



**CENTRAL TEXAS  
Regional Mobility Authority**

June 15, 2016  
AGENDA ITEM #17

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Discuss and consider appropriate action on the proposed Interlocal Agreement with the Capital Area Metropolitan Planning Organization to fund and participate in the Near Northwest Corridor - Connections Case Study.

Strategic Plan Relevance: Regional Mobility  
Department: Engineering  
Contact: Justin Word, P.E., Director of Engineering  
Associated Costs: \$136,000  
Funding Source: Capital Project Funds  
Action Requested: Consider and act on draft resolution

Summary:

A proposed Interlocal Agreement (ILA) between Capital Area Metropolitan Planning Organization (CAMPO) and the Mobility Authority has been developed to support the Near Northwest Corridor - Connections Case Study. The proposed Case Study seeks to develop a context-sensitive corridor plan for several miles, along and adjacent to the Near Northwest Corridor (within ½ mile of US 183 North from State Loop 1 (MoPac) on the south to SH45/RM620 and Lakeline Mall on the north.). The plan will address pedestrian and bicycle connectivity, last-mile connections, access management, multi-modal transportation elements, safety and operational improvements, and recommendations on land-use conducive to active transportation. The ILA addresses payment and identifies the roles and responsibilities of each agency in advancing this initiative.

The Executive Director is requesting authorization to execute the ILA between the Mobility Authority and Capital Area Metropolitan Planning Organization.

Backup provided: Draft Interlocal Agreement  
Draft Resolution for Board Consideration

**GENERAL MEETING OF THE BOARD OF DIRECTORS  
OF THE  
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**RESOLUTION NO. 16-0XX**

**APPROVING AN INTERLOCAL AGREEMENT WITH THE  
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION TO SUPPORT  
THE NEAR NORTHWEST CORRIDOR – CONNECTIONS CASE STUDY**

WHEREAS, the Executive Director has developed a proposed interlocal agreement between Capital Area Metropolitan Planning Organization and the Mobility Authority to support the Near Northwest Corridor – Connections Case Study; and

WHEREAS, the proposed Case Study seeks to develop a context-sensitive corridor plan for several miles, along and adjacent to the Near Northwest Corridor (within ½ mile of US 183 North from State Loop 1 (MoPac) on the south to SH45/RM620 and Lakeline Mall on the north.); and

WHEREAS, the resulting plan will address pedestrian and bicycle connectivity, last-mile connections, access management, multi-modal transportation elements, safety and operational improvements, and recommendations on land-use conducive to active transportation; and

WHEREAS, the Executive Director has determined that the Near Northwest Corridor – Connections Case Study will be beneficial to planning and developing Mobility Authority projects in the study area; and

WHEREAS, the Executive Director has determined that contributing \$136,000 to participate in the Near Northwest Corridor – Connections Case Study will be more cost effective than conducting a separate planning study.

NOW THEREFORE, BE IT RESOLVED that the proposed interlocal agreement is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to finalize and execute for the Mobility Authority the interlocal agreement in the form or substantially the same form as Exhibit A.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 15<sup>th</sup> day of June, 2016.

Submitted and reviewed by:

Approved:

\_\_\_\_\_  
Geoffrey Petrov, General Counsel

\_\_\_\_\_  
Ray A. Wilkerson  
Chairman, Board of Directors

**Exhibit A**

**INTERLOCAL AGREEMENT BETWEEN  
CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)  
AND  
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY  
for  
NEAR NORTHWEST CORRIDOR - CONNECTIONS CASE STUDY**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made by and between the CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION, a **metropolitan planning organization**, hereinafter referred to as “**CAMPO**” and the **CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**, a **regional agency**, hereinafter referred to as “CTRMA” pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Chapter 791, *Texas Government Code*.

