



Memorandum

To: Consultants
From: Theresa Hernandez, Finance & Administration Manager
Subject: Request for Proposals (WL-004)
Date: October 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) for the Regional Safety Action Plan.

A pre-proposal meeting with the option of either in-person or virtual attendance will be held for consultants on Wednesday, November 8, 2023, at 1:00 PM (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 5:00 PM (Central) on Thursday, November 9, 2023. Responses will be posted on CAMPO's website at www.campotexas.org no later than 5:00 PM (Central) on Wednesday, November 15, 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, December 8, 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-004

Service description: Regional Safety Action Plan

Date Issued: 5:00 PM (Central), Monday, October 30, 2023

Submission Deadline: 5:00 PM (Central), Friday, December 8, 2023

Submission Format: Electronic (PDF) document, file size less than 20 MB, 60 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: January 22, 2024 – January 26, 2024

PRE-PROPOSAL MEETING

Date: 1:00 PM (Central), Wednesday, November 8, 2023

Location Address: 8303 N Mopac Expressway, Suite A210, Austin, Texas 78759

Room Number: CAMPO Conference Room

Online Option: Microsoft Teams

Meeting Link: [Pre-Proposal Meeting - Solicitation No: WL-004](#)

Meeting ID: 269 304 613 739

Passcode: 5owq7g

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

INQUIRIES

Submission Deadline: 5:00 PM (Central), Thursday, November 9, 2023

Submission Format: campo.procurement@campotexas.org

Response Posting: www.campotexas.org

Response Posting Date: 5:00 PM (Central), Wednesday, November 15, 2023

CONTACT

Name: Will Lisska

Title: Regional Planning Manager

Address: 8303 N Mopac Expressway, Suite A210, Austin, Texas 78759

Phone: (737) 218-3847

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 must 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 in Section III. At a minimum, the schedule should include a breakdown by tasks, milestones, major deliverables, and critical events.

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 there-under (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: Regional Safety Action Plan

1. PURPOSE

The Capital Area Metropolitan Planning Organization (CAMPO) seeks offers in response to this Solicitation from firms qualified and experienced in developing roadway safety action plans for metropolitan planning organizations (MPOs), counties, local jurisdiction, and other public agencies. Qualified firms must demonstrate an understanding of and experience with transportation safety plan development; best practices in safe systems and context-sensitive, multimodal streets planning; federal and Texas state transportation planning, funding, and project development regulations; report-writing and graphic design for public-facing media; and effective and inclusive public outreach methods.

The purpose of this work is to assist CAMPO with the development of a Regional Safety Action Plan for the six-county CAMPO region, as well as five county-specific Safety Action Plans (Bastrop, Burnet, Caldwell, Hays, and Williamson Counties) that provide a finer detail of analysis and (when applicable) municipal-level recommendations. A safety action plan for Travis County is being supported through a separate grant, and coordination between the Regional Safety Action Plan and the Travis County safety action plan will be needed. The Regional Safety Action Plan will build upon ongoing regional safety planning efforts by CAMPO, while ensuring consistency with the 2045 Regional Transportation Plan (RTP) goals, the approaching 2050 RTP, and other recent planning work from CAMPO and its member agencies.

2. BACKGROUND

The United States Department of Transportation (USDOT) released a notice of funding opportunity (NOFO) in May 2022 for the Safe Streets and Roads for All (SS4A) discretionary grant program.

CAMPO was awarded an SS4A action plan grant to develop a roadway safety action plan for the agency's six-county planning area. The CAMPO planning area for the purposes of this study encompasses Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson Counties (Figure 1) in rapidly growing Central Texas. CAMPO seeks to develop county-specific and municipally-focused safety action plans that nest into an overarching Regional Safety Action Plan, address the varying scales of regional and local networks, and include the following elements: leadership commitments and goal setting; a clearly defined planning structure; safety data collection/distribution and analysis; engagement and collaboration; strategies to promote equity; policy and process recommendations; strategy and project identification and prioritization; and a focus on progress and transparency.

