



Memorandum

To: Consultants
From: Theresa Hernandez, Finance & Administration Manager
Subject: Request for Proposals (WL-005)
Date: November 17, 2025

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 Eanes Creek Trail Feasibility Study.

A pre-proposal meeting with the option of either in-person or virtual attendance will be held for consultants on Thursday, December 4, 2025, at 2:00 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 Monday, January 5, 2026. Responses will be posted on CAMPO's website at www.campotexas.org no later than 5:00 PM (Central) on Wednesday, January 7, 2026.

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, January 16, 2026, 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-005

Service description: Eanes Creek Trail Feasibility Study

Date Issued: 5:00 PM (Central), Monday, November 17, 2025

Submission Deadline: 5:00 PM (Central), Friday, January 16, 2026

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: February 10, 2026 – February 11, 2026

PRE-PROPOSAL MEETING

Date: 2:00 PM (Central), Thursday, December 4, 2025

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

Room Number: Large Conference Room

Online Option: Microsoft Teams

Meeting Link: [Pre-Proposal Meeting - Solicitation No: WL-005](#)

Meeting ID: 245 312 007 527 6

Passcode: G32XM3jo

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

INQUIRIES

Submission Deadline: 5:00 PM (Central), Monday, January 5, 2026

Submission Format: campo.procurement@campotexas.org

Response Posting: www.campotexas.org

Response Posting Date: 5:00 PM (Central), Wednesday, January 7, 2026

CONTACT

Name: Will Lisska

Title: Regional Planning Manager

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

Phone: (512) 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 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

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 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: Eanes Creek Trail Feasibility Study

1. PURPOSE

The Capital Area Metropolitan Planning Organization (CAMPO) seeks offers in response to this Solicitation from firms qualified and experienced in the development of trail and multimodal corridor studies. Qualified firms must demonstrate an understanding of active transportation planning practices and requirements in the Central Texas region; trail/active transportation facility design and its relationship to mobility, safety, and placemaking; land use and economic development concepts, including trail-oriented development; and effective and inclusive public outreach.

The purpose of this initiative is to assist CAMPO and the City of West Lake Hills (City) with a trail feasibility study along Eanes Creek from SL 360 (Capital of Texas Highway) to SL 1 (MoPac Expressway). The study will identify needs and develop context-sensitive trail and active transportation connectivity concepts within the study area. Additionally, the study will identify catalytic land use and placemaking opportunities within key focus areas. The study will build upon previous local and regional plans and will guide recommendations for CAMPO's Regional Transportation Plan (RTP), the City's Master Plan, and other planning efforts.

2. BACKGROUND

RM 2244, locally known as Bee Cave Road, is the primary spine of traffic moving east and west between SL 360 and SL 1, north of SH 71 on the southern side of West Lake Hills. It is the primary connector to Downtown Austin for West Lake Hills and several other communities in southwest Travis County (such as the City of Bee Cave). The CAMPO Regional Active Transportation Plan identifies this section of RM 2244 as a priority corridor for active transportation improvements. However, because RM 2244 has high traffic volumes and limited right-of-way, adding and/or improving the active transportation accommodations (e.g., on-street bike lane or off-street trails) directly on the corridor could be challenging. An alternative is the development of a trail following Eanes Creek, which runs parallel to RM 2244 between SL 360 and SL 1.

The Eanes Creek study corridor extends approximately 3.5 miles. While the corridor connects distinct areas and jurisdictions with different needs and priorities, any active transportation improvements would need to function together as a system.

Completing the Eanes Creek Trail Feasibility Study ("Study") will greatly aid the City in the pursuit of the goals of its Master Plan and create opportunities to further regional trail initiatives. Eanes Creek generally parallels the south side of Bee Cave Road and connects neighborhoods and schools.

In 2021, voters in West Lake Hills authorized Propositions A and B to construct a new city hall and improve streets, respectively. The City of West Lake Hills has recently completed the

