



## Memorandum

**To:** Consultants  
**From:** Theresa Hernandez, Finance & Administration Manager  
**Subject:** Request for Proposals (NS-002)  
**Date:** January 20, 2026

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 Hunter Road Trail Connectivity and Development Study.

A pre-proposal meeting with the option of either in-person or virtual attendance will be held for consultants on Wednesday, January 28, 2026, 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 Nicholas Samuel, Senior Regional Planner, at [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org), no later than 5:00 PM (Central) on Tuesday, February 17, 2026. Responses will be posted on CAMPO's website at [www.campotexas.org](http://www.campotexas.org) no later than 5:00 PM (Central) on Thursday, February 19, 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 12:00 PM (Central) on Friday, February 27, 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:** NS-002

**Service description:** Hunter Road Trail Connectivity and Development Study

**Date Issued:** 5:00 PM (Central), Tuesday, January 20, 2026

**Submission Deadline:** 12:00 PM (Central), Friday, February 27, 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](mailto:campo.procurement@campotexas.org)

**Interview Date Range:** March 26, 2026 – March 27, 2026

**PRE-PROPOSAL MEETING**

~~**Date:** 2:00 PM (Central), Wednesday, January 28, 2026~~

**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: NS-002 - Hunter Road Trail Study](#)

**Meeting ID:** 213 875 748 622 66

**Passcode:** GL9Ju6aL

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

**INQUIRIES**

**Submission Deadline:** 5:00 PM (Central), Tuesday, February 17, 2026

**Submission Format:** [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

**Response Posting:** [www.campotexas.org](http://www.campotexas.org)

**Response Posting Date:** 5:00 PM (Central), Thursday, February 19, 2026

**CONTACT**

**Name:** Nicholas Samuel

**Title:** Senior Regional Planner

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

**Phone:** (737) 224-3489

**Email:** [campo.procurement@campotexas.org](mailto: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.

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**OFFER SUBMITTED BY**

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

Name:

Company Name:

Address:

Phone:

Email:

Signature:

Date:

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## **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. 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.

### b. 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.

### c. 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.

### d. 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, 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:** Hunter Road Trail Connectivity and Development 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 Great Springs Project (GSP) with a trail and connectivity study on the Hunter Road (FM 2439) corridor in Hays and Comal County from FM 1102 to Purgatory Creek (north of Wonder World Drive) in San Marcos. The project applies targeted stakeholder engagement and site-specific analysis to confirm and add detail to established local, regional, and statewide visions of the Hunter Road corridor as a strategic trail investment—both for active transportation, and for local economic development. The study will build upon previous local and regional plans and will guide the implementation of infrastructure recommendations.

### **2. BACKGROUND**

Numerous local, regional, and state planning initiatives have identified the Hunter Road (FM 2439) corridor in Hays and Comal Counties as a priority active and recreational trail route. Such studies include the San Marcos Transportation Master Plan (2018), which identifies this corridor as a boulevard with a combination of buffered and protected bike lanes, and the CAMPO 2045 Regional Active Transportation Plan, which identifies bicycle improvements on this corridor as part of the region’s Priority Network. Additionally, the study area’s northern terminus is at the City of San Marcos’s Phase 1/Phase 2 Purgatory Creek Trail, which would provide connectivity through Central San Marcos.

Additional planning efforts have identified the importance of active transportation improvements further south along the Hunter Road corridor into Comal County. As described in further detail below, funding has been provided by the Alamo Area Metropolitan Planning Organization (AAMPO) for a complementary trail study for Hunter Road (signed as FM 1102) to the south of the Hays/Comal County line. This future study is called the FM 1102 Active Transportation Feasibility Study. Please note that the study area described in this RFP only covers the portion of the Hunter Road corridor north of FM 1102 to Purgatory Creek.

Furthermore, the TxDOT Bicycle Tourism Trail Study (BTTS; 2018) applied “an iterative, consensus-driven approach,” including both quantitative and qualitative methods, to identify this route as a “Connecting Spur” in an example statewide network of tourism bikeways. In addition to supporting active transportation behaviors, the BTTS establishes this route as a tool for prosperity, to “attract bicyclists from around the world, showcase communities across the state, and boost economic development.” While the BTTS methodology found that this route has significant promise as a component of a larger network, the study also acknowledges that “a more thorough analysis of local conditions and extensive stakeholder engagement is necessary to advance the study’s resulting Example Network routes.”