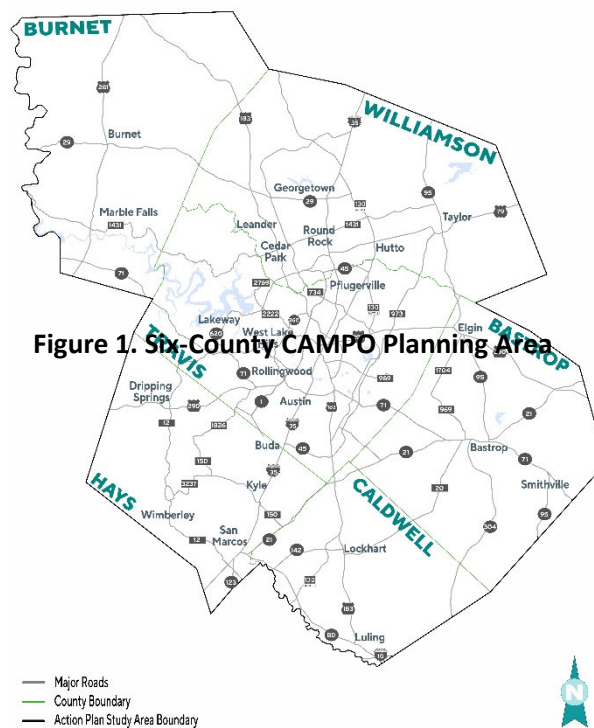


Figure 1. Six-County CAMPO Planning Area

All plans will address equitable investment in the safety needs of historically disadvantaged communities. The municipal and county plans will be nested and incorporated into the overall Regional Safety Action Plan in a manner that avoids redundancy. The results of the Travis County safety action plan (led directly by Travis County through a separate grant award) will be incorporated into the CAMPO Regional Safety Action Plan. The CAMPO-led plans will incorporate safety considerations such as low-cost, high-impact strategies; inclusive public engagement and public safety campaign(s); adoption of innovative technologies and strategies; and inclusion of evidence-supported projects and strategies. All projects and strategies will be identified through a data and evidence driven process.

CAMPO is seeking a team of consultants (collectively referred to as the “Consultant”) to oversee all aspects of the Regional Safety Action Plan development process. While CAMPO staff will provide management and public outreach support, the Consultant will coordinate with member agencies; present to the CAMPO Technical Advisory Committee (TAC) and County-level safety task forces; conduct public outreach; perform regional safety analyses; develop static and online mapping products; and draft and finalize plan documents that meet all the federally-specified requirements for a safety action plan and that can be referenced and understood by decision makers, member agency staff, and the general public.

3. TIMELINE AND BUDGET

The Regional Safety Action Plan will need to be completed and submitted to USDOT for review within two years of the grant agreement date of execution (August 16, 2023). The component county-level safety action plans must be completed and approved by applicable commissioner courts and councils prior to the finalization, recommendation by the TAC, and approval of the Regional Safety Action Plan by the CAMPO Transportation Policy Board (TPB). The project schedule will need to account for regular updates to both the TAC and TPB, which both meet monthly.

The budget for this work shall not exceed **\$2,064,500**.

4. DETAILED SCOPE OF WORK

The detailed scope of work below describes the tasks that CAMPO and the Consultant will need to complete for the Regional Safety Action Plan and the component county-level safety action plans. Since this is a collaborative planning process involving many agencies and stakeholders, tasks may change as the needs of the process evolve, and the Consultant must remain flexible in both their approach and management of all work activities.

TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

This task includes project coordination and administration; preparation of project schedule with key deliverables; preparation of monthly invoices and progress reports; meetings and coordination activities; preparation of meeting agendas, sign-in sheets, and minutes; quality assurance/quality control (QA/QC); action item tracking; and other project management activities specified by CAMPO.

Task 1.1 Project Management Plan (PMP)

The Project Management Plan (PMP) will serve as the guiding document to allow for a clear and organized strategy for managing the five county-level plans in parallel with the overarching Regional Safety Action Plan. The PMP outlines project team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan and procedures; filing protocols and contract close-out procedures; and other operational information. The PMP will not only dictate how the Consultant will perform the essential functions of the planning process, but it will make clear

the organizational strategies the team will employ to effectively manage the full scope and the many tasks that will be running in parallel at any given time during the duration of the project.

