



MEMORANDUM

September 21, 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 **SL 150 / Chestnut Street Multimodal Corridor Study**.

Electronic proposals are due to CAMPO by 5:00 PM (CT), Friday, October 7, 2022.

Please submit any questions you may have in writing to the attention of Nicholas Samuel by e-mail to campo.procurement@campotexas.org, no later than 5:00 PM (CT), Monday, October 3, 2022. Responses will be posted on CAMPO’s website at www.campotexas.org no later than 5:00 PM (CT), Wednesday, October 5, 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. NS-001

Service Description: Professional Services – SL 150 / Chestnut Street Multimodal Corridor Study

Request for Proposals Issued: Wednesday, September 21, 2022

Proposers are responsible for periodically visiting the Capital Area Metropolitan Planning Organization's website www.campotexas.org for updated information on this RFP.

Pre-Proposal Meeting via WebEx or in person: 10:00 AM (CT), Friday, September 30, 2022

WebEx Meeting link: <https://campo.webex.com/campo/j.php?MTID=mbe07635eea5692ac14540cde06d4f864>

Meeting number: 2491 918 9655

Password: MKmQmGGc236

Join by phone: (844) 992-4726 United States Toll Free

Access code: 2491 918 9655

In-Person

City Council Chambers

1311 Chestnut Street

Bastrop, Texas 78602

Deadline for Questions: 5:00 PM (CT), Monday, October 3, 2022

Questions will only be accepted in writing by email to **Nicholas Samuel** at campo.procurement@campotexas.org.

Responses will be posted to the CAMPO website at www.campotexas.org by 5:00 PM (CT), Wednesday, October 5, 2022.

Electronic Proposal Due: 5:00 PM (CT), Friday, October 7, 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

Interview Date(s): Tentative Dates – November 3 - November 8, 2022

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: _____

*****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.

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 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. 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 **\$300,000.00**.

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 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 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 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 SERVICES

Description: SL 150 / Chestnut Street Multimodal Corridor 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 multimodal corridor studies. Qualified firms must demonstrate an understanding of transportation planning practices and requirements in the Central Texas region; urban street design and its relationship to mobility, safety, and placemaking; land use and economic development concepts; traffic operational analysis methods for multimodal streets; and effective and inclusive public outreach.

The purpose of this initiative is to assist CAMPO and the City of Bastrop (City) with a multimodal corridor study for State Loop (SL) 150 / Chestnut Street from SH 71/21 to SH 71/95. The study will identify needs and develop a context-sensitive transportation vision for several different subareas along the corridor. Additionally, the study will identify placemaking opportunities within key focus areas. The study will build upon previous local and regional plans and will guide recommendations for CAMPO's long-range Regional Transportation Plan (RTP) and other planning efforts.

2. BACKGROUND

In November 2019, the City adopted the Bastrop Building Block (B3) Code, a set of land development regulations to guide development in a manner that both honors the community's unique history and character and allows for sustainable, neighborhood-scale growth. As part of the B3 Code process, the City updated the Thoroughfare Plan chapter of the Transportation Master Plan to define street classifications and basic design guidelines and ensure compatibility with the land development regulations. The Thoroughfare Plan contains typical cross sections to facilitate the dedication of necessary right-of-way and to provide a starting point for the planning process for future street improvements. These typical sections are intended to support design flexibility to meet the needs of various multimodal and context-sensitive priorities. The City has partnered with CAMPO to better define the needed multimodal corridor improvements on SL 150 / Chestnut Street, one of the primary thoroughfares through central Bastrop.

