

Hunter Road Trail Connectivity and Development Study

Pre-proposal Meeting Questions & Answers

Note: Questions and answers provided during the pre-proposal meeting have been paraphrased and/or edited for concision and clarity.

Q: Do we need to include a fee or level-of-effort breakdown in our proposal submission?

A: No. This is not a fee proposal. We do not expect to see a detailed budget until we begin contract negotiations with the top-ranked firm.

Q: Can you re-clarify which forms are required, there are no forms in the RFP. Also, are these forms part of the 40-page max?

A: This first form that should be included is the addendum, which is not part of the 40-page limit. The second required form is the "Offer Submitted By" form, which is page 3 of the RFP and does count toward the 40-page limit. The third required form is the CIQ forms for the prime consultant and each sub consultant, which do count to the 40-page limit. However, responders are welcome to include two forms per page.

Q: Can you please clarify the requirements of the "Preliminary Survey". For example, the scope states that AutoCAD should be used, but TXDOT uses MicroStation. Will TXDOT be reviewing the survey? Wouldn't this be a "Final Field Run Survey" given the specifics noted and to follow TXDOT requirements?

A: CAMPO will be looking for some consultant expertise to this part of the proposed scope of work. We are generally interested in producing a survey in a format that is acceptable to TxDOT as we will be working closely with them in this portion of the study. Since CAMPO will be entering into an Advanced Funding Agreement (AFA) with TxDOT for this study, they will be reviewing project deliverables that we develop.

Q: Are covers and table of contents allowed and would they count towards the page count as well?

A: They are allowed and they do count toward the 40-page limit.

Q: Will the consultant be responsible for developing the website, or just the materials and exhibits?

A: Yes, the consultant is responsible for developing the project website.

Q: Is any ROW expected to be acquired, and, if so, will the survey aspect of the parcel plat descriptions come under a later change order or task order?

A: This project is a planning study and will be developing a Concept Plan for a trail along the Hunter Road corridor. We will not be getting to the schematic level. While there may be some obvious need for ROW identified in this process, formal identification of ROW will occur at a later phase and would not be work included under this contract.

Q: Would we primarily rely on available GIS data for property information and boundaries?

A: Yes.

Q: Which agency will serve as the day to day decision maker? CAMPO, GSP, City of San Marcos, Hays County, or a combination? Is there an existing interlocal or governance structure for decision making between CAMPO and the Great Springs Project?

A: The Hunter Road Trail Connectivity and Development Study was funded in the 2024 CAMPO Transportation Alternative Set Aside (TASA) grant project call. CAMPO staff manages these awarded planning projects as partnership studies in coordination with the awarded agency (Great Springs Project). CAMPO and the Great Springs Project have entered into an agreement for this study. CAMPO is entering in the AFA with TxDOT and will ultimately be paying invoices.

Q: Do both the CIS and CIQ forms need to be completed and signed by the consultant and all sub consultants? If there are no conflicts of interest with local government officers does that still need to be completed?

A: The consultant and all sub consultants must complete and include Conflict of Interest Questionnaire (CIQ) forms in the proposal. The consultant and all sub consultants should complete and include a Local Government Officer Conflicts Disclosure Statement (CIS) if deemed necessary.

Q: I noticed that equestrian groups are not noted as stakeholders. Should they be included in the process?

A: Our initial engagement with local governments and the public will help inform the types of trail user groups that we seek further engagement with during the study process. Consultant expertise on recommended stakeholder groups is welcome as part of the proposal.

Q: Is there a DBE or HUB requirement?

A: Based on Texas Department of Transportation guidance on the U.S. Department of Transportation's Interim Final Rule (Disadvantaged Business Enterprise [DBE] Program and Disadvantaged Business Enterprise in Airport Concessions [ACDBE] Program Implementation Modifications) and modifications to the Historically Underutilized Business (HUB) program by the Texas Comptroller, CAMPO does not have DBE or HUB goals for this procurement and contracting.

Q: Will engagement materials need to be bilingual (English and Spanish)? Will there be a need for Spanish language interpreters at in-person events.

A: Yes, it is our typical practice to offer materials in both English and Spanish and to ensure that we have team members that speak Spanish at in-person events. We will work with our community engagement team to determine if including materials in any additional languages is necessary.

Q: Does CAMPO have a virtual engagement website?

A: While we will include a project landing page on the CAMPO website, we typically rely on the consultant to create and maintain a public engagement page throughout the life of the project.

Q: Are there branding guidelines that we should follow?