Task 1.2 Quality Assurance/Quality Control

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

Task 1.3 Management of Work Activities

The Consultant shall ensure that management of all project activities and work is conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules, and guidelines. The project management of work activities shall include the following routine tasks and protocols:

- **Project Schedule** – A schedule will be developed, maintained, and actively monitored for major work programs or tasks. Progress will be reviewed during coordination meetings. The schedule and accompanying work plan shall be structured to ensure that the Regional Safety Action Plan and component county-level plan will be completed by August 2025. It is assumed that one or more of the County-Level Safety Action Plans may be completed and adopted ahead of the overarching Regional Safety Action Plan, allowing potential project sponsors within those counties to move forward with SS4A implementation grant applications.
- **Invoice Preparation and Submittal** – Monthly invoices shall be 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. Since this project is funded by a federal grant, there will be additional reporting requirements to meet FHWA/USDOT guidelines.
- **Kick-off and Coordination Meetings** – A kick-off meeting is to be held immediately after the work authorization is approved to discuss the PMP and set expectations. Coordination meetings with the consultant team and CAMPO project leadership are to be held at regular intervals as established in the contract to review project progress and management. The regular coordination meetings will be supplemented by meetings to discuss specific and technical tasks, as needed.
- **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 project management. Materials to be produced include, but are not limited to, the following:

- Project Management Plan
- Quality Assurance and Quality Control Plan
- Program schedule
- Monthly invoices
- Monthly progress reports
- Meeting summaries
- Action tracking log
- Indexed project file (electronic and hard copy)

TASK 2 – PLANNING STRUCTURE

The Regional Safety Action Plan, the five County-Level Safety Action Plans (with chapters for constituent jurisdictions), and the Travis County Safety Action Plan will be coordinated so that each follows a similar process of analysis, public engagement and public safety campaigns, project identification, and progress tracking. It is expected that, while the initial stages of the regional planning effort may take place first, the County-Level Plans can be developed at their own pace. Thus, the Consultant should be well organized and staffed to ensure that proper coordination, agreement on process and methodology, and public engagement between all the plans is coherent.

Task 2.1 County-Level Safety Task Forces (Bastrop, Burnet, Caldwell, Hays, and Williamson)

The five County-Level Safety Task Forces will be composed of staff from jurisdictions and agencies within each of the five counties. The Consultant will assist in the selection and recruitment of members in consultation with CAMPO staff. Membership of the County-Level Task Forces will include agencies that have expressed interest in involvement, as well as representatives from TxDOT or other relevant agencies.

Task 2.2 Technical Advisory Committee (TAC)

The CAMPO TAC shall fill the role of the Safety Task Force (i.e., steering committee), guiding the development of the Regional Safety Action Plan. The TAC will be briefed and consulted at key milestones in the development of the Regional Safety Action Plan to review and confirm planning scope and approach, provide feedback, offer guidance on project prioritization, assist with public engagement efforts, and serve as the body for the monitoring of progress on implementation.

Task 2.3 Coordination with Travis County safety action plan

The planning efforts led by CAMPO (e.g., the Regional Safety Action Plan and the five County-Level Safety Action Plans) will need to occur in close coordination those guiding the Travis County safety action plan. The Consultant must ensure that adequate dialog and feedback is taking place so that outcomes from the Travis County safety action plan process can be integrated into the Regional Safety Action Plan.

Task 2.4 Development of Plan Development Guidelines and Templates for County-Level Safety Action Plans

The Consultant, working with CAMPO staff, will develop guidelines and templates that the County-Level plans can follow to ensure consistency and cohesion. The Consultant team will refine the guidelines and templates

with each County-Level Safety Task Force, as needed, to make sure the specific roadway safety concerns for each county are adequately represented.

Deliverables

The Consultant shall produce all materials related to Task Force and TAC coordination. Materials to be produced include, but are not limited to, the following:

- Task Force and TAC Coordination Plan, to be updated as needed during the project
- County-Level Task Force formation, directives, and meeting schedule
- Task Force, TAC, and TPB correspondence
- Plan Development Guidelines
- Templates for County-Level Safety Action Plans

TASK 3 – GOAL SETTING

The CAMPO region has many existing plans and adopted policies focused on transportation safety and related topics, which include CAMPO plans (Regional Incident Management Study, Regional State of Safety Report, and Open Roads Policy); TxDOT statewide and district plans (e.g., TxDOT's Road to Zero goal, Texas Strategic Highway Safety Plan, and the Austin District Annual Safety Plan); and county and municipal plans (e.g., the Austin Strategic Mobility Plan). A number of these also set goals with either specific safety targets, crash/fatal crash reductions, or desired safety related improvements.