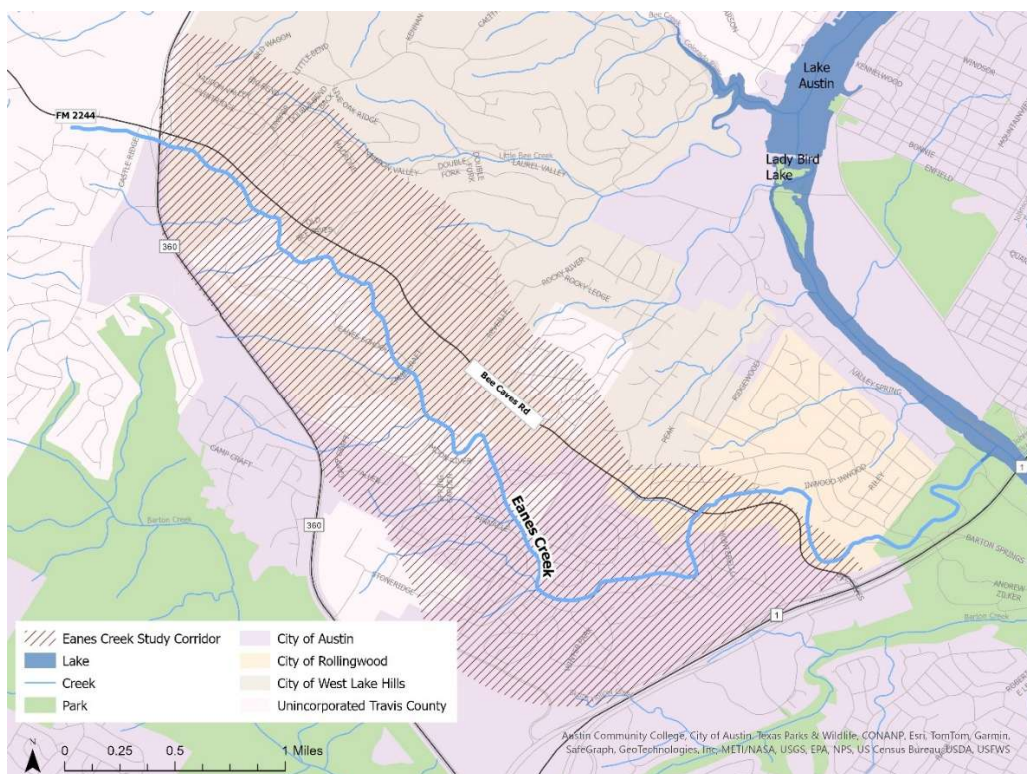
following capital improvements in the vicinity of the Eanes Creek corridor:

- The new West Lake Hills City Hall was constructed at 4010 Bee Cave Road;
- Camp Craft Road was improved to remove the low water crossing at Eanes Creek; and
- Eanes Creek Road was improved to remove the low water crossing at Eanes Creek.

3. PROJECT BOUNDARIES/OUTCOMES

Project Boundaries: The Study will cover the primary path of the Eanes Creek Corridor, from SL 360 to SL 1 at Barton Skyway. As shown in the map below, the project traverses multiple jurisdictions including:

- City of West Lake Hills
- City of Austin
- City of Rollingwood
- Unincorporated Travis County



Project Outcomes: The Study will identify design concepts and programmatic strategies to improve active transportation mobility and accessibility along the Eanes Creek corridor or on parallel/auxiliary facilities, as necessary. Additionally, the Study will further goals and priorities of the City's Master Plan, the CAMPO Regional Active Transportation Plan, the City of Austin Urban Trails Plan, and the Great Springs Trail.

4. PROJECT TIMELINE AND BUDGET

The Eanes Creek Trail Feasibility Study is anticipated to take between 12 and 18 months from the work authorization approval. The budget for this work shall not exceed **\$495,238**.

5. DETAILED SCOPE OF SERVICES

TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

This task shall include management of all project activities and work. This task will involve continuous project coordination and administration; preparation of monthly progress reports, invoices, and billings; meetings and coordination activities; preparation of meeting 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. The document and graphic formatting protocols shall ensure consistent style and branding for all project deliverables, including maps and figures.

Quality Assurance/Quality Control Plan

Documents the quality control program to be implemented by the consultant team. It will outline review processes for all work to assure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards. 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 assure 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 Eanes Creek Trail Feasibility Study is anticipated to take between 12 and 18 months from the work authorization approval.

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 (10th) day of the month following the month to which they apply. Each invoice shall include a copy of the applicable progress report(s) 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 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 accompanying the invoices
- Meeting summaries
- Action tracking log
- Indexed project file (electronic and hard copy)

Task 2 – OUTREACH AND ENGAGEMENT

The consultant shall work with CAMPO staff and coordinate with the City to develop and implement 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, Texas Department of Transportation (TxDOT) South Travis Area Office, City of Austin, Eanes ISD, Travis County and other agencies, as needed. The consultant shall 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 Feasibility Study 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 (Westlake Oaks HOA, Rolling Hills Home Guardians and property owners),
- staff from other City departments (e.g., Parks & Recreation, Fire Department)
- Eanes Independent School District,
- and other entities or specific groups recommended by the Steering Committee.