A: CAMPO has a style guide that will be provided to the consultant team after the project kick-off, which offers simple guidelines for formatting and logo usage. Other considerations for memo and presentation development will be left to the project team.

Q: The RFP references a 12- and 18-month timeline for the study. Should we provide for one or for both?

A: The consultant should build their timeline based on what they believe is achievable based on the tasks presented in the scope of work.

Q: Are virtual, hybrid, or in-person progress meetings preferred?

A: We typically do project progress meetings virtually.

Q: Can you talk about the integration between CAMPO and AAMPO and how that might impact this study?

A: AAMPO has awarded funds for a study of the area just to the south of our study area. We hope to work very closely with AAMPO in our study and to be involved in the AAMPO study. Both portions of the Hunter Road corridor are priorities for the Great Springs Project, and we look to offering project outcomes from both studies that are complementary.

Questions Received by E-mail

Q: The San Marcos TMP includes roadway sections for Hunter Road that appear to be an aspirational full build-out condition. Is the intent of this project to focus on designing only the trail, including indicating where additional ROW will be needed, and leave the existing roadway intact to the extent feasible? Or is the intent of the project to include conceptual design of the full roadway buildout?

A: This study will focus on developing concepts and a preferred alternative for an active transportation facility along the Hunter Road corridor. It will consider and incorporate existing plans and projects, such as the San Marcos TMP and others mentioned in the RFP, in the concept development process.

Q: In the RFP for the above-mentioned solicitation on page 7, second paragraph under section H.b. Conflict of Interests/Debarment - states “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.” Is this referring to only Conflict of Interest/Debarment or is it referring to the entire RFP?

A: Yes, this is referring to the RFP as a whole.

Q: Can CAMPO confirm whether or not the terms and conditions of an eventual contract, in addition to the fee and scope, will be subject to negotiation by CAMPO with the top ranked Consultant?

A: While the total budget for the study is fixed, the contract terms and conditions can be negotiated with the top-ranked consultant prior to execution of the contract.

Q: Would it be possible for consultants to be sent a sample contract to better understand CAMPO standard language and requirements?

A: We will send a sample contract to the top-ranked consultant ahead of getting approval from the TPB to begin negotiations, but we do not provide a sample document during the open proposal period.

Q: Can you please confirm whether there are any HUB, MBE, or SBE participation goals associated with this solicitation? We did not see a specific goal or a required HUB Subcontracting Plan referenced in the RFP and want to ensure our proposal is fully compliant with CAMPO’s expectations.

A: Based on Texas Department of Transportation guidance on the U.S. Department of Transportation’s Interim Final Rule (Disadvantaged Business Enterprise [DBE] Program and Disadvantaged Business Enterprise in Airport Concessions [ACDBE] Program Implementation Modifications) and modifications to the Historically Underutilized Business (HUB) program by the Texas Comptroller, CAMPO does not have DBE or HUB goals for this procurement and contracting.

Q: For the “Data Compilation and Summary” task, what is meant by the examination of “design standards for active transportation infrastructure and supportive amenities, including vegetation, seating elements, and similar”? Is this referring to a review of any existing design standards of jurisdictions within the project area, such as San Marcos or TXDOT?

A: Yes, this would include reviewing design standards for implementing agencies within the study area.

Q: What are the roles of the Transportation Policy Board (TPB) and the Technical Advisory Committee (TAC) in this project?

A: The TPB and TAC do not by default require presentation/hearing of local partnership studies such as the Hunter Road Trail Connectivity and Development Study. However, the TPB and/or TAC may at any time request a presentation on project progress, which has been accounted for in the scope of services.

Q: What staff should be included as “key staff” in the Availability of Consultant section of the proposal? Should all individuals on the project, inclusive of the prime consultant and subconsultants, be included? Or, should only staff from the prime be included?

A: The reference to key staff found in the RFP should not be limited to the prime consultant. Please include availability for any member of the proposed project team that will serve a critical role in the project.

Q: Can a font size less than 11pt be used as a non-body font within a table or in the project schedule?

A: Yes, the font size formatting requirement is only for body text.

Q: Can CAMPO please confirm what materials count towards the 40-page limit? Do addenda count? Can the consultant include multiple forms on one page?

A: All pages included in the submission, except for the required addendum page, will count toward the 40-page limit. Respondents are welcome to include two forms (e.g., CIQ) per page if necessary.

Q: Do consultants need to complete a Debarment Certification in our response, or is this done post-award?

A: No, Debarment Certification will be confirmed post-award.

Q: Does CAMPO require references from subconsultants in the G. Past Performance section?

A: This is not a specific requirement of the submitted proposal.