Task 3.1 Review of Existing Regional Safety Goals

The Consultant shall lead the effort in collecting all existing safety goals in adopted planning documents, summarizing them, and providing analysis of common elements for each of the counties and for the whole region. This review should include all municipalities and counties in the region, CAMPO, TxDOT, CapMetro, CARTS, CTRMA, and any other entities relevant to roadway safety.

Task 3.2 Develop Goal Recommendations for Regional Safety Action Plan

In coordination with the Technical Advisory Committee, the Consultant shall lead the development of regional roadway safety goals and objectives. These goals and objectives will build on the goals of the CAMPO 2045 RTP and relevant goals in member-agency safety plans.

Task 3.2 Develop Goal Recommendations for County-Level Safety Action Plans

In coordination with County-Level Safety Task Forces, the Consultant shall lead the development of county-specific safety goals and objectives. While they may mirror goals identified for the whole region, guidance from County-Level Safety Task Forces and existing conditions research and analysis may lead to the development of specific goals and objectives for one or more of the counties. County-specific goals/objectives must remain reasonably consistent with the Regional Safety Action Plan goals/objectives.

Deliverables

The Consultant shall produce all materials related to goal setting. Materials to be produced include, but are not limited to, the following:

- Review of Existing Regional Safety Goals memo
- Regional and County-Level Safety Goals and Objectives memo

TASK 4 – SAFETY ANALYSIS AND ISSUES IDENTIFICATION

The Consultant shall build on the analysis and issue identification in the CAMPO Regional Traffic Safety Plan and perform a roadway safety analysis that includes the following elements: existing conditions and historical trends to set a baseline level for crashes involving fatalities and serious injuries across the region and within

each of the counties; identification of significant historical crash locations by total, severity, contributing factors, and other characteristics; determination of systemic and specific safety needs; and geospatial identification of higher risk locations based on historical, predictive, and systemic safety analysis methods.

Task 4.1 Review and Synthesis of Previous Planning and Analysis

This task involves the review and evaluation of current local, state, and regional plans relevant to transportation and supportive land use planning. This shall include past CAMPO plans and ongoing efforts, including the Project Readiness Program. The Consultant shall develop a succinct summary of these various plans and their relevance to the CAMPO safety action planning efforts.

Task 4.2 Data Collection

Using the CAMPO Regional Traffic Safety Plan as a starting point, the Consultant will work with CAMPO staff, the TAC, and relevant stakeholders to collect all necessary data to evaluate the safety of transportation facilities within the region. This planning effort shall rely on both traditional crash data sets and innovative/emerging data sources, which can help to fill knowledge gaps related to the causes of crashes, near-misses, or issues of equity.

Task 4.3 Regional Analysis

This analysis will build upon the CAMPO Regional Traffic Safety Plan. The analysis will focus on roadways and other facilities that are defined as regionally significant per the 2045 RTP. The following analyses will be performed:

- **Historical Crash Analysis** – Historical crash trends and characteristics will examine the location and severity of crashes, contributing factors, crash types, and other characteristics.
- **Systemic Safety Analysis** – This analysis will focus on the use of data to predict locations that are more susceptible to fatal and serious injuries using factors such as roadway design, operational characteristics, and known conflicts. Following a Safe Systems Approach, the analysis will be used to help identify locations that would both reactively and proactively help prevent future serious crashes, if improved. The Consultant should consider the Proven Safety Countermeasures (PSCi) developed by FHWA. These strategies include speed management, pedestrian/bicyclist safety, roadway departure, intersections, and crosscutting. The goal of this analysis is to help the Regional Safety Action Plan proactively identify and address risks associated with the existing transportation system.
- **Hotspot and High-Injury Network Development** –The geospatial identification of safety issues, including but not limited to high risk of fatal and serious injuries, traffic stress for active transportation, excessive speeding, and safe transit access. It will be integrated with equity analysis, as described in Task 8.