The corridor is a key component of the Great Springs Trail (GST) because of the benefits it can have for

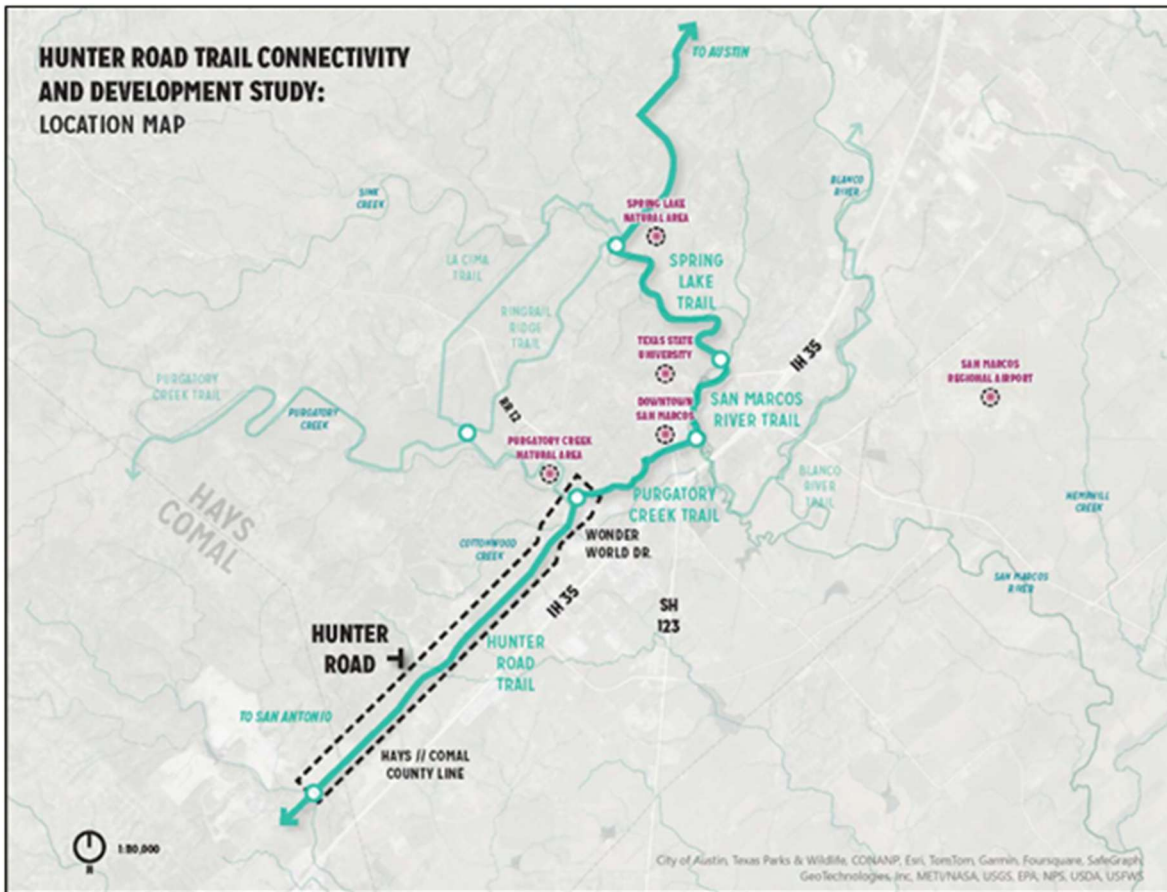
local and regional active transportation. Stewarded by Great Springs Project (GSP), the trail will provide over 100 miles of contiguous trail connectivity between the Alamo in San Antonio and the Capitol in Austin via the region's four great springs (San Antonio, Comal, San Marcos, and Barton). In 2025, the Texas legislature established this trail vision as the Texas Bicentennial Trail, a regional initiative connecting existing and new trails, Texas historical sites, and iconic landscape features, including Barton, San Marcos, Comal, and San Antonio Springs, into a trail network from the Alamo to the State Capitol. The Bicentennial Trail is to be completed by January 1, 2036. In addition, and largely because of its importance to local, county, and state trail priorities, this trail segment is a priority in the GST system and an essential connection between New Braunfels/Comal Springs and San Marcos/San Marcos Springs.