The consultant shall 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 one round of stakeholder interviews and one public meeting shall be held as part of each task (3-5) in 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. At least three community public meetings shall be held. To the extent possible, virtual and in-person public meetings/open houses shall be coordinated and held in conjunction with those for related City planning processes.

Title VI and Vulnerable Population 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, including populations protected by Title VI of the Civil Rights Act of 1964 and populations identified as vulnerable in the CAMPO 2050 Regional Transportation Plan. Efforts may include strategies such as meeting underserved populations where they are already receiving services and providing a variety of participation options such as telephone and mail. Underserved and under-represented populations may be 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 in underserved and under-represented communities.

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.

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 coordination and materials
- Stakeholder outreach meeting coordination and materials
- Title VI and vulnerable populations 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 Eanes Creek Trail Feasibility Study limits that includes a 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.

Comprehensive Review of Existing Studies, Plans, and Reports

Recently completed land use, transportation, and economic development studies and plans should guide and inform the Eanes Creek Trail Feasibility 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 Eanes Creek Trail Feasibility study area. At a minimum, the Study will analyze:

- CAMPO 2050 Regional Transportation Plan
- CAMPO 2045 Regional Active Transportation Plan
- West Lake Hills Master Plan
- City of Austin Urban Trails Plan
- City of Austin Walk Bike and Roll Plan
- Central Texas Regional Mobility Authority (CTRMA) MoPac South Environmental Study
- Travis County Transportation Blueprint
- TxDOT Plans related to SL 360, RM 2244 and SL 1
- Great Springs Trail Plan
- Relevant County and City capital investment programs and bond programs

Data Collection and Summary

The consultant shall collect and analyze relevant available data to characterize existing and potential future conditions along the Eanes Creek corridor. 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; branding and wayfinding/signage; traffic related items such as roadway crossings, operations, parking, and safety; and land use related items such as market trends, existing built form and building types, housing, infill development, adaptive reuse, public spaces, and opportunities for economic development. Specific data items that shall be examined as part this study include, but shall not be limited to:

- Identify and refine corridor for evaluation; identify connecting and intersecting facilities for which improvements would provide systemic connectivity and access benefits
- Utilizing publicly available datasets, identify property ownership and potential conflicts
- Utilize surveyor and records research strategically to identify ownership, conflict, easement, etc. where public information is not available
- Utilize socioeconomic and purchased data sets to understand potential users, multimodal utilization, and potential for future enhanced mode shift
- Gather traffic counts, crash data, speed data, and other information related to multimodal crossing safety and access at intersecting roadways
- Research and identify design standards and specifications for the project cognizant of local, state, and federal requirements (including new/most current National Association of City Transportation Officials [NACTO] and American Association of State Highway and Transportation Officials [AASHTO] guidance)
- Inventory environmental and ecological features

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 Eanes Creek Trail Study area. The needs

assessment will identify issues and opportunities within the study area related to multimodal safety, network connectivity, quality of life, placemaking, design barriers, land use compatibility, and any other goals/priorities established during the outreach and engagement process. The consultant shall prepare a comprehensive list of identified issues with accompanying location maps and figures. In support of this task, the consultant shall also:

- Develop a project statement of purpose and need utilizing data gathered in Task 2
- Research historic merit criteria for project funding and selection through previous and current rounds of RAISE/BUILD/TIGER funding as well as state and local TASA processes
- Develop narrative statements that link project outcomes to merit criteria
- Develop performance measures for the project alternatives in alignment with CAMPO project prioritization criteria for both the Transportation Improvement Program and the Regional Transportation Plan

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 shall develop a draft conceptual plan based on the Study guiding principles/goals, public and stakeholder input (Task 2), and the needs assessment (Task 3). This concept plan shall identify relevant projects and policies to improve active transportation in the Study area 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. Within the concept plan, the consultant shall:

- Develop conceptual connectivity plans for the corridor, identifying and prioritizing focus areas to allow for the project to be value engineered or phased based on future funding availability; utilize right of way and environmental information gathered in prior tasks to inform this process
 - For segmentation and alternatives analysis, develop alternatives and segmentation compliant with NEPA inclusive of logical termini and independent utility; subareas and/or phasing considerations should also account for jurisdictional boundaries
- Assess topographic and floodway limitations for trail alignment/placement and alternative routes
- Include toolkit of design options inclusive of bridge options, wayfinding, trailheads/gateways, lighting, functional landscaping, water fountains, rest areas, and other features that would create a regionally significant trail connection