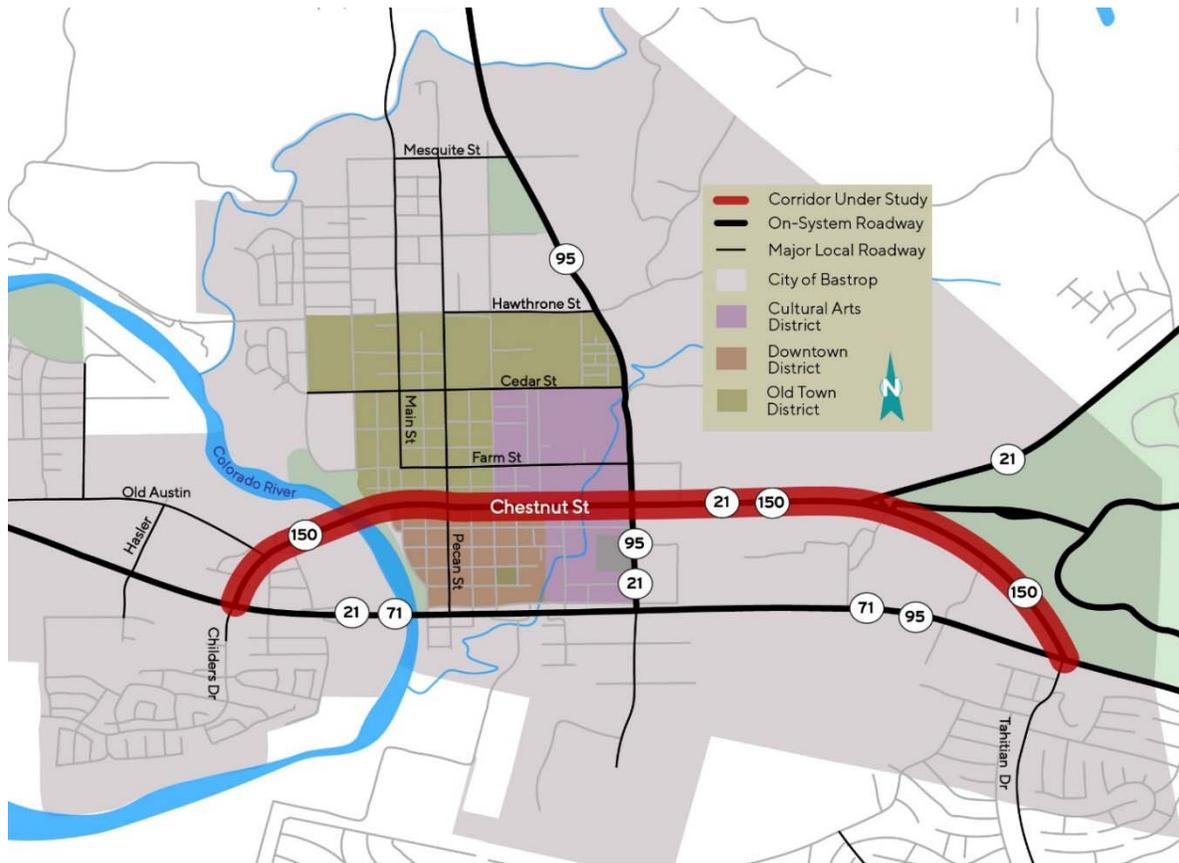
3. STUDY AREA

The SL 150 / Chestnut Street Multimodal Corridor Study includes the entirety of SH 150 from SH 71/SH 21 (at Childers Drive) to SH 71/SH 95 (at Tahitian Drive). The design of the existing corridor varies across three distinct segments:

- **SL 150 / Chestnut Street from SH 71/21 (at Childers Drive) to SH 95 / SH 21 intersection** –2 lane principal arterial with a center turn lane and 30 to 40 mph posted speed limits.
- **SL 150 / SH 21 / Chestnut Street from SH 95 / SH 21 intersection to SH 21 turn off** – undivided 4 lane principal arterial with generally no pedestrian amenities and 55 mph posted speed limit.
- **SL 150 from SH 21 turn off to SH 71 / SH 95 (at Tahitian Drive)** – undivided 2 lane minor arterial with little to no pedestrian amenities and 55 mph posted speed limit.

Outside of the Downtown and Old Town District (both of which are identified on the map on the following page), the corridor is characterized by discontinuous sidewalks, frequent driveways/curb cuts, and a lack of streetscaping. The Old Iron Bridge, which needs rehabilitation, has the potential to connect pedestrians and cyclists to the western end of the corridor. Land use along much of the corridor is auto-oriented, even in the most densely developed sections between the Colorado River and the intersection with SH 95 and SH 21. Near the Downtown Bastrop District, the corridor is surrounded by more compact urban development, with the section adjacent to the Cultural Arts District (shown in purple on the map) populated by lower density, suburban style development.

Figure 1. Study Area Map



Study Goals

The initial goals for the study are improvements to safety and mobility, along with lessening environmental impacts and enhancing economic development of the corridor. With this study, the City will focus on ensuring a safe and secure transportation system for all.

- **Safety** – The study will focus on the safety and security of the SL 150 / Chestnut Street corridor and determine how it can better support various modes of transportation. The study will identify safety issues, including areas of high crash rates and threats to all modes of transportation, and suggest methods for addressing these issues. The goal is to provide a pedestrian-friendly corridor that is also efficient for all methods of travel. In addition, the study will help to identify and address any potential emergency response time issues.
- **Mobility** – This study will identify gaps for all modes and undertake a survey of residents to better understand the public’s vision for the corridor. Once studied, the plan will make recommendations for improvements to the network to reduce travel time, attract people to non-single occupant vehicle modes of travel, and identify bottlenecks or gaps in the existing network. In addition, any relevant transportation demand management strategies will be investigated.