**WITNESSETH:**

**WHEREAS**, the Governor of the State of Texas has designated CAMPO (formerly the Austin Transportation Study) acting through its Transportation Policy Board to be the Metropolitan Planning Organization (MPO) for the Austin urbanized area(s); and

**WHEREAS**, CAMPO is the designated lead agency for the region’s Metropolitan Planning process; and

**WHEREAS**, the Metropolitan Planning process addresses requirements under state and Federal law that promote efficient system management and operation; and

**WHEREAS**, CAMPO’s 2045 Regional Active Transportation Plan will document and provide a shared vision for the development of a safe and highly-functional active transportation network of pedestrian and bicycle facilities and amenities for the six-county CAMPO Region; and

**WHEREAS**, the Near Northwest Corridor - Connections Case Study seeks to develop a context-sensitive active transportation plan for several miles, along and adjacent to the US 183 North corridor; which is an area with a built form and transportation infrastructure commonly present in the CAMPO region; and

**WHEREAS**, the Near Northwest Corridor - Connections Case Study seeks to address pedestrian and bicycle connectivity, last-mile connections, access management, multi-modal transportation elements, safety and operational improvements, and recommendations for a private realm built-form that is conducive to active transportation and;

**WHEREAS**, the Near Northwest Corridor - Connections Case Study will develop recommendations on connectivity, facility design and policy; and an implementation plan with project and policy priorities for the near-, short-, medium-, and long-terms usable by impacted jurisdictions.

**WHEREAS**, the Near Northwest Corridor - Connections Case Study will be included as an appendix in the 2045 Regional Active Transportation Plan; and

**WHEREAS**, CAMPO will form a steering committee that includes CTRMA, the Austin District of TxDOT and other stakeholders to guide the planning process; and

**WHEREAS**, CAMPO will manage the consultant contract and work closely with CTRMA to ensure its needs are met throughout the development of the Near Northwest Corridor - Connections Case Study consistent with the goals of the 2045 Regional Active Transportation Plan and Platinum Planning Program, which is projected to take approximately four (4) months to complete.

**NOW, THEREFORE, BE IT RESOLVED** in consideration of the mutual covenants and promises made by the parties, CAMPO and CTRMA hereby agree as follows:

## **I. PAYMENT**

CTRMA's payment obligations are payable only and solely from funds appropriated by the Board of the Central Texas Regional Mobility Authority, ("Appropriated") and available for the purpose of this study. The absence of Appropriated or other lawfully available funds shall render this Agreement null and void to the extent funds are not Appropriated or available. Within 45 days of the adoption of CTRMA's annual budget, the applicable party shall provide the other party written notice of the failure of the party's governing body to make adequate Appropriation for any fiscal year to pay for the amounts due under this Agreement, or the reduction of any Appropriation to an amount insufficient to permit the applicable party to pay its obligation under this Agreement.

## **II. OBLIGATIONS OF CAMPO**

- A. CAMPO supports the inclusion of all relevant local, regional, and state plans into this case study.
- B. CAMPO will actively work with CTRMA and key stakeholders in the development of the Near Northwest Corridor - Connections Case Study consistent with Attachment A.
- C. CAMPO shall manage all phases of development and administration of a consultant contract, including, but not limited to, procurement, contract execution, review and approval of deliverables, enforcement of contract terms and conditions, payment of invoices, and contract close-out. CAMPO will actively engage and partner with CTRMA throughout the process to ensure that the final plan meets the needs of all impacted jurisdictions in the study area.
- D. CAMPO will provide a copy of all required deliverables from the consultant to CTRMA as identified in Attachment A, Scope of Services.
- E. CAMPO will coordinate with CTRMA on any proposed and/or necessary changes to the Project Schedule, Public Participation Plan, etc., as needed.
- F. CAMPO will submit the completed Near Northwest Corridor - Connections Case Study, as an appendix to the 2045 Regional Active Transportation Plan for adoption by the Transportation Policy Board.

### III. OBLIGATIONS OF CTRMA

- A. CTRMA will actively work with CAMPO in the development of the Near Northwest Corridor - Connections Case Study consistent with Attachment A - Scope of Services.
- B. CTRMA upon execution of this agreement will remit to CAMPO **\$136,000** for the total project cost, which includes \$123,578.36 for consultant fees, and \$12,421.64 for the CAMPO project management fee.
- C. CTRMA staff will actively participate in the planning process.
- D. CTRMA will provide CAMPO information needed to effectively conduct stakeholder and public outreach, and complete any other task essential to the completion of the project.

