



# MEMORANDUM

July 28, 2022

To: Consultants

From: Theresa Hernandez, Finance & Administration Manager

Subject: Request for Proposals

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 **Northeast Burnet County Corridors Study**.

**Electronic** proposals are due to CAMPO by 2:00 PM (CT), Thursday, August 18, 2022.

Please submit any questions you may have in writing to the attention of Doise Miers by e-mail to [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org), no later than 5:00 PM (CT), Friday, August 5, 2022. Responses will be posted on CAMPO’s website at [www.campotexas.org](http://www.campotexas.org) no later than 5:00 PM (CT), Tuesday, August 9, 2022.

**It is the proposers’ responsibility to visit CAMPO’s website for any updated information on this RFP.**

**Due to the ongoing COVID-19 pandemic, effective immediately, the Capital Area Metropolitan Planning Organization is no longer receiving physical hardcopies of proposals. The Capital Area Metropolitan Planning Organization will only solicit submissions of proposals via electronic means.**



# Request for Proposals (RFP)

## Solicitation No. DM-004

**Service Description:** Professional Services – Northeast Burnet County Corridors Study

**Request for Proposals Issued:** Thursday, July 28, 2022

Proposers are responsible for periodically visiting the Capital Area Metropolitan Planning Organization's website [www.campotexas.org](http://www.campotexas.org) for updated information on this RFP.

**Pre-Proposal Meeting via WebEx or in person:** 10:30 AM (CT), Wednesday, August 3, 2022

WebEx Meeting link: [Northeast Burnet County Corridors Study](#)  
Meeting number: 2488 531 0986  
Password: eMpm2iYGi33

Join by phone: (844) 992-4726 United States Toll Free  
Access code: 248 853 10986

**In-Person**  
University Park  
3300 N IH 35, Suite 300  
Austin, Texas 78705

**Deadline for Questions:** 5:00 PM (CT), Friday, August 5, 2022

Questions will only be accepted in writing by e-mail to **Doise Miers** at [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org). Responses will be posted to the CAMPO website at [www.campotexas.org](http://www.campotexas.org) by 5:00 PM (CT), Tuesday, August 9, 2022.

**Electronic Proposal Due:** 2:00 PM (CT), Thursday, August 18, 2022

**Number of Copies:** One electronic document (pdf) less than 10 MB, 40 page maximum (inclusive of everything), 8.5x11 paper, no smaller than 11-point font emailed to [campo.procurement@campotexas.org](mailto:campo.procurement@campotexas.org)

**Interview Date(s):** Tentative Dates – Week of September 12, 2022

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OFFER SUBMITTED BY

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

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Date

Email address: \_\_\_\_\_

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**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED\*\*\***

## **RFP SUBMITTAL**

Each proposer of this RFP is requested to present a proposal discussing the Scope of Services 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 consultants selected for oral presentations, if required.

### **III. Scope of Services**

This section describes the services 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 consultants with experience in regional and transportation planning. 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 consultant(s). 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 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.

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 CAMPO Executive Director within seven (7) 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 consultant. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager at [theresa.hernandez@campotexas.org](mailto:theresa.hernandez@campotexas.org).

## SECTION I PROPOSAL 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 each task listed in this RFP including a demonstration of meeting specified deadlines as assigned.

### **C. Responsibility and Qualifications**

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.

### **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 Experience**

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 Section F: Prior Experience.

#### **H. Budget**

CAMPO has established a cost ceiling for the requested services not to exceed **\$150,000.00**.

#### **I. Other Requirements and Disclosures**

##### **a. Disadvantaged Business Enterprise (DBE) Goal**

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each proposer is encouraged to take affirmative action and make every effort possible to use DBE consultants in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE consultant, which is either unqualified or unavailable.

##### **b. Title VI Requirements**

Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

##### **c. Conflict of Interests/Debarment**

Proposals shall state whether there is a potential conflict of interest and offerors must be cognizant of the requirement for executing a Debarment Certification stating that the consultant has not been barred from doing work involving federal funds. A signed Debarment Certification will be required of the successful proposer for each of the consultant's team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections II and III in this RFP contain requirements for information that may not be specifically mentioned in this section. Proposers should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires consultants and subconsultants 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 must be completed and filed with the bid/proposal response. Consultants and subconsultants that do not include the form with the response will be 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 and (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 PROPOSALS**