The Hunter Road Trail corridor study area (Corridor) is approximately 5.5 miles long. The road is a major collector, serving several existing and planned multi-family communities and commercial developments; it's also generally parallel to both the Union Pacific railroad line and IH-35, often serving as an alternative to the latter during times of heavy congestion.

Completing the Hunter Road Trail Connectivity and Development Study ("Study") will aid Hays County, the City of San Marcos, CAMPO, TxDOT, and GSP in the pursuit of various connectivity goals. While identified in the studies described above, two other efforts, the Great Springs Corridor Study (ongoing) and the FM 1102 Active Transportation Feasibility Study (future), will provide current, dynamic planning work to guide the Hunter Road Trail Connectivity and Development Study.

### **3. PROJECT BOUNDARIES/OUTCOMES**

**Project Boundaries:** The Study will cover Hunter Road (FM 2439), from FM 1102 to Purgatory Creek Trail, roughly 1000 feet northeast of Wonder World Drive.



**Project Outcomes:** The Study will engage with stakeholders, evaluate previous and ongoing planning outcomes, and evaluate the project area’s conditions to produce detailed concept designs for an effective trail along Hunter Road. These materials will prepare GSP and its partners to construct nearly 5.5 miles of trail and supporting amenities.

In addition to detailed concept design, the study will determine the costs and economic benefits of the preferred alternative and produce an implementation plan for both advancing the preferred alternative and achieving the identified economic benefits through trail-oriented development.

## **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**

The Project Management Plan (PMP) outlines project team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other operational information.

#### **Quality Assurance/Quality Control Plan**

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

#### **Management of Work Activities**

Management of all project activities and work to 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 Study is anticipated to take between 12 and 18 months from the work authorization approval.

#### **Invoice Preparation and Submittal**

Monthly invoices will 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.

#### **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 invoices
- Meeting summaries
- Action tracking log
- Indexed project file (electronic and hard copy)

### **Task 2 – OUTREACH AND ENGAGEMENT**

The consultant will work with CAMPO and GSP staff 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 GSP 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, GSP, Hays County, City of San Marcos, TxDOT, Alamo Area MPO, and other agencies, as needed. The consultant will provide updates on the planning and design processes and incorporate feedback from the steering committee. With input from the steering committee, the consultant shall develop and confirm a set of principles/goals to guide the development of the Study concept plan and recommendations.

### **Stakeholder Identification and Outreach**

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

- business leaders,
- community leaders,
- key homeowner associations and property owners,

- staff from other City departments
- officials from Texas State University,
- and other entities or specific groups recommended by the Steering Committee.

Additionally, the consultant shall host two Task Forces comprised of stakeholders with specific expertise in trail development. This includes a Bicycle Stakeholder Task Force, comprised of partners active in cycling advocacy activities in the project area, and an Economic Development Task Force, comprised of partners with ranging perspectives on the role of trails in supporting local prosperity goals.

The consultant will engage and solicit feedback from the stakeholders throughout the process and specifically during development of the Issues and Opportunities Assessment, Detailed Concept Designs, and Benefits and Costs Evaluation. At least three rounds of stakeholder interviews/focus groups/task force meetings shall be held, one round each concurrent with Tasks 3, 4, and 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 perspectives of residents, advocacy groups, homeowner associations, business and community leaders, school boards, and other stakeholders. At least three public meetings shall be held, one each concurrent with Tasks 3, 4, and 5 in the planning process. Materials should use non-technical language to present information to individuals with varied backgrounds and familiarity with the planning process. To the extent possible, virtual and in-person public meetings/open houses shall be coordinated and held in conjunction with those for related Hays County and City of San Marcos Planning processes.