Task 4.4 County-Level Analysis

Following a similar methodology to the regional analysis, the County-Level analyses will consider all roadway classes, including local roads (i.e., the analysis will not be constrained by the regional significance thresholds defined in the 2045 RTP). The following analyses will be performed:

- **Historical Crash Analysis** – This analysis will be undertaken at a finer level of detail than the Regional Safety Action Plan analysis so that local roadway crash trends can also be presented for each County-Level Safety Action Plan.
- **Systemic Safety Analysis** – This analysis will focus on the use of data to predict locations that are more susceptible to fatal and serious injuries. Compared to the Regional Safety Action Plan analysis, the systemic safety analysis for the County-Level Safety Action Plans may focus in more detail on specific roadway safety issues that are important to each of the constituent counties and/or municipalities.
- **Hotspot and High-Injury Network Development** – This analysis will lead to the geospatial identification of safety issues, including but not limited to high risk of fatal and serious injuries, traffic

stress for active transportation, excessive speeding, and safe transit access. The methodology will vary based on values and goals of the county and constituent jurisdictions identified in initial conversations with County-Level Safety Task Force. It will be integrated with equity analysis, as described in Task 8.

Deliverables

The Consultant shall produce all materials related to the safety analysis. Materials to be produced include, but are not limited to, the following:

- Existing Conditions and Planning Framework memo
- Data Collection and Analysis Methods memo
- Regional Safety Analysis and High-Injury Networks memo
- County-Level Safety Analysis and High-Injury Networks memo
- Static maps and web maps showing results of both the Regional and County-Level analyses
- Databases and any relevant calculations

TASK 5 – ENGAGEMENT AND COLLABORATION

The Consultant shall, with the guidance of CAMPO staff, develop and execute a comprehensive and inclusive public involvement strategy that will lead to thorough and meaningful participation of various stakeholders in the development of the Regional Safety Action Plan and public safety campaigns. The Consultant will incorporate information received from the engagement and collaboration into the planning process.

Task 5.1 Public Engagement Plan and 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.

Task 5.2 Collaboration with County-Level Safety Task Forces

Throughout the development of the plan County-level Safety Task Forces will guide plan development, project identification, and implementation. As described in Task 2, the Consultant will support the formation of these Task Forces, communicate with the members throughout the development of the plan and the life of the grant, and work with them and their agencies to promote and further the goals of the action plan.

Task 5.3 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,
- staff from member agency departments
- School District(s),
- and other entities or specific groups recommended by the Safety Task Forces.

The Consultant will engage and solicit feedback from stakeholders throughout the process and specifically during development of the existing conditions and safety analysis; policies and process assessment; equity assessment; and the project identification and prioritization. At least one round of stakeholder interviews and public meetings for each county plan shall be held as part of the planning process. CAMPO envisions at least two separate rounds of engagement for the regional planning effort.

Task 5.4 Public Meetings and Open Houses (Virtual and In-Person)

The Consultant shall hold public meetings/open houses both online and in-person in the study 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, virtual and in-person public meetings/open houses shall be coordinated and held in conjunction with those for related planning processes. One round of public meetings/open houses will be hosted throughout the region to introduce the Regional Safety Action Plan process and preliminary data analysis. A second round of public meetings/open houses will focus on County-Level Safety Action Plan project identification and confirmation. A final round of public meetings/open houses will solicit comment on the draft Regional Safety Action Plan. Additionally, there shall be at least two presentations held to each local governing body that wishes to formally adopt their component Safety Action Plan.

Task 5.5 Online Engagement

The Consultant shall coordinate with CAMPO on the development of online engagement tools, including but not limited to a study 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.

Task 5.6 Public Safety Campaigns

The Consultant shall coordinate with CAMPO on the development of public safety campaigns, including but not limited to a study website, social media, and collateral material such as print and online ads, radio spots, and media opportunities. The Consultant shall be responsible for producing all materials, seeking events and opportunities to promote these campaigns, and supporting CAMPO staff in implementation of the events and outreach opportunities.

