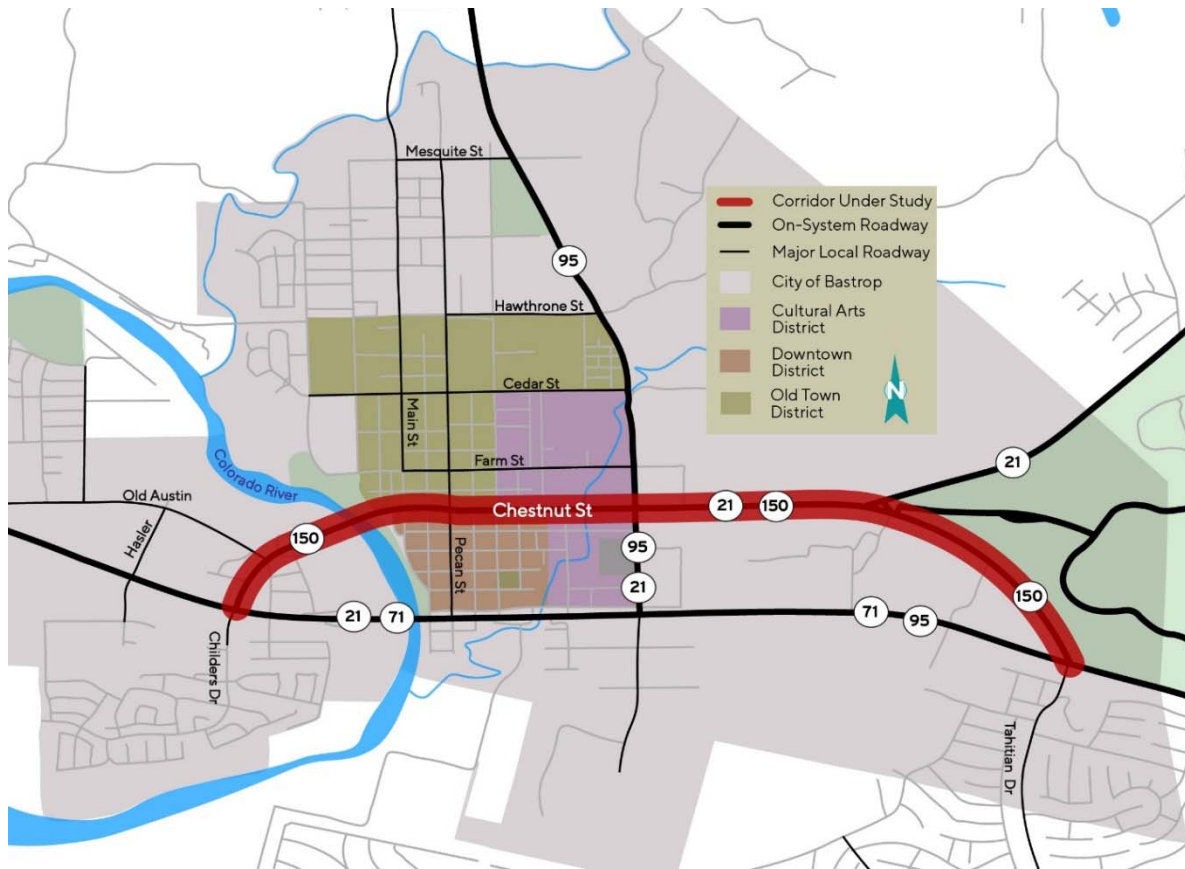


Figure 1. Study Area Map



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**.