### **Title VI and Vulnerable Populations 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 through telephone, mail, and other low tech methods. 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 and GSP 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/open house coordination and materials;
- Stakeholder outreach meeting coordination and materials;
- Title VI and Vulnerable Populations meeting coordination and materials;
- Online outreach materials; and
- Additional outreach materials.

## **Task 3 – ISSUES AND OPPORTUNITIES**

The consultant shall develop an Issues and Opportunities Assessment that includes review of previous plans and studies; existing conditions data compilation and summary; and identification of issues and opportunities. The results of this assessment will inform the development of the Detailed Concept Designs, Benefits and Costs Evaluation, and Implementation Plan.

### **Comprehension Review of Existing Studies, Plans, and Reports**

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

- CAMPO 2050 Regional Transportation Plan (2025)
- CAMPO 2045 Regional Active Transportation Plan (2017)
- City of San Marcos Vision SMTX Comprehensive Plan (2024)
- City of San Marcos Transportation Master Plan (2018)
- Greater San Marcos Vision 2025 Economic Development Strategy (2020)
- Hays County Transportation Plan (2021)
- Great Springs Trail Plan (2025)
- Texas State University Master Plan (2025)
- TxDOT Bicycle Tourism Trail Study (2018)
- TxDOT Unified Transportation Program (2025)
- TxDOT Statewide Active Transportation Plan (2025)
- Relevant County and City capital investment programs and bond programs

Additionally, the consultant will be responsible for incorporating the findings of related and ongoing planning efforts into the Hunter Road Trail project. This includes the development of the Great Springs Corridor Study, FM 1102 Active Transportation Study, and other similar studies as recommended by CAMPO and GSP.

### **Data Compilation and Summary**

The consultant will collect and analyze relevant available data to characterize existing and potential future conditions along the Hunter Road 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; land use related items such as market trends, existing built form and building types, infill development, housing, adaptive reuse, public spaces, and the opportunities for economic development. Specific data items that shall be examined as part of components of this study include, but shall not be limited to:

- Existing and planned active transportation and roadway network connectivity
- Design standards for active transportation infrastructure and supportive amenities, including vegetation, seating elements, and similar
- Street cross-sections
- Vehicle, pedestrian, and bicycle safety analysis
- Active transportation activity levels, as available
- Driveways and other access management considerations
- Available right of way and utility locations
- Existing and future land use, including pending major development projects in the project area
- Environmental conditions, such as topography, special status species, floodplains, drainage, and existing vegetation

Upon review of the data, the consultant will work with CAMPO and GSP staff to determine if additional, independent data collection is warranted. To communicate data findings to CAMPO and GSP 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.

### **Issues and Opportunities Assessment**

The data collected and analyzed by the consultant, combined with input from stakeholders as described in Task 2, will be used to inform an Issues and Opportunities Assessment for the Hunter Road Trail study area. The assessment will identify the challenges and opportunities for 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 will summarize these issues and opportunities in a clear and compelling way, with both graphics and narrative that support the findings.

### **Revision of Goals and Objectives**

The consultant will work with CAMPO, GSP, and the Steering Committee to revise the study goals and objectives, as needed, based on the findings of the Issues and Opportunities Assessment.

### **Deliverables**

The consultant shall produce the following materials related to Task 3:

- 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; and
- Issues and Opportunities Memorandum (draft and final) summarizing analysis and findings from the Review of Existing Studies, Plans, and Reports; Data Compilation and Summary; and Issues and Opportunities Assessment.

### **TASK 4 – DETAILED CONCEPT DESIGNS**

The purpose of this task is to advance the design of the optimal active transportation facility based on the Study goals/objectives, community engagement, and the Issues and Opportunities assessment. With careful consideration of the physical conditions throughout the project area, the team will produce detailed concept designs that reflect the community’s safety and connectivity goals. Outcomes of this phase are to establish and organize the major design elements of a safe, accessible, and well used active transportation facility. This includes identification of a primary trail alignment that maximizes user comfort while minimizing the amount of right of way to be acquired.