### IV. TERM and TERMINATION

- A. This Agreement is effective on the date of the last party to sign and ends **November 30, 2016**, or sooner, by mutual agreement of both parties unless previously terminated pursuant to Section IV. C. of this Agreement.
- B. If either party defaults in the performance of any terms or conditions of this Agreement the defaulting party shall have 30 days after receipt of written notice of such default within which to cure such default. If such default is not cured within such period of time then the offended party shall have the right without further notice to terminate this Agreement.
- C. This Agreement may be terminated, in whole or in part, by either party whenever such termination is found to be in the best interest of either party. The party seeking to terminate this Agreement shall provide written notification to the other party at least thirty (30) days in advance of the effective date of the termination. All notices pursuant to this Agreement shall be deemed given when either delivered in person or deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the appropriate party at the following address:

If to CAMPO:                   Ashby Johnson  
  Executive Director  
  CAMPO  
  Post Office Box 1088  
  Austin, Texas 78767

with a copy to:               Kelly Porter  
  Senior Multimodal Planner  
  CAMPO  
  Post Office Box 1088  
  Austin, Texas 78767

If to CTRMA:                   Mike Heiligenstein

Executive Director  
Central Texas Regional Mobility Authority  
3300 N IH-35, Suite 300  
Austin, TX 78705

with a copy to: Justin Word  
Director of Engineering  
Central Texas Regional Mobility Authority  
3300 N IH-35, Suite 300  
Austin, TX 78705

## **V. RESTRICTION ON LOBBYING**

In accordance with 31 USC Section 1352, CAMPO and CTRMA hereby certify that no Federal appropriated funds have been or will be paid by or on behalf of CAMPO and/or CTRMA to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, grant, loan, or cooperative agreement, CAMPO and/or CTRMA shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. CAMPO and/or CTRMA shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all subcontractors shall certify and disclose accordingly. CAMPO and its subcontractors shall require that the language of this certification be included in any subcontract exceeding \$100,000 by any tier in that any such subcontractor shall certify and disclose accordingly.

## **VI. INSPECTION OF WORK AND RETENTION OF DOCUMENTS**

All records or materials required by or produced under this Agreement, including records produced by any subcontractor to CAMPO and/or CTRMA, shall be maintained for at least four (4) years after CAMPO and/or CTRMA payment under this Agreement or the termination or expiration of this Agreement.

## **VII. PROCUREMENT**

In accordance with the Interlocal Cooperation Act, it is mutually agreed that all parties hereto shall conduct all procurements and award all contracts necessary to this Agreement in accordance with federal and state laws and regulations, including Federal Transit Administration Circular 4220.1D, if federal funds are used to execute procurement and award of services. No officer, employee, independent consultant, or elected official of either party who is involved in the development, evaluation, or decision-making process of the performance of any procurement related to this Agreement shall have a financial interest, direct or indirect, in the Agreement resulting from the procurement.

## **VIII. LEGAL CONSTRUCTION**

In case any one or more provisions contained in this Agreement shall for any reason be held to be unconstitutional, void, or invalid, illegal or unenforceable in any respect, such unconstitutionality, invalidity, illegality or unenforceability shall not affect the remaining portions of the Agreement; and this Agreement shall be construed as if such unconstitutional, void, or invalid, illegal or unenforceable provision had never been contained herein.

## **IX. LAW AND VENUE**

This Agreement shall be governed by the laws of the State of Texas, and venue shall lie in the state courts of Travis County, Texas. The parties acknowledge and agree that each party shall be responsible for any attorney's fees incurred by that party relating to this Agreement

## **X. NON-DISCRIMINATION**

It is mutually agreed that all parties hereto shall be bound by the provisions of Title 49, Code of Federal Regulations, Part 21, which was promulgated to effectuate Title VI of the Civil Rights Act of 1964, Title 23, Code of Federal Regulations, Part 710.405(b), and Executive Order 11246 titled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60).

## **XI. INTERPRETATION OF LAWS AND AUTHORITIES**

CAMPO shall be responsible for the settlement of all contractual and administrative issues arising out of procurement entered into in support of the contract work.



**XII. ALTERATION, AMENDMENT, OR MODIFICATION**

- A. This Agreement may not be altered, amended, or modified except in writing and any alterations, amendments, or modifications must be approved by both parties.
- B. This Agreement constitutes the entire Agreement between CAMPO and CTRMA. No other agreement, statement or promise relating to the subject matter of this Agreement that is not contained in the Agreement is valid or binding

WHEREFORE, premises considered, this INTERLOCAL AGREEMENT is executed; and

Approved to be effective on the date of the last party to sign.