- Identify materials and treatments which are cost effective and are compatible with Buy America Build America provisions to aid the future pursuit of grant funding (if applicable)
- Develop typical sections and conceptual layouts for segments and phases with consideration of the following:
 - Trail alignment and layout: Mapping potential routes, points of interest, sensitive areas to avoid (such as wetlands), and ensuring appropriate distances from private property lines and steep slopes.
 - Trail surface considerations: Evaluating options like paved, gravel, or natural surfaces based on anticipated use, budget, maintenance, and environmental considerations such as water quality.
 - Width and clearances: Determining appropriate trail width based on projected user traffic and types and ensuring adequate vertical and horizontal clearances.
 - Structural elements: Design considerations for necessary structures like bridges, culverts, and retaining walls, ensuring proper sizing for flood prevention and meeting regulatory requirements.
 - Accessibility: Integrating universal access principles and meeting Americans with Disabilities Act (ADA) requirements for trail design and amenities.
 - Permanent Drainage and erosion control features.
- Develop estimates of probable cost for segments and phases
- Based on prioritization and probable cost estimates, develop a preferred alternative for implementation

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 conceptual layouts

TASK 5 – DRAFT RECOMMENDATIONS AND PHASING

From the concept plan, the consultant shall create project and policy recommendations, including phasing, that are tailored to the needs of the stakeholder/implementing entities in the study area.

Evaluation of Alternatives

The consultant shall develop a set of qualitative and quantitative criteria to assist in evaluating alternatives and to ultimately select the recommended improvement concepts and strategies. The criteria may include, but are not limited to, categories of multimodal mobility, access, safety, placemaking, land use/environmental compatibility, cost effectiveness, stakeholder preference, and other project guiding principles/goals (Task 2). If desired by the City, these criteria could be developed to reflect the current CAMPO Transportation Improvement Program and the CAMPO Regional Transportation Plan project selection criteria. This process will result in the identification of the recommended improvement concepts and strategies.

Desktop Environmental Review

Utilizing the TxDOT Categorical Exclusion templates, the consultant shall document a desktop environmental report of site conditions, including cultural resources, wetlands, and biological habitat – areas which would most significantly impact cost and alignment decisions. The consultant shall also identify areas which require additional field work (archeological, wetland delineation), to be completed in the PS&E phase of the project.

Costs and Benefits Evaluation

The consultant shall develop planning-level cost estimates for each of the recommended transportation improvements. Costs should include land acquisition and construction costs, operation and maintenance costs, and other direct and/or indirect costs as appropriate. Additionally, the consultant shall estimate the value of the benefits of the combined package of improvements to determine if the improvements result in sufficient user benefits to justify the cost. The consultant shall be responsible for implementing a defensible method of evaluating the economic benefits of the recommended improvements, such as the economic benefits of increased commercial/retail activities from improved connectivity and recreational trail access; improved land values and corresponding tax revenues for the City; and the potential economic benefits of public health improvements. Benefits would then be compared to the estimated costs of the recommended improvements.

Prioritization

The consultant shall create a matrix tool for scoring and prioritizing the individual project and strategy 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. Criteria for prioritization should include, but are not limited to, those used for the evaluation of alternatives. 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:

- Alternatives evaluation matrix (draft and final)
- Prioritization evaluation matrix (draft and final)
- Environmental review maps (draft and final)
- Costs and benefits calculation spreadsheet (draft and final)
- Recommendations and Prioritization Memorandum (draft and final) including sections describing and summarizing the alternatives evaluation and recommended improvements; the desktop environmental review for the recommended improvements; the costs and benefits evaluation; and the prioritization analysis for implementation

TASK 6 – FINAL REPORT WITH IMPLEMENTATION PLAN

The consultant shall document and summarize the component tasks described in this scope into a final Eanes Creek Trail Feasibility 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 shall have consistent style and branding throughout, including maps and figures.

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 a combination of digital and printed materials and present Study results at a minimum of two (2) West Lake Hills 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, up to three (3) CAMPO Transportation Policy Board meetings, and up to four (4) meetings of decision-making bodies for other stakeholders. It is anticipated that presentations for the TAC will be for information-only agenda items.

Deliverables

The consultant shall produce a final report (two drafts and final) formatted in the appropriate graphic branding and style and including the following elements:

- Executive summary
- Outreach and engagement summary
- Existing and future conditions assessment
- Concept plan and options analysis
- Recommendations and prioritization
- Implementation plan, including regulatory requirements
- Appendices and documentation from public meetings, as needed

The consultant shall develop presentation materials (slide decks, scripts, etc.) for at least two (2) West Lake Hills City Council meetings, up to three (3) TAC meetings, up to three (3) TPB meetings, and up to four (4) meetings of other decision-making bodies.