## **Survey**

This task includes a preliminary survey, which will inform both the production of the detailed concept design and the eventual preliminary engineering report that will follow at a later time. Surveys will be produced by a professional surveyor and will include major control points, topography, existing infrastructure, existing vegetation, regulatory and property ownership boundaries, and other information necessary to support accurate concept design. The survey will be produced in coordination with TxDOT to ensure that it is completed to the agency's Local Government Project Procedures.

## **Concept Design Alternatives**

Detailed concept design will be reached iteratively. First, the Consultant will produce up to four illustrative design concepts for analysis and discussion with the project team, steering committee, and stakeholders. Deliverables at this stage in the design process should, at a minimum, include:

- Preliminary survey, to include major control points, topography, existing buildings, infrastructure, and significant vegetation, regulatory and property ownership boundaries, delivered in both digital (e.g., AutoCAD) and PDF formats;
- plan-view trail alignment/location concepts;
- annotated maps with precedent images of typical safety countermeasures;
- rendered perspectives of key intersections or connections to existing/planned development; and
- sketches of aesthetic and user comfort features, such as wayfinding, landscaping/green infrastructure elements, and furnishings.

These alternatives will be used to engage with the community through an in-person open house and an online survey (Task 2). This engagement is crucial to ensuring that the preliminary design reflects stakeholders' expectations for the facility, and to identify a preferred alternative trail concept. The alternative design process, engagement activities, and outcomes will be summarized in a Concept Design document.

## **Detailed Concept Design (Preferred Alternative)**

After developing the alternatives, the Consultant shall use a fatal flaw and qualitative/quantitative prioritization analysis process to identify a preferred alternative. Qualitative and quantitative criteria may include, but are not limited to, mobility, access, safety, placemaking, economic development, and stakeholder preferences.

Next, the Consultant shall produce a Detailed Concept design for the preferred alternative. At this stage, the design will identify appropriate safety countermeasures, such as grade separation, raised pavements with color treatments, and eliminating or combining redundant curb cuts. The Detailed Concept design will also include trail supportive elements, such as shade structures, benches, graphic identity (including signage and public art as appropriate), landscaping, and other elements that result in a high-quality outdoor environment.

The project team will prepare appropriate materials to capture schematic design, including:

- scaled plan view drawings that include a general trail alignment, dimensions, preliminary geometric layout, and preliminary right of way assessments;
- typical section elevations and cross sections that depict the relationship between motorists and active transportation users, and indicate preliminary drainage design;
- exhibits that depict tree and utility mitigation; and
- select concept level details, such as wayfinding elements, furnishings, and lighting.

Upon completion, the Detailed Concept Design document will be shared with the project’s task forces and the public through in-person and online channels.

### **Deliverables**

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

- Illustrative graphics for up to four Concept Design Alternatives;
- Illustrative graphics and a detailed concept design for the Preferred Alternative; and
- Concept Design Memorandum (draft and final) including a narrative describing the concept development process; evaluation of the initial design concepts considered; and maps, cross-sections, and illustrative graphics.

### **TASK 5 – BENEFITS AND COSTS EVALUATION**

The purpose of this task is to evaluate the costs and benefits of the active transportation facility. In addition to providing a clearer understanding of the physical and functional characteristics of the optimal bicycle and pedestrian infrastructure along Hunter Road, detailed concept design in Task 4 provides an opportunity to better estimate both implementation costs, and the range of economic benefits that can be expected to accrue once the project is constructed.

The consultant will prepare an estimate for the construction costs of the detailed concept design elements. The estimate will include all identified items, including anticipated right of way and utility relocation, allowances, and contingencies, and will also include an estimate for planning and permitting fees necessary to make the project “shovel ready.” This estimate will be prepared under the guidance of the Steering Committee to ensure that unit costs reflect local realities. The consultant will also use a combination of comparative studies, economic modeling, and data analysis to estimate the economic benefits of this trail segment once completed.

The estimated outcomes of this task will be summarized in a Benefits and Costs Report. The consultant will be responsible for implementing a defensible method of evaluating the economic benefits of the preferred Hunter Road Trail, 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/county; and potential economic benefits of public health improvements. Benefits such as these would be compared to the anticipated costs of the project. Costs should include land acquisition and construction costs, operation and maintenance costs, and other direct and/or indirect costs as appropriate. The report will summarize this analysis and findings.