CENTRAL TEXAS REGIONAL  
MOBILITY AUTHORITY

CAPITAL AREA METROPOLITAN  
PLANNING ORGANIZATION

By: \_\_\_\_\_  
Mike Heiligenstein,  
Executive Director

By: \_\_\_\_\_  
Ashby Johnson,  
Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to form: \_\_\_\_\_

**ATTACHMENT A  
SCOPE OF SERVICES**

Scope of Work  
CAMPO 2045 Region Active Transportation Plan

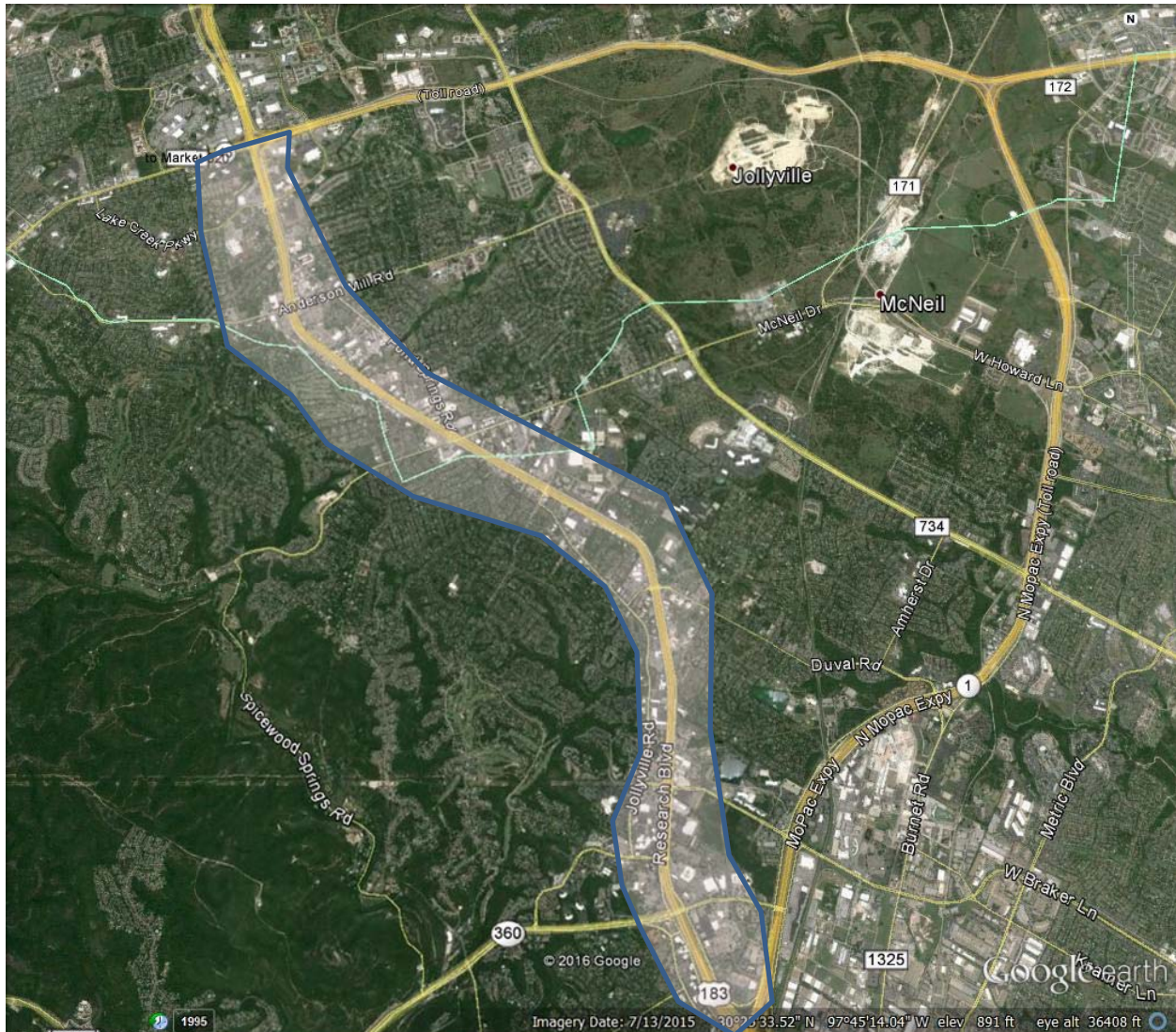
Project Name: Near Northwest Corridor – Connections Case Study

The purpose of the Near Northwest Corridor – Connections Case Study is to develop recommendations on connectivity, facility design and policy; and an implementation plan with project and policy priorities for the near-, short-, medium-, and long-terms.