Task 5.7 Public Involvement Summary

The Consultant shall develop a summary of all outreach activities and public involvement throughout the course of the planning process. This shall include documentation of all public events, Task Force meetings, and presentations, as well as all written comments and summaries of any surveys or questionnaires. This document will be part of the full plan report.

Task 5.8 Additional Engagement

The Consultant shall coordinate and execute any additional outreach and engagement as deemed necessary by the study process, including with the TPB, TAC, other CAMPO subcommittees, 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
- Stakeholder Outreach Database
- Presentations to local governing bodies
- Public Meeting, Open House, and Public Safety Campaign materials (virtual and printed)
- Safety Action Plan landing page
- Social media posts and advertisements
- Public surveys (online and in-person)
- Additional outreach materials
- Public Involvement Summary Report

TASK 6 – POLICIES AND PROCESS ASSESSMENT

The Policies and Process Assessment will offer a thorough review of the existing state of policies related to transportation safety around the CAMPO region. It will provide sufficient context for the existing conditions

and safety analysis and offer clear paths forward for regional- and county-level policy recommendations to improve safety.

Task 6.1 Assessment of Existing Policies, Guidelines, and Standards

The Consultant shall assess current policies, plans, guidelines, and/or standards to identify opportunities to improve how local processes prioritize safety. This assessment will be done at both the regional and county level and delve into municipal policies as needed. In general, this review and assessment should focus on any policies, guidelines, or standards that impact the safety of roadways, sidewalks, trails, and other transportation facilities and identify issues where particular countermeasures or designs may be ineffective or restricted.

Task 6.2 Regional Policy Recommendations

The Consultant shall develop recommendations at the regional level to improve safety and address issues identified in Task 4. The Consultant shall make clear the existing governance frameworks of all implementing agencies and make sure that any recommendations are achievable for their specific jurisdictions or agencies. While Task 7 will focus on specific safety improvement projects and strategies, the Task 6.2 recommendations should be centered on regional and local policies and ordinances that can be adopted to further safety goals.

Task 6.3 County-Level Policy Recommendations

The Consultant shall develop recommendations at the county level to improve safety. As with the regional recommendations, county-level recommendations are to be focused on implementable and supported policies that are shown to improve safety. While there may be recommendations that can apply to all county plans, it is particularly important that the Consultant identify policies that would have the most impact in reducing serious injury and fatal crashes for the specific jurisdictions of each county-level plan.

Task 6.4 Template for Local Context-Sensitive Multimodal Streets Policies

The Consultant shall develop, in consultation with CAMPO staff, a template for local context-sensitive multimodal street policies that may be adopted or otherwise used as guidance by local governments that wish to put these policies in place in their community or in specific locations. This template should be founded on the best practices and guidance of the Federal Highway Administration and offer tools for successful planning, analysis, design, and monitoring.

Deliverables

The Consultant shall produce all materials related to the regional and local policy recommendations. Materials to be produced include, but are not limited to, the following:

- Existing Policies, Guidelines, and Standards Assessment memo
- Regional and County-Level Policy Recommendations memos
- Local Context-Sensitive Multimodal Policies Template for Municipal and County Governments

TASK 7 – PROJECTS AND STRATEGIES SELECTION

The Consultant shall lead the identification of a set of projects and strategies to address the roadway safety issues identified in the plan, including time ranges when projects and strategies will be deployed, sponsor(s), relevant next steps, and a process of project prioritization. The projects and strategies will be presented as a list and include cost estimates, phasing, and potential funding sources.

Task 7.1 County-Level Safety Improvement Projects and Strategies

The Consultant will lead the process of identifying potential improvement projects, grouped projects, and strategies that can best meet the goals and objectives set forth in the plan and the needs determined through analysis and public engagement. Since SS4A Implementation Grant funding is available for all roadway

classes, potential projects in the County-Level Safety Action Plans should not be limited by regional significance. It is important to be able to tie the projects and strategies back to the issues identified, to the high injury networks developed, and to the countermeasures discussed previously. Coordination with the County-Level Safety Task Forces is essential to making sure that there is potential support from local jurisdictions and partners. Each project/strategy shall also be assessed through the lens of implementation, and candidate projects for programs including but not limited to SS4A and the Highway Safety Improvement Program (HSIP) shall be identified. Projects/strategies that could be strong candidates for local HSIP funding shall be developed in a way that gives potential sponsor agencies a head start in the application process, including the identification of TxDOT-approved countermeasures and the calculation of the Safety Improvement Index (SII).

