quick Win: 1 Year or Less
- Near-Term: 2-4 years
- Medium-Term: 5-10 years
- Long-Term: 11 years or more

Evaluation Categories and Criteria

The consultant shall develop a set of qualitative and quantitative criteria to assist in evaluating each improvement concept. The broad categories of multimodal mobility, access, safety, urban design and placemaking, land use/environmental compatibility, cost effectiveness, and other project guiding principles/goals (Task 2) will be further defined into evaluation criteria. If desired by the City, these criteria could be developed to reflect the current CAMPO Transportation Improvement Program and Regional Transportation Plan project selection criteria.

Cost Estimates and Cost-Effectiveness

The consultant shall develop planning-level cost estimates for each of the recommended transportation improvements. Additionally, the consultant shall evaluate cost-effectiveness for the combined package of improvements. Monetary benefits associated with the improvements could

include reduction in travel delay, reduction in crash events/severity, increase in land values, economic development potential, and other factors.

Prioritization

The consultant shall create a matrix tool for scoring and prioritizing the individual project recommendations as well as determining preferred implementation timeframes (Quick Win, Near-Term, Medium-Term, or Long-Term). The matrix tool shall score projects based on the evaluation criteria and stakeholder input. Potential criteria for prioritization include cost effectiveness, connectivity, congestion relief, safety, and multi-modal enhancements. The consultant shall develop a methodology for calculating composite prioritization scores using the established criteria and category weights, if needed. Based on the outcomes of the evaluation, the consultant shall develop a prioritized list of projects and policies by timeframe.

Deliverables

The consultant shall produce the following materials related to the recommendations and prioritization analysis:

- Scoring/prioritization matrix (draft and final)
- Recommendations and Prioritization Memorandum (draft and final) including sections describing and summarizing the evaluation criteria, cost estimates, cost-effectiveness analysis, and project prioritization. A summary of current and planned transportation projects and quick wins, near, medium, and long-term project recommendations that will impact the study area.

TASK 6 - FINAL REPORT WITH IMPLEMENTATION PLAN

The consultant shall document and summarize the component tasks described in this scope into a final FM 1626 and RM 967 Intersection Study Report. This document will serve as a synthesis of the component memoranda and include an executive summary, chapters, appendices, and section summaries as needed. The document should use narrative, non-technical language where possible so that it is accessible to multiple potential readers including City staff, local decision-makers, and the general public.

The Report will include the development of three strategic implementation frameworks (Regulatory, Decision, and Plans/Programs/Partnerships) to organize the use of the Implementation Plan as a tool for development decisions, partnerships, and capital investment strategies. The development of the Report will include interviews with City staff to determine use of the Study and integration into the City's planning processes including annual budgeting, capital improvement planning, annual reporting, and related efforts.

The consultant shall develop materials and present Study results at a minimum of two (2) Buda City Council meetings, including as an action agenda item. As needed, the consultant shall also develop materials and present Study results at up to three (3) CAMPO Technical Advisory Committee (TAC) meetings. It is anticipated that presentations for the TAC will be for information-only agenda items.

The report will be reviewed first by CAMPO staff and the City of Buda project team, followed by the Steering Committee. The report shall include the following elements:

- Executive summary
- Outreach and engagement summary
- Existing and future conditions assessment
- Concept plan
- Recommendations and prioritization
- Implementation plan
- Appendices, as needed

Deliverables

- Presentation materials (slide decks, scripts, etc.) for at least two (2) Buda City Council meetings and up to three (3) TAC meetings.
- Final Report in electronic format (PDF) and Five (5) hard color copies of the Final Report (with Appendices). The Final Report should be in 8.5" X 11" format.
- All GIS, traffic model, Photoshop, InDesign, Illustrator, MS Word, MS Excel, photos, graphics, and other associated files.