This case study seeks to develop a context-sensitive corridor plan for several miles, along and adjacent to the Near Northwest Corridor, to address pedestrian and bicycle connectivity, last-mile connections, access management, multi-modal transportation elements, safety and operational improvements, and recommendations for a private realm built-form that is conducive to active transportation.

**Study Area (See below for the study area maps)**

The study area for the Near Northwest Corridor – Connections Case Study includes all areas within ½ mile of US 183 North from State Loop 1 (MoPac) on the south to SH45/RM620 and Lakeline Mall on the north. Analysis in the study area should include all corridors intersecting US 183 and parallel facilities such as Jollyville and Pond Springs. The Case Study will also investigate connections to destinations in or near the corridor such as the MoPac North pedestrian/bicycle facility, Cedar Park’s Bell Boulevard project, Brush Creek Trail, Lakeline Mall, and Capital Metro’s Park and Ride facilities, and the Lakeline Redline Station.



**Tentative Project Timeline – Summer 2016 - December 2016 (3 - 4 months)**

**General Approach**

TDG proposes to conduct a multi-phase charrette as a core component of the case study. While central to the success of the study, the charrette process is only one element of TDG’s scope of work. The following paragraphs provide an overview of TDG’s process-based approach to completing the tasks identified in CAMPO’s scope of work.

**Project Management**

CAMPO’s Long-Range Planning Manager will serve as the CAMPO Project Manager, and the Central Texas Regional Mobility Authority (CTRMA) will serve as the local partner for this study. The CAMPO Project Manager will serve as the liaison between the CTRMA and the Consultant team. CAMPO’s Public Information Officer (PIO) will assist with project outreach, messaging and communications. TDG will identify a project manager (Darren Flusche) who will coordinate the

TDG Team’s efforts, and serve as primary point of contact. The TDG project manager will also ensure coordination with the larger regional active transportation plan effort.

This Task includes ongoing coordination, bi-weekly status updates, progress reports, etc.

## **TASK 0. Public and Stakeholder Engagement**

The TDG Team will work with CAMPO staff to provide a robust and inclusive stakeholder participation process for the case study. The TDG Project Manager will collaborate with the CAMPO PM and PIO, and CTRMA to coordinate necessary logistics for the charrettes. Public and stakeholder participation will include the following:

### **0.1 – Kick Off Meeting**

The Active Transportation Advisory Committee (ATAC) will serve as the steering committee for this case study, similar to the 2045 Active Transportation Plan. The TDG Team will travel to Austin for a project kick-off meeting with CAMPO staff and the ATAC. This collaborative meeting will be used to draft study goals that are consistent with other planning efforts impacting the study area, including the 2045 Regional Active Transportation Plan.

Suggested questions/topics for the kickoff meeting include:

- What problems must the corridor study solve?
- What solutions/alternatives are on the table for consideration?
- What kind of bicycle and pedestrian travel is meant to be accommodated by the corridor? E.g. purpose, distance, destinations.
- Prioritization: what factors are most important in prioritizing projects?
- What stakeholders will be involved in the project and who needs to be invited to the focus group meetings?
- What should be the web presence for this project, within available resources?