Task 7.2 Regional Safety Improvement Projects and Strategies

The Regional Safety Action Plan will identify regionally significant improvement projects and strategies, many of which may be identified during the County-Level Safety Action Plan processes. The list should tie back to the specific goals and objectives of the regional plan and be supported by the underlying analysis of the high injury networks and the public engagement findings.

Task 7.3 Project Prioritization Rankings

The identified projects and strategies will be prioritized through a methodology developed by the Consultant and with feedback from the TAC, Task Forces, and CAMPO staff. As best as possible, the criteria should mirror the goals and objectives set in the planning process and should be easily understood and communicated to policymakers and the public. Projects will be ranked for each of the County-Level Safety Action Plans and for the Regional Safety Action Plan.

Deliverables

The Consultant shall produce all materials related to project and strategy identification and prioritization. Materials to be produced include, but are not limited to, the following:

- County-Level Safety Improvement Projects and Strategies List and Maps, including cost estimates, phasing, and funding sources.
- Regional Safety Improvement Projects and Strategies List and Maps, including cost estimates, phasing, and funding sources.
- County-Level and Regional Project Prioritization Criteria memo and presentation of process to Task Forces
- County-Level Project Prioritization Rankings and Maps
- Regional-Level Project Prioritization Rankings and Maps

TASK 8 – EQUITY CONSIDERATIONS

The Consultant shall lead the effort to ensure that the planning process is inclusive and representative of the diverse demographics of the CAMPO region. An equity analysis will also be performed to assess the initial equity impact of proposed projects and strategies.

Task 8.1 Identification of Underserved Communities and Vulnerable Populations

The Consultant shall further CAMPO's efforts at identifying underserved communities and vulnerable populations in the six-county CAMPO region using tools provided by USDOT and supplemented with GIS-based analyses to identify additional disadvantaged communities within the region. This effort will build upon the analysis that CAMPO put forward in the 2045 RTP. Following this analysis, the Consultant shall develop plans for targeted engagement. This will also include 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-tech information and participation methods. Many underserved and under-represented populations are often more likely to not have access to high-speed internet or limited connected devices 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.

Task 8.2 Development of Regional and County-Level Equitable Safety Strategies

To ensure that the overall planning effort is focused on equity and the inclusion of underrepresented groups, the Regional and County-Level Safety Action Plans shall feature overarching strategies that will help to further equity in the distribution of safety benefits. For all Regional and County-Level recommendations, strategies, and projects, the Consultant shall assess the equity of the potential improvements. Working with CAMPO staff and Task Force members, the Consultant will determine the composition of groups for the analysis, the methodology utilized, and how to best present the results.

Task 8.3 Additional Equity Outreach and Engagement

The Consultant shall coordinate and execute any additional outreach and engagement with underserved communities and/or vulnerable populations 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 this task. Materials to be produced include, but are not limited to, the following:

- Underserved Communities and Vulnerable Populations Assessment memo
- Equitable Safety Strategies proposed in the Regional and County-Level Safety Action Plans
- Equity Impact Assessment memo

TASK 9 – SAFETY ACTION PLAN REPORTS

The final deliverable shall consist of six reports: one Regional Safety Action Plan and one County-Level Safety Action Plan for each of the five counties that CAMPO is studying in-depth (Bastrop, Burnet, Caldwell, Hays, and Williamson). The Consultant shall prepare drafts for review by CAMPO staff. This will be followed by a round of review by TAC and Task Force members. Comments will then be incorporated into a final draft of the plan documents. The reports must be easy to read, visually appealing, and provide quick takeaways for policymakers, elected officials, agency staff, and the general public. It is assumed that the reports will primarily be viewed digitally (in PDF format), but the documents should also be formatted for easy and legible printing.

Task 9.1 County-Level Safety Action Plans

The Consultant shall develop report templates and branding guidelines for the County-Level Safety Action Plan and Regional Safety Action Plan that are consistent with the Logo Style Guide and other CAMPO documentation protocols. Maps and exhibits for the plans shall reflect a consistent style and branding.