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 – 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. (15 points)
- Project Work Program – 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. (20 points)
- Project Management and Team – 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. (20 points)
- Schedule – 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. (10 points)
- Availability of Consultant – 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. (10 points)
- Prior Experience - Submissions will be assessed on prior experience of the proposed personnel in the subject areas covered in Section III of this RFP. (15 points)
- Past Performance – The consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. (10 points)

- Additional services, ideas, innovation or products, such as graphic design, cost-saving measures, safety- 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 firm. If a contract cannot be negotiated with the top ranked firm, CAMPO may choose to proceed to negotiate with the next ranked firm, 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 SERVICES**

**Description:** Northeast Burnet County Corridors Study

### **1. PURPOSE**

The Capital Area Metropolitan Planning Organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from firms qualified and experienced in planning, design, public outreach, and environmental studies for multimodal corridor(s) in northeast Burnet County. Qualified firms must demonstrate an understanding of transportation planning practices and requirements in the Central Texas region, along with experience and proficiency in the Texas Department of Transportation (TxDOT) Project Development Process and the National Environmental Policy Act (NEPA) process.

### **2. BACKGROUND**

The purpose of this initiative is to assist Burnet County and CAMPO in identifying current and future transportation needs and preparing corridor studies to advance recommendations for inclusion in CAMPO's long-range Regional Transportation Plan (RTP) and for future funding consideration in CAMPO's Transportation Improvement Program (TIP). Corridors to be included in this program may be existing state and local facilities or potential greenfield locations.

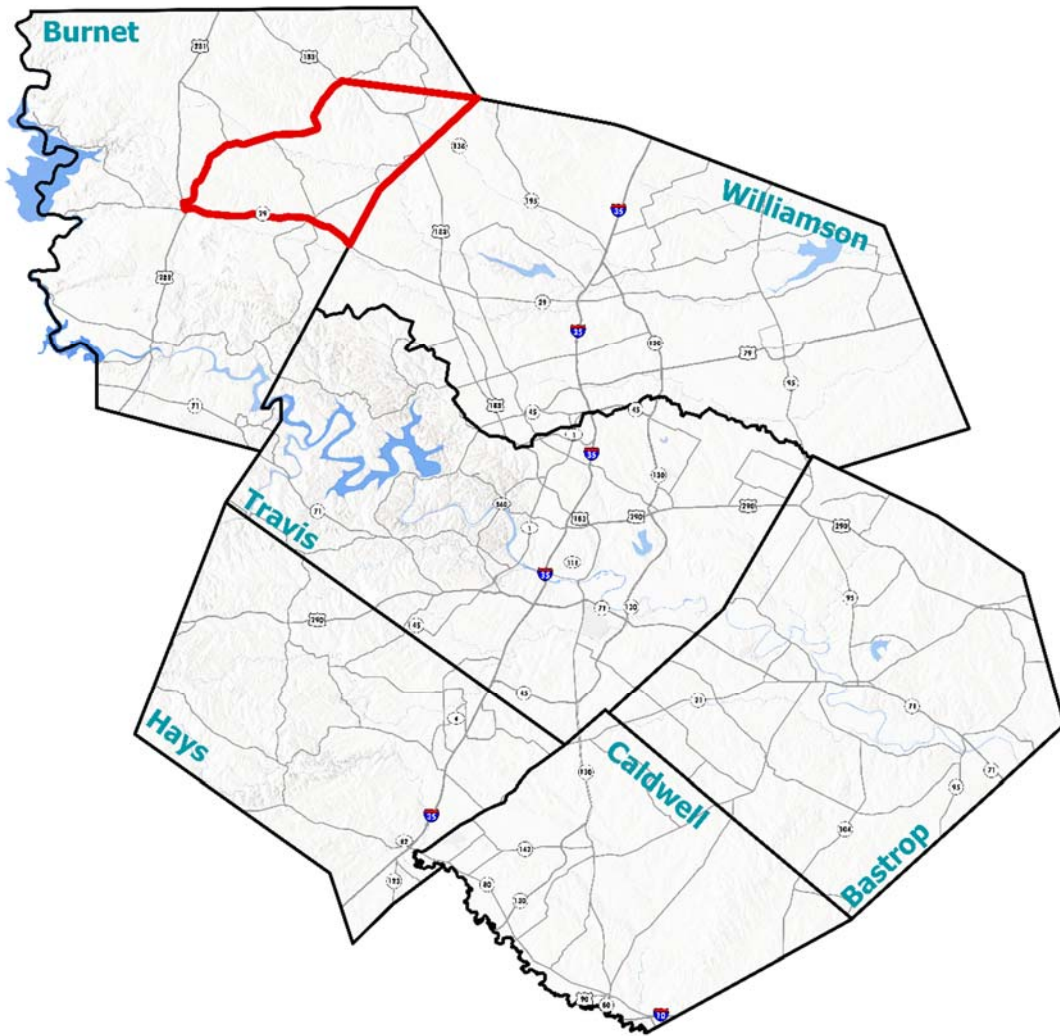
These corridors also complement existing corridor studies and improvement projects throughout Burnet, Bell, and Williamson counties and the CAMPO region, connecting to and extending projects currently in some stage of development ranging from feasibility studies to construction.