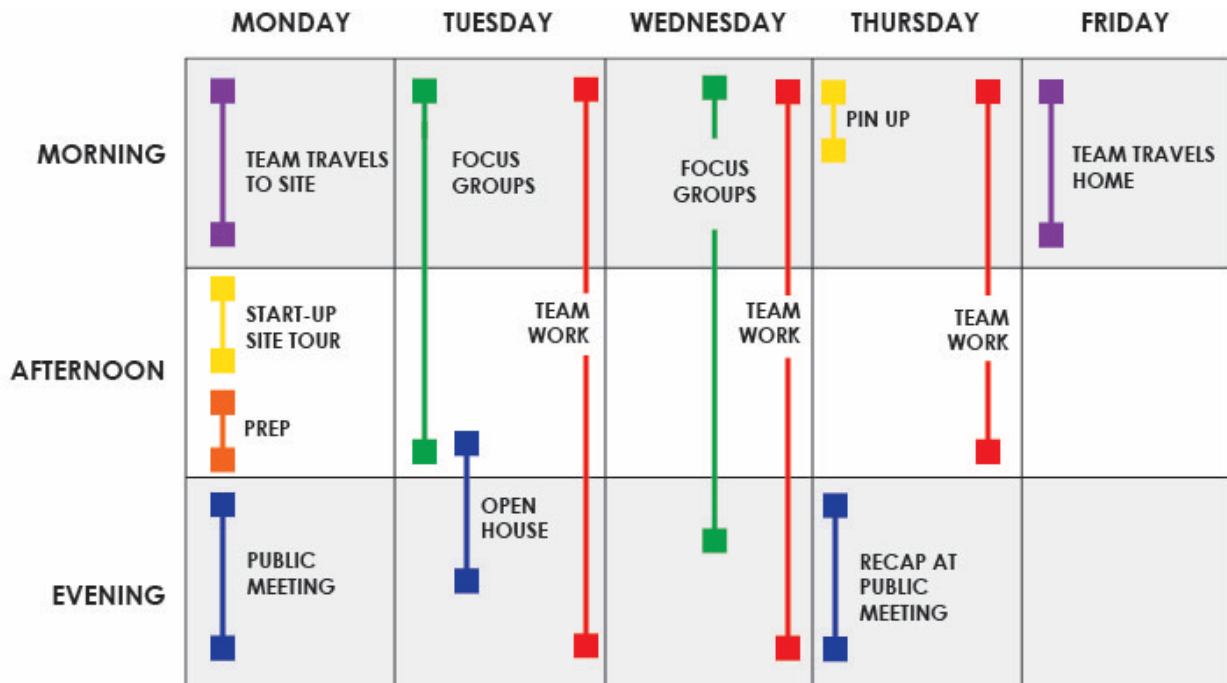
In addition to identifying key stakeholders, we will discuss the best method for engaging these individuals/groups. It is intended that the focus group meetings and most of the stakeholder engagement will occur during the two charrettes.

### **0.2 – Public Charrettes**

The TDG Team will use two week-long public charrettes to complete much of the work on the project. Stakeholder invitations and other logistics should be handled well in advance of the charrette to ensure that the meetings are on people’s calendars, rooms are reserved, etc. It is anticipated that responsibility for these logistics will be shared by the CAMPO project manager and the TDG Team’s engagement specialists. For the public portions of the charrettes, the TDG Team will develop a brief comment card that attendees can use to provide additional information or more detailed comments. The TDG Team will summarize comments received for the meeting documentation, and for incorporation into the team’s work. The following discussion describes our proposed charrette approach:

## Discovery Charrette

The first charrette will be held relatively early in the process. It is called “Discovery” as this is a time when the project team is actively collecting and digesting information about existing conditions and project objectives from stakeholders and the public. The venue for the charrette should be located within the study area, and conveniently accessed by multiple modes. The general agenda for the first charrette is illustrated on the calendar below, and may be modified to best accomplish the objectives for the event.



The TDG Team will arrive at the charrette having already completed some of the existing conditions data collection and analysis, as well as base map development (see Task 1). The bulk of day 1 will be used to familiarize the team with the study area, and prepare for the initial public meeting. The first public meeting will be used to provide an overview of the purpose and scope of the project, and solicit input on key challenges and opportunities, desired destinations and routes, etc.

Days 2 and 3 are generally used for stakeholder meetings and team work. This will include field work, additional data analysis, policy discussions with stakeholders, and development of concepts. While the stakeholder meetings may be more private to allow members to speak candidly, TDG prefers to have an open door policy on the team work sessions. At the end of Day 3, the TDG Team will have a Pin Up of draft concepts for interested members of the public.

Day 4 of the charrette will be used to document findings from the stakeholder engagement and work sessions, and refine preliminary recommendations to incorporate feedback from the Pin Up session. These materials will be incorporated into a presentation and boards that will be shared with the public at a public meeting on the evening of Day 4.

The TDG Team will use the time between charrettes to flesh out the recommendations and refine land use and active transportation alternative concepts, and document questions that will need to be answered at the second charrette. During this time the TDG Team will develop some of the cross sections and illustrative renderings (mentioned in Task 3). The TDG Team will also use this time to coordinate the direction of the Near Northwest Connections Case Study project with the larger Active Transportation effort.