Task 9.2 County-Level Safety Action Plans

It is expected that the County-Level Safety Action Plans will be finalized prior to the overarching Regional Safety Action Plan. The County-Level Safety Action Plans shall be stand-alone documents that can be incorporated into the Regional Safety Action Plan. Each County-Level Plan will serve as a synthesis of the component memoranda and include an executive summary, chapters, appendices, and section summaries as needed. At a minimum, the documents will each include the following sections:

- Executive summary
- Outreach and engagement summary
- Goals and objectives

- Safety analysis and issues identification
- Policies and process assessment
- Equity considerations
- Projects and strategies selection
- Implementation plan
- Appendices

The County-Level Safety Action Plans will be supplemented by the Consultant to assist with local government adoption, as needed. This may include the development of municipally specific pull-out chapters, presentations for local decision-making bodies, and staff support for local review and adoption.

Task 9.3 Development of Regional Safety Action Plan Report

The Regional Safety Action Plan Report will serve as a synthesis of the safety action planning process for transportation facilities of regional significance, incorporating the results of the County-Level safety action plans, as applicable. In addition to the report sections described in Task 9.2, the Regional Safety Action Plan Report shall include the following items:

- A section on regional implementation through the adoption of new policies and strategies, potential projects, and recommendations. An implementation matrix shall outline the necessary agencies, timeline, resources, and funding opportunities.
- Safety performance measurement recommendations, in collaboration with the TAC.

The Regional Safety Action Plan report will be presented by the Consultant at least once for information and once for action to both the TAC and TPB. The Consultant shall prepare any necessary summaries and presentation materials to aid in TAC and/or TPB review of the plan.

Task 9.4 Supplemental Mapping

One or more web map platforms/viewers should be created to supplement maps that are otherwise too difficult to read and/or interpret at the standard resolution of the PDF documents. All mapping products shall also be delivered in a format that can be easily updated by CAMPO staff in the future.

Deliverables

The Consultant shall produce all reports and materials related to both the Regional Safety Action Plan and the County-Level Safety Action Plans. Materials to be produced include, but are not limited to, the following:

- Regional Safety Action Plan Report, which will include an Executive Summary and full Appendix. Electronic format for draft document. Up to 30 hard copies, printed in color and bound, for the final document.
- Separate Reports for each County-Level Safety Action Plan. Electronic format for draft documents. Up to 10 hard copies for each final County-Level Plan, printed in color and bound.
- Presentation slides, handouts, and additional materials for all presentations to CAMPO TPB, TAC, and additional governing bodies.
- Supplemental web maps.
- All GIS, Photoshop, InDesign, Illustrator, MS Word, MS Excel, photos, graphics, and other associated files.

TASK 10 – ACTION PLAN PROGRESS TRACKING AND ADMINISTRATION

The life of the Regional Safety Action Plan will go on past the plan's adoption and result in a program of work, including the tracking of progress toward the plan's goals, objectives, and performance targets and an update of regional data dashboards.

Task 10.1 Program of Safety Planning Work

The Consultant shall, with guidance from CAMPO staff, develop a program of work for the continuation of the safety planning work by CAMPO after the plan's approval.

Task 10.2 Action Plan Implementation and Progress Tracking

The Consultant shall support CAMPO staff with a methodology and applicable materials for measuring implementation progress, progress toward the goals and objectives of the plan, and progress toward reducing roadway fatalities and serious injuries. This could be done through an annual report cards process, other communications with stakeholders, and other methods.

Task 10.3 Regional Data Dashboard Recommendations

The Consultant will recommend ways to integrate data sets gained through the safety planning process into the existing CAMPO data dashboards. The data recommendations should be relevant to both the region as a whole and for each county and jurisdiction.

Deliverables

The Consultant shall produce all materials related to progress tracking. Materials to be produced include, but are not limited to, the following:

- Program of Safety Planning Work memo
- Action Plan Implementation and Progress Tracking Matrix, templates and materials
- Presentations to TAC on Implementation and Progress Tracking
- Regional Data Dashboard Recommendations memo