CAMPO has conducted planning studies at the corridor, regional, and subregional levels since 2015 to develop local and regional recommendations. This study will build on that history in addressing the next round of needs in Burnet County to have shovel-ready projects when funding becomes available. The studies undertaken by CAMPO to date include:

- Georgetown Williams Drive Study (June 2017)
- Regional Active Transportation Plan (October 2017)
- Regional Incident Management Study (December 2018)
- Luling Transportation Study (July 2019)
- Regional Transportation Demand Management Plan (August 2019)
- MoKan/Northeast Subregional Study (November 2019)
- Regional Arterials Concept Inventory (November 2019)
- Regional Transit Study (March 2020)

- 2045 Regional Transportation Plan (May 2020)
- Bergstrom Spur Study (November 2020)
- San Marcos Transportation Corridors Study (ongoing)
- Western Caldwell County Transportation Study (ongoing)

### 3. STUDY AREA AND INTERCHANGE FOCUS AREAS



#### **4. SCOPE OF SERVICES**

##### **Task 1 – PROGRAM 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 minutes; 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 important operational information.

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

Documents the quality control program to be implemented by the consultant team. It will outline review processes for all work to assure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards.

##### **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**

Schedules will be developed, maintained, and actively monitored for the corridor study and its associated major work program or effort. Progress will be reviewed during coordination meetings.

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

Monthly invoices prepared in accordance with current CAMPO invoicing procedures.

##### **Progress Report Preparation and Submittal**

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

the following month, the anticipated work to be performed and the deliverables that will be submitted.

### **Kick-off and Coordination Meetings**

A kick-off meeting is to be held immediately after the initial work authorization. Coordination meetings to be held at regular intervals – 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 a web-based electronic management tool (EMT) for internal and external transfer of program and planning data, document management, scheduling, and coordination.

### **Deliverables**

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

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

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

The consultant will work with CAMPO staff to develop and execute a comprehensive and inclusive public involvement strategy that will lead to thorough and meaningful participation of various stakeholders in the development and evaluation of the study corridor(s).

### **Steering Committee**

The consultant and CAMPO staff will develop a steering committee to help guide the study, review the study's recommendations, and provide input on design development, if applicable. The consultant will provide updates on the planning and design processes and incorporate feedback from the steering committee.

### **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, private landowners, public utilities, nearby jurisdictions, railroad companies, and environmental agencies. The consultant will engage and solicit feedback from stakeholders throughout the process and specifically during development of the existing conditions and the alternatives analyses.

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

The consultant shall hold public meetings/open houses online and/or 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.

### **Environmental Justice Outreach**

The consultant shall provide a robust and coordinated effort to engage individuals and populations that are traditionally underserved and under-represented in the planning process.

### **Online Engagement**

The consultant shall coordinate with CAMPO on the development of online engagement tools. 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 public

engagement as deemed necessary by the planning process. Public involvement, in advance of and during the environmental document development process, shall be in accordance with Federal and State rules, regulations, and guidelines.

### **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
- Environmental Justice meeting coordination and materials
- Online outreach materials
- Additional outreach materials

### **Task 3 – REVIEW AND EVALUATION OF EXISTING AND FUTURE CONDITIONS**

The consultant shall collect, review, and investigate all relevant information to support the corridor development and decision-making process. This task will result in a comprehensive understanding of the existing conditions in the area to guide the development of alternatives and support the selection of preferred alignments.