- **Environment** – Another goal of the SL 150 / Chestnut Street Multimodal Corridor Study will be to reduce and manage the number of single-occupant vehicle miles traveled, including exploring the potential for integrating emerging technologies, such as shared mobility, electric vehicles and charging stations, and app-based trip planning.
- **Economy** – The SL 150 / Chestnut Street Multimodal Corridor Study includes the development of a context-sensitive corridor plan for SL 150 / Chestnut Street, which addresses access management strategies, multi-modal transportation elements, safety and operational improvements, and recommendations for corridors that support multimodal transportation that is context-sensitive and unique to Bastrop.

4. SCOPE OF SERVICES

Task 1 – PROGRAM ADMINISTRATION AND MANAGEMENT

CAMPO's Regional Planning Manager, or his designee, will serve as the CAMPO Project Manager, and the City of Bastrop will serve as the local partner for this study.

This task shall include management of all project activities and work. This task will involve continuous project coordination and administration; preparation of monthly progress reports, invoices, and billings; meetings and coordination activities; preparation of meeting summaries; quality assurance/quality control (QA/QC); and other project management activities specified by CAMPO.

Project Management Plan

Outlines project team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other operational information.

Quality Assurance/Quality Control Plan

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

Management of Work Activities

The Consultant shall assure that management of all project activities and work are conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules, and guidelines.

Effective two-way communication is essential on a project of this complexity and importance. The consultant will schedule bi-weekly meetings with CAMPO staff and Bastrop staff with additional meetings as needed.

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 SL 150 / Chestnut Street Multimodal Corridor Study is anticipated to take between 12 and 18 months from the work authorization approval.

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 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 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 and the City of Bastrop to develop a robust and inclusive public participation engagement plan that will lead to meaningful participation of various stakeholders.

Steering Committee

The consultant, in coordination with CAMPO and City staff, will develop a steering committee to help guide the study, review the study's recommendations, and provide a forum for interagency coordination. Members of the steering committee shall include staff from CAMPO, the City, the Texas Department of Transportation (TxDOT), the Capital Area Rural Transportation System (CARTS), 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. 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 (e.g., Parks & Recreation, Fire Department)
- School District(s),
- and other entities or specific groups recommended by the Steering Committee.

The consultant will engage and solicit feedback from stakeholders throughout the process and specifically during development of the existing conditions, concept plan, and the recommendations/prioritization analyses. At least one round of stakeholder interviews and one public meeting shall be held as part of each task (3-5) in the planning process. In addition, three (3) presentations to Bastrop City Council will be made at the beginning, middle, and conclusion of 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 study vicinity at milestone points during the study to gain the perspective of residents, advocacy groups, homeowner associations, business and community leaders, school boards, as well as other stakeholders. At least one public meeting shall be held as part of each task (3-5) in 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 City planning processes.

Online Engagement

The consultant shall coordinate with CAMPO on the development of online engagement tools, including but not limited to a study website, social media, and public preference surveys to be administered at key points during the process. The consultant shall be responsible for producing all outreach materials and online engagement tools to be utilized throughout the study.

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. Efforts may include strategies such as meeting underserved populations where they are already receiving services and providing telephone, mail, and other non-tech information and participation methods. Many underserved and under-represented populations are often more likely to not have access to high-speed internet to be able to engage online. Thus, outreach efforts will need to be flexible and be able to reach public spaces and resources that these groups commonly engage with.

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

- 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 –EXISTING AND FUTURE CONDITIONS ASSESSMENT

The consultant shall develop an existing and future conditions assessment within the SL 150 / Chestnut Street study limits that includes review of previous plans and studies; data compilation and summary; and identification of issues and needs. The results of this assessment will inform the development of the concept plan and recommendations list.

Comprehension Review of Existing Studies, Plans, and Reports

This task involves the review and evaluation of current local, state, and regional documents and policies relevant to transportation and supportive land use planning. The following documents will be provided for review by the City of Bastrop and CAMPO:

- City of Bastrop Building Block (B3) Code
- City of Bastrop Main Street Rehabilitation Project
- City of Bastrop Comprehensive Plan (2016)
- City of Bastrop Transportation Master Plan
- City of Bastrop Development Manual
- City of Bastrop Park Master Plan and Update