In addition to providing compelling information that can be used to support future investment, this evaluation can bolster efforts to pursue funding to implement the preferred facility. To that end, the consultant will be responsible for developing the Benefits and Costs Evaluation so that its outcomes can be repurposed for a future Benefits-Cost Analysis (BCA), as required for discretionary United States Department of Transportation (USDOT) grants. Since the inputs of a BCA will likely change between the completion of the Study and the submittal of a federal grant proposal to construct the Hunter Road Trail, it is not required for the consultant to produce a full BCA as part of this task. Instead, the consultant will produce a BCA Framework, including preliminary inputs, a template, all necessary datasets, and guidance for updating it should the partnership decide to submit for federal construction funding.

### **Deliverables**

The consultant shall produce the following materials related to the Benefits and Costs Evaluation:

- Detailed Concept Design-level cost estimate;
- Benefits and Costs Memorandum, including summary description of the analytics process and its outcomes; and

- Benefits-Costs Analysis Framework, including all supporting datasets and instructions for completing/updating the analysis at a later date.

### **TASK 6 – IMPLEMENTATION PLAN**

The purpose of this task is to produce an implementation plan with recommended actions for efficiently implementing the active transportation facility and achieving its intended connectivity and economic benefits. This plan will identify next steps for entities like Great Springs Project, agencies (e.g., Hays County, CAMPO, TxDOT, City of San Marcos), and local stakeholders and equip the project partnership with data to implement the identified improvements.

During this phase, the consultant will evaluate potential funding mechanisms and strategies to develop the identified elements of the Hunter Road Trail active transportation project. This includes developing a funding approach and timeline for completing the shared use path through a combination of local, state, federal, and private/non-profit sources.

This task will also develop a work plan for leveraging the trail to achieve economic development priorities. The project team will consider strategies and recommendations, including but not limited to the following:

- Local, regional, or state tolls to catalyze priority real estate development projects;
- Land use and zoning tools, such as expedited permitting and compliance pathways, that can facilitate the trail and trail-adjacent components of the economic development vision; and
- Innovative partnerships, including public-private partnerships, for achieving trail-oriented economic development in the Hunter Road Trail corridor.

### **Deliverables**

The consultant shall produce an Implementation Plan Memorandum (draft and final) including the following elements:

- Recommended actions in the short, medium, and long-term for implementing the preferred concept reflected in the Detailed Concept Design;
- A funding strategy and timeline to guide implementation efforts; and
- An economic development strategy that aligns the Hunter Road Trail with the community’s economic development objectives, as reflected through the study’s community outreach program and stakeholder feedback.

### **TASK 7 – PLAN PRODUCTION AND ADOPTION**

The consultant shall document and summarize the component tasks described in this scope into a final Hunter Road Trail Connectivity and Development Study. 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 non-technical language where possible so that it is accessible to multiple potential readers including agency staff, local decision-makers, and the public.

The consultant team will guide the final document through all necessary approvals and relevant presentations with the Hays County Commissioner’s Court, San Marcos City Council, and Texas State University Board of Regents. As needed, the consultant shall also develop materials and present Study results at up to three (3) CAMPO Technical Advisory Committee (TAC) meetings and up to three (3) CAMPO Transportation Policy Board (TPB) meetings.

### **Deliverables**

The consultant shall produce a final report (draft and final) including the following elements:

- Executive Summary
- Outreach and Engagement Summary
- Issues and Opportunities Assessment
- Detailed Concept Designs
- Benefits and Costs Evaluation
- Implementation Plan
- Appendices, as needed

The consultant shall develop presentation materials (slide decks, scripts, etc.) for up to three (3) TAC meetings and up to three (3) TPB meetings.

#### **PROJECT TIMELINE AND BUDGET**

The Hunter Road Trail Connectivity and Development Study is anticipated to take between 12 and 18 months from the work authorization approval. The budget for this work shall not exceed **\$582,400**.