#### **Review and Evaluation of Current Plans and Policies**

The Consultant shall review and evaluate current local, state, and regional plans, policies, rules and regulations relevant to the development of corridor improvements and potential new corridors in northeast Burnet County. The information to be gathered and reviewed includes, but is not limited, to the following:

- Local, state, and regional transportation plans
- Relevant capital improvement plans
- Area master development plans
- County and city subdivision and development regulations
- Local zoning codes
- Infrastructure and/or roadway design standards
- Access management policies

#### **Identification and Analysis of Environmental Resources**

The consultant shall identify environmental resources and evaluate the proposed corridor for environmental impacts. This research and evaluation period shall produce data in support of the alternative analysis and shall be comprehensive enough to be incorporated into the NEPA process. Environmental conditions and resource information to be



gathered and analyzed for potential impacts includes, but is not limited to, the following:

- Floodplains
- Hydrological resources (wetlands, rivers, and streams)
- Air quality
- Noise
- Wildlife and threatened or endangered species
- Historic and archeological cultural resources
- Section 4(f)/6(f) resources
- Prime or unique farmlands
- Environmental Justice populations and impacts
- Hazardous materials
- Climate change, natural disaster resiliency

### **Identification and Analysis of Land Use**

The consultant shall identify and analyze current and future land use and development. This research shall produce data in support of the corridor development and alternative analysis. Land use information to be gathered and analyzed includes, but is not limited to, the following:

- Existing and future land use
- Right-of-Way parcel identification
- Utilities
- Existing and planned residential and commercial development
- Demographic growth

### **Identification and Analysis of the Transportation Network**

The consultant shall identify and analyze current and future transportation networks. This research shall produce data in support of the corridor development and alternative analysis. Transportation information to be gathered and analyzed includes, but is not limited to, the following:

- Existing and planned transportation networks
- Origin/destination and activity data
- Intersections, interchanges, bottlenecks, and operational issues
- Traffic volumes and turning movement counts
- Existing and planned transit service and ridership data
- Crash and safety information
- Railroad activity and crossings
- Freight movement

### **Travel Demand Modeling**

The Consultant will use the most recent CAMPO model to develop no-build and build

scenarios for year 2045. The 2045 build scenario should include any planned improvements to corridors in the study area and use representative alignments documented in Burnet County's Transportation Plan. The Consultant will consider outputs from the model in the development of 2045 traffic projections (AM peak, PM peak, and Daily) for build and no-build conditions. Appropriate traffic engineering judgment shall be applied and used for project specific design. For the build condition, the analysis should illustrate the relative benefit of the corridor with respect to the local and regional transportation network.

### **Identification and Analysis of Additional Data**

The consultant shall identify and analyze any additional information not outlined above that is necessary to effectively evaluate and develop potential improvements and new corridors. Potential information to be gathered and analyzed includes, but is not limited to, the following:

- GPS/mobile device data
- Hydraulic, geotechnical, or land surveys
- Vehicle travel times

### **Deliverables**

The consultant shall produce technical reports that effectively present the information procured and analyzed for this task so that they present a comprehensive understanding of the current and future conditions that may impact the development of the corridor(s). These reports should be developed and organized to be accessible to all stakeholders including the general public, regulatory agencies, and key decision makers. Technical reports and materials to be produced include, but are not limited to, the following:

- Environmental report (draft and final)
- Land use report (draft and final)
- Transportation report (including results of the travel demand modeling) (draft and final)
- Scenario model files
- Addendum with any additional information

### **TASK 4 – ENVIRONMENTAL DOCUMENT DEVELOPMENT**

The consultant shall collect all relevant environmental, demographic, planning, and cultural data necessary for pre-NEPA and/or NEPA document development and clearance. The consultant shall identify the anticipated level of environmental study to be carried forward. The consultant will prepare and submit all necessary documentation and information in accordance with Federal and State statutes, regulations, and guidelines in order to receive environmental approval.

#### **Task 4.1 – ENVIRONMENTAL REVIEW AND EVALUATION OF EXISTING AND FUTURE CONDITIONS**

The consultant shall collect, review, and investigate all relevant information to support the corridor development and decision-making process. This task will result in a comprehensive understanding of the existing conditions in the study area to guide the development of alternatives and support the selection of a preferred alignment(s).