### **Design Charrette**

The TDG Team will arrive at the second charrette prepared to review our preliminary recommendations with the ATAC and CAMPO Project Manager. Day 2 of the charrette will involve follow up meetings to review draft recommendations/concept plan with invited stakeholders through the focus groups, and get answers to questions. Day 3 will involve additional focus group discussions, followed by a pin up of recommendations with CAMPO staff and the ATAC. Following the staff pin up, the public will be able to review the working materials during a public open house. The charrette will culminate with an interactive public open house where the community is invited to weigh in on the draft concepts and provide input, helping the team arrive at a preferred set of recommendations.

Day 3 of the charrette will be used to finalize direction with stakeholders, the ATAC and CAMPO Project Manager. The Team will host a pin up where the ATAC and CAMPO are invited to review the draft final products and provide input. This will be followed by a public open house where the public can review the work products developed to date. On Day 4, the design team will incorporate comments on the draft final products, and develop concept plan materials for the final public meeting. This highly interactive meeting will take place in the evening on the last day.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	<p>TEAM TRAVELS TO SITE</p>		<p>FOCUS GROUPS</p>		<p>TEAM TRAVELS HOME</p>
AFTERNOON	<p>REVIEW WITH CLIENT</p>	<p>FOCUS GROUPS</p>	<p>PIN UP WITH CLIENT</p>		
EVENING	<p>TEAM WORK</p>		<p>OPEN HOUSE</p>	<p>FINAL PUBLIC MEETING</p>	

### 0.3 – Focus Groups/Stakeholder Meetings

During the charrettes, the TDG Team will facilitate a series of stakeholder meetings perspective of local residents, business owners, students, bicyclists, pedestrians, transit users, agency staff and other entities or specific groups recommended by the ATAC, CAMPO, and CTRMA. It is anticipated that the team will meet with 6-8 stakeholder groups over the course of the two charrettes (see Task 0.2).

### 0.4 - Project Web Page Content and Other Methods

CAMPO will develop and host a webpage dedicated to the case study. As part of Task 0, the TDG Team will develop materials for the project website. We will also provide digital copies of materials shared at the public meetings for posting on the website.

### 0.5 – Project Promotion

The TDG Team will work with the CAMPO PIO to promote the project and identify opportunities for public involvement. Included in this task will be development of draft and final versions of project flyers, distribution of project flyers (up to 50 locations) in the study area, development of content for email announcements (up to 10, to be distributed by the CAMPO PIO), and maintenance of a project contact database.



**Deliverables:**

1. Comment cards for public meeting participants to fill out, including an electronic version to post on the CAMPO case study website.
2. Content for the case study website.
3. Meeting materials including, but not limited to, informational hand-outs, written materials, sign-in sheets, the printing of meeting hand-outs, and the preparation and production of meeting display boards in high resolution color.
4. Documentation of the meetings: photographs, copies of informational displays, the number of people in attendance, copies of handouts and questionnaires, comment cards and letters received, attendance sheets from each meeting.
5. Meeting summaries of each public meeting in Microsoft Word format within 10 business days of the meeting date.
6. Project flyers, content for email announcements, project contact database (in MS Excel or similar).

**Task 1. Existing Conditions and Needs Assessment**

Task 1 covers tasks that will be undertaken by the TDG Team prior to the charrette, as well as elements that will be conducted during the charrette.

**1.1 - Review of Existing Studies, Plans, and Reports**

This task involves the review and evaluation of relevant sections of current local, state, and regional transportation and land use plans. The review will focus on plan elements related to and supportive of active transportation.

- City of Austin Bikeway Masterplan
- City of Austin Sidewalk Masterplan
- City of Austin Urban Trails Masterplan
- Imagine Austin
- CTRMA US 183 North Project Environmental Study Documents
- CTRMA MoPac North Project Environmental Study Documents
- Central Texas Greenprint for Growth
- Other previous studies relevant to the project

**1.2 - Existing Conditions**

TDG will collect data necessary to evaluate the existing active transportation network, demographic trends, and travel patterns in the study area.

TDG will map available study area data related to bicycle and pedestrian counts, bicycle/pedestrian crashes, transit ridership and boardings, vehicle AADTs, etc.

TDG will also develop maps of existing development patterns, and (to the extent feasible within the budget) future development patterns.

### **1.3 - Review of Policies and Future Projects**

The TDG Team will review and identify the various policies and future projects that impact the active transportation network safety, performance, and access in the study area. This work will start prior to the first charrette, and continue through conversations with stakeholders and interactions during the charrette. The assessment will include policies and regulations that help shape the built environment as it relates to active transportation such as complete streets ordinances/policies, zoning ordinances, parking regulations, subdivision regulations, infrastructure design manuals, and master plans.