- City of Bastrop Sustainable Design Assessment Team Final Report
- Camp Swift Joint Land Use Study
- Tree Grate and Frame Standard Detail
- CAMPO 2045 Regional Transportation Plan
- CAMPO Regional Active Transportation Plan
- CAMPO Regional Arterials Concept Inventory
- CAMPO Regional Transit Study
- 2020 Bastrop County Transportation Plan Update
- City of Bastrop Trails Map
- Central Texas Greenprint for Growth
- Other previous studies relevant to the study

Data Compilation and Summary

The consultant shall work with CAMPO and the City of Bastrop to collect any other data necessary to evaluate existing transportation, demographic, market (which may include overall economic development trends and opportunities), and land use conditions relevant to the corridor. This effort shall include, at a minimum, an evaluation of the existing street network and connectivity (specifically across SH 71 and connections to Chestnut Street from adjacent areas), access management, active transportation infrastructure, and existing/future transportation activity levels. Additionally, it shall include an assessment of existing land uses and any impediments to the use of alternative modes of transportation.

The data collection will pay particular attention to the use of various items related to multimodal transportation such as pedestrian and bicycle facilities, streetscapes and street sections, wayfinding/signage, traffic operations, safety, as well as the surrounding built environment, public space, and adjacent land uses. Specific tasks that shall be examined as part of this study include, but shall not be limited to:

- Daily traffic volumes (existing and future estimated)
- Existing and planned multimodal network connectivity (walk, bike, transit, freight, and auto)
- Street cross-sections
- Driveway and access assessment
- Street grid connectivity and barriers analysis
- Vehicle, pedestrian, and bicycle safety analysis
- Traffic signal analysis
- Sidewalk inventory
- Existing and future land use, land suitability analysis, and land use susceptibility to change analysis
- Available right of way
- Additional tasks for examination deemed necessary by the CAMPO Project Manager and the City of Bastrop

Needs Assessment

The data collected and analyzed by the consultant, combined with input from stakeholders as described in Task 2, will be used to inform a needs assessment for the SL 150 / Chestnut Street study area. The needs assessment will identify issues within the various sections of the corridor related to multimodal safety, roadway operations/capacity, network connectivity, infrastructure design deficiencies, quality of life, placemaking, design barriers, land use compatibility, and any other goals/priorities established during the outreach and engagement process. The consultant will prepare a comprehensive list of identified issues with accompanying location maps and figures.

Revision of Goals and Objectives

CAMPO staff will work with the City of Bastrop and the Steering Committee to revise the study goals and objectives, as needed, based on the findings of the Existing and Future Conditions Assessment.

Deliverables

- Compendium of maps, exhibits, and/or tables illustrating the key takeaways from each data item included in the Data Compilation and Summary process
- Issues list and maps
- Existing and Future Conditions Assessment Memorandum (draft and final) summarizing analysis and findings from the Review of Existing Studies, Plans, and Reports; Data Compilation and Summary; and Needs Assessment

TASK 4 – CONCEPT PLAN DEVELOPMENT

The Consultant will develop a draft conceptual plan based on the Study guiding principles/goals, public and stakeholder input (Task 2), and the needs assessment (Task 3). This concept plan shall identify relevant projects and policies to improve the transportation network and the public realm that, if implemented, will enhance mobility, connectivity, safety, and various multimodal travel options; support economic development; and enhance a sense of place. The study shall offer specific designs tied to individual segments of the corridor that are appropriate to the development pattern of the adjacent districts.

Concept Plan for the Corridor

- **Corridor Improvements** – Develop concepts that will improve and optimize the corridor’s performance and safety. This includes development of access management concepts, traffic signal recommendations, intersection improvements, roadway cross-sections, wayfinding, and streetscaping/placemaking concepts that balance the needs of a variety of users/modes (pedestrians, cyclists, transit, and cars), enhance environmental quality, and enhance economic development. Based on input from City staff, stakeholders, and the general public, the consultant shall develop concept alternatives for key locations, or the whole corridor, as needed.
- **Opportunities for Placemaking and Catalytic Land Use** – Develop concepts and identify opportunities for using the public realm to enhance the sense of place at key nodes and support economic development along the corridor. These concepts should be informed

by the character of the districts along the corridor and the place types established by the B3 code. In addition, the concept plan will offer suggestions for catalytic land uses at up to two (2) key locations that help to tie the study to current City plans.

- **Connections to Neighborhoods** – Develop concepts that identify ways to better connect the neighborhoods adjacent to the SL 150 / Chestnut Street study area through multimodal transportation options.

Deliverables

- Concept Plan Memorandum (draft and final) including a narrative describing the concept development process; descriptive catalog/toolbox of treatments and strategies considered; visualizations of potential urban character and placemaking elements; and maps, cross-sections, and planning-level concept layouts.