##### **Review and Evaluation of Current Plans and Policies**

The consultant shall review and evaluate current local, state, and regional plans, policies, rules, and regulations relevant to the development of corridor improvement recommendations. The information to be gathered and reviewed includes, but is not limited, to the following:

- Local, state, and regional transportation plans
- Relevant capital improvement plans
- Area master development plans
- County and city subdivision and development regulations
- Local zoning codes
- Infrastructure and/or roadway design standards
- Access management policies

##### **Identification and Analysis of Environmental Resources**

The consultant shall identify environmental resources and evaluate the proposed corridors for environmental impacts. This research and evaluation period shall produce data in support of the alternative analysis and shall be comprehensive enough to be incorporated into the NEPA process. Environmental conditions and resource information to be gathered and analyzed for potential impacts includes, but is not limited to, the following:

- Floodplains
- Hydrological resources (wetlands, rivers, and streams)
- Air quality
- Noise
- Wildlife and threatened or endangered species
- Historic and archeological cultural resources
- Section 4(f)/6(f) resources
- Prime or unique farmlands
- Environmental Justice populations and impacts
- Hazardous materials
- Climate change, natural disaster resiliency

### **Identification and Analysis of Land Use**

The consultant shall identify and analyze current and future land use and development. This research shall produce data in support of corridor development and alternatives analysis. Land use information to be gathered and analyzed includes, but is not limited to, the following:

- Existing and future land use
- Right-of-Way parcel identification
- Utilities
- Existing and planned residential, commercial, and industrial development
- Demographic growth

### **Identification and Analysis of the Transportation Network**

The consultant shall identify and analyze current and future transportation networks. This research shall produce data in support of corridor development and alternatives analysis. Transportation information to be gathered and analyzed includes, but is not limited to, the following:

- Existing and planned transportation networks
- Origin/destination and activity data
- Intersections, interchanges, bottlenecks, and operational issues
- Traffic volumes and turning movement counts
- Existing and planned transit service and ridership data
- Crash and safety information
- Existing and planned active transportation routes
- Railroad activity and crossings
- Freight movement

### **Travel Demand Modeling**

The consultant will use the most recent CAMPO model to develop no-build and build scenarios for year 2045 or the most current RTP horizon year at the time of each corridor study's development. The consultant will consider outputs from the model in the development of RTP horizon-year traffic projections (AM peak, PM peak, and daily) for build and no-build conditions. Appropriate traffic engineering judgment shall be applied and used for project-specific design. For the build condition, the analysis should illustrate the relative benefit of the corridor improvements with respect to the local and regional transportation network.

### **Identification and Analysis of Additional Data**

The consultant shall identify and analyze any additional information not outlined above that is necessary to effectively evaluate and develop corridor improvement

recommendations. Potential information to be gathered and analyzed includes, but is not limited to, the following:

- GPS/mobile device data
- Hydraulic, geotechnical, or land surveys
- Vehicle travel times

### **Deliverables**

The consultant shall produce technical reports that effectively present the information procured and analyzed for this task so that they present a comprehensive understanding of the current and future conditions that may impact the development of individual corridors. These technical reports will be used to form the final environmental analysis document for the NEPA process and environmental clearance. The reports should be developed and organized to be accessible to all stakeholders including the general public, regulatory agencies, and decision makers. Technical reports and materials to be produced include, but are not limited to, the following:

- Environmental report (draft and final)
- Land use report (draft and final)
- Transportation report (including results of the travel demand modeling) (draft and final)
- Scenario model files
- Addendum with any additional information

### **Task 4.2 – DEVELOPMENT OF THE PURPOSE AND NEED AND RANGE OF ALTERNATIVES**

The consultant shall develop the purpose and need and develop and analyze potential corridor improvement strategies. Using the information gathered in Tasks 3 and 4.1, the consultant shall analyze the potential strategies and select a preferred alternative(s) to be advanced in the project development process.

#### **Develop the Purpose and Need**

The consultant shall develop the purpose and need statement based on the information from Tasks 3 and 4.1 and in coordination with CAMPO, Burnet County, TxDOT, local governments, and steering committee members. This statement will guide the development of the range of alternatives.

#### **Develop a Range of Alternative Alignments**

The consultant will develop a range of alternatives for the study area including a no-build alternative. The alternatives will be developed using the information gathered in Tasks 3 and 4.1 and coordination with CAMPO, Burnet County, TxDOT, local governments, and steering committee members. The consultant will produce thematic maps of the alternatives and planning level cost estimates for each alternative.

## **Deliverables**

The consultant shall produce a report (draft and final) that effectively presents the purpose and need, performance measures, and the development and evaluation of the range of alternatives. This report will be used to form the final environmental analysis document for the NEPA process. This report should be developed and organized to be accessible to all stakeholders including the general public, regulatory agencies, and decision makers. The technical report and materials to be produced include, but are not limited to, the following:

- Environmental Analysis Document (draft and final)
- Purpose and Need statement
- Performance measures
- Range of alternatives for evaluation
- Planning level cost estimates for each alternative