In addition, the TDG Team will conduct a high level assessment of potential impacts on active transportation of future projects such as the US 183 North Improvements, SH 45 Improvements, MoPac North.

### **Task 1.4 - Existing Conditions and Needs Assessment Memorandum**

The TDG Team will compile the findings from the policy and plan review, existing conditions assessment, and policy analysis into a concise existing conditions and needs assessment memorandum.

#### **Deliverables:**

- Existing Conditions and Needs Assessment Memorandum

### **Task 2: Develop Concept Plan**

The TDG Team will prepare a draft concept plan for the study area based on the input gained through the Discovery charrette and the existing conditions and needs assessment. This concept plan will identify relevant projects improve the active transportation network. The concept plan will also identify supportive land uses that, if implemented, will enhance mobility, connectivity, safety and access for active transportation and transit access.

The concepts will improve and optimize the active transportation network's performance and safety in the corridor and achieve the goals developed in collaboration with the ATAC, CAMPO, CTRMA, and others at the beginning of the study. This includes development of a strategic sidewalk and bikeway network, identification of intersections that need to be improved, and typical cross sections that enhance bicyclist and pedestrian safety and comfort while still accommodating motor vehicles.

The concept plan will identify potential development pattern intensities that may change and transition along the Near Northwest Corridor and encourage a built form that is conducive for safe active transportation along the corridor. Conceptually, this will include plan view illustrations as well as an illustrative transect of development intensities.

The concept plan will also identify connections between the study area and adjacent areas such as Lakeline Mall, the MoPac North facilities, Capital Metro Park and Rides, Lakeline Redline Station, and Cedar Park’s Bell Boulevard.

**Deliverables:**

- Completed draft concept plan report narrative with graphics and methodology

**TASK 3: DRAFT RECOMMENDATIONS, IMPLEMENTATION STRATEGIES, AND PRIORITIZATION**

The TDG Team will synthesize the concept plan into near-, short-, medium- and long-term projects, and policy recommendations. Prior to formalizing the recommendations development, we will work with the CAMPO PM and the CTRMA stakeholders to understand the best format for the recommendations. Timeframes for the recommendations and implementation strategies are defined as:

- Near-Term – 1 Year or Less
- Short - Term – 2 to 4 years
- Medium-Term – 5 – 10 years
- Long-Term – 11 – 25 years or more
- Vision – 26 years +

Given the aggressive time frame for this project, the TDG Team will focus on providing more detailed information for projects that are likely to occur in the near- to medium term, are deemed a high priority by CAMPO, and are supported by the public and study area stakeholders.

Recommendations and strategies will include:

- Maps, renderings, and drawings of proposed improvements and concepts
- Recommended routes and connections to/from facilities and destinations
- Recommended roadway sections/schematics for select routes
- An implementation matrix that includes planning level or order of magnitude cost estimates and funding sources for proposed improvements (separated by implementer(s))
- Proposed changes to local development regulations, as needed
- Proposed changes to local and regional thoroughfare maps

**Deliverables:**

- Approximately five artistic renderings and/or computer generated photo simulations of (transportation) improvement concepts to help the public visualize recommended improvements of significance.
- Implementation Matrix with all recommended near-, short-, medium-, long-term and vision transportation projects and policies identifying planning level or order of magnitude cost, funding source(s), and responsible parties.

- Base maps showing the location, layout, and typical sections

#### **TASK 4: FINAL REPORT WITH RECOMMENDATIONS**

The TDG Team will prepare and deliver a final report at the conclusion of the study for review by CAMPO staff, CTRMA, and the ATAC.

The report will compile the findings and products from the existing conditions and needs assessment, charrettes and stakeholder engagement. It will describe the draft recommendations and implementation strategies. It will include maps, graphics, tables and narrative necessary to help advance the recommendations to implementation in the proposed time frames.

##### **Deliverables:**

- Brief (5 page) Executive Summary of the study report with implementation matrix, in high resolution, reproducible digital copy.
- Twenty-five (25) hard color copies of the Final Report, and fifty (50) hard color copies of the Executive Summary. Final Report and Executive Summary shall be in 8.5' X 11' format.
- All associated supporting documents located in the appendices.
- All GIS, Photoshop, InDesign, Illustrator, MSWord, MS Excel, photo, graphics and other associated files.