TASK 5 – DRAFT RECOMMENDATIONS AND PROJECT PRIORITIZATION

The consultant shall develop recommendations for “quick wins,” near, medium, and long-term projects and policies that are tailored to the needs of the stakeholder/implementing entities in the study area. Timeframes for the recommendations and implementation strategies are defined as:

- Quick Win: 1 Year or Less
- Near-Term: 2–4 years
- Medium-Term: 5–10 years
- Long-Term: 11 years or more

Recommendations and strategies shall include, but shall not be limited to:

- Multimodal infrastructure to improve safety and access
- Recommended mobility management solutions including signalization programs, TSMO, and ITS
- Proposed changes or additions to the infrastructure design criteria
- Cost estimates and funding sources for proposed improvements (separated by implementer(s))
- Proposed Unified Development Code language or zoning map changes, this should include recommendations on parking, consistent with the Bastrop Building Block Code and Future Land Use Map.
- Coordination between local entities

Evaluation Categories and Criteria

The consultant shall develop a set of qualitative and quantitative criteria to assist in evaluating each improvement concept. The broad categories of multimodal mobility, access, safety, urban design and placemaking, land use/environmental compatibility, cost effectiveness, and other project guiding principles/goals (Task 2) will be further defined into evaluation criteria. If desired by the City, these criteria could be developed to reflect the current CAMPO Transportation Improvement Program and Regional Transportation Plan project selection criteria.

Cost Estimates and Cost-Effectiveness

The consultant shall develop planning-level cost estimates for each of the recommended transportation improvements. Additionally, the consultant shall evaluate cost-effectiveness for the combined package of improvements to determine if the improvements result in sufficient user benefits to justify the cost. Monetary benefits associated with the improvements could include reduction in travel delay, reduction in crash events/severity, increase in land values, economic development potential, and other factors.

Prioritization

The consultant shall create a matrix tool for scoring and prioritizing the individual project recommendations as well as determining preferred implementation timeframes (Quick Win, Near-Term, Medium-Term, or Long-Term). The matrix tool shall score projects based on the evaluation criteria and stakeholder input. Potential criteria for prioritization include cost effectiveness, connectivity, congestion relief, safety, and multi-modal enhancements. The consultant shall develop a methodology for calculating composite prioritization scores using the established criteria and category weights, if needed. Based on the outcomes of the evaluation, the consultant shall develop a prioritized list of projects and policies by timeframe.

Deliverables

- A summary of current and planned transportation projects and quick wins, near, medium, and long-term project recommendations that will impact the study area.
- Proposed cost estimates, funding sources, policy changes or additions, and partnership(s) needed to implement study recommendations.
- Prioritized list of projects and policies.
- Draft ordinance and design manual changes or amendments.

TASK 6 – FINAL REPORT WITH IMPLEMENTATION PLAN

The consultant shall document and summarize the component tasks described in this scope into a final SL 150 / Chestnut Street Corridor Study report. This document will serve as a synthesis of the component memoranda and include an executive summary, chapters, appendices, and section summaries as needed. The document should use narrative, non-technical language where possible so that it is accessible to multiple potential readers including City staff, local decision-makers, and the general public.

The Report will include the development of three strategic implementation frameworks: Regulatory, Decision, and Plans/Programs/Partnerships. These will organize the use of the Implementation Plan as a tool for development decisions, partnerships, and capital investment strategies. The development of the Report will include interviews with City staff to determine use of the Study and integration into the City's planning processes including annual budgeting, capital improvement planning, annual reporting, and related efforts.

The consultant shall develop materials and present Study results at a minimum of two (2) Bastrop City Council meetings, including as an action agenda item. As needed, the consultant shall also develop materials and present Study results at up to three (3) CAMPO Technical Advisory Committee (TAC) meetings. It is anticipated that presentations for the TAC will be for information-only agenda items.

The report will be reviewed first by CAMPO staff and the City of Bastrop project team, followed by the Steering Committee. The report shall include the following elements.

- Executive summary
- Outreach and engagement summary
- Existing and future conditions assessment
- Concept plan
- Recommendations and prioritization
- Implementation plan
- Appendices, as needed

Deliverables

- Five (5) hard color copies of the Final Report (with Appendices) and ten (10) hard color copies of the Executive Summary. Final Report should be in 8.5" X 11" format.
- All GIS, Photoshop, InDesign, Illustrator, MS Word, MS Excel, photos, graphics, and other associated files

PROJECT TIMELINE AND BUDGET

The SL 150 / Chestnut Street Multimodal Corridor Study is anticipated to take between 12 and 18 months from the work authorization approval. The budget for this work shall not exceed **\$300,000**.