

Attachment A: SCOPE OF WORK

Bergstrom Spur Corridor Platinum Planning Study

Capital Area MPO and City of Austin will partner to conduct a study and develop a plan to further the goals of Capital Area MPO's Platinum Planning Program and the City of Austin Urban Trails Master Plan (UTMP), as well as other relevant, local, state, and regional plans pertaining to the Bergstrom Spur in south Austin. Capital Area MPO will utilize the services under its General Planning Consultant (the Consultant) contract to complete the plan. The plan will apply the elements of the Platinum Planning Program to the study area and recommend projects that will enhance multi-modal safety and connectivity, enhance economic development potential, and establish the corridor as a premier connection from south Austin to the Austin Bergstrom International Airport (ABIA).

Capital Area MPO's Platinum Planning Program seeks to generate comprehensive and detailed multimodal transportation planning at the local level that will generate regionally significant benefits through projects and policies. The program aligns local and regional planning through a progressive, integrated, and inclusive process. Plans completed as part of this program meet shared goals and are inclusive of state of the practice elements. Specifically, these plans will outline synergies between transportation, land use, and other planning areas to better understand how the system performs. Recommendations from plans completed through this program will inform future iterations of the Regional Transportation Plan. The Platinum Planning Program includes three spatial areas: Subregions, Corridors, and Centers.

The Bergstrom Spur is an abandoned rail corridor, approximately 6 miles long and 50-foot wide in south Austin. Connecting south Austin to ABIA, it is also close in proximity to 15 major employers in addition to multiple hotels, conference facilities and health centers such as St. David's South Austin Hospital. The UTMP has identified the Bergstrom Spur (referred to as E Ben White Blvd Rail Corridor) as a Tier 1 Trail, which is the highest priority classification. The corridor was prioritized due to its potential to enhance the accessibility of other urban trails in the southeast area including the Country Club Creek Trail and the shared-use path along SH 71. CapMetro has also identified this corridor for right-of-way preservation in its Project Connect Central Texas High-Capacity Transit Vision. Overall, the Bergstrom Spur presents the opportunity to realize an east-west connection that could serve as an all ages and abilities urban trail in the short-term and, in the long-term, as a potential future route for high-capacity transit as outlined in Project Connect. The goal of this study is to identify necessary right-of-way acquisition and the overall costs of the full vision for the possibility of both high-capacity transit and a trail. The Bergstrom Spur Corridor Study includes one of the Platinum Planning spatial area types:

- Corridor Plan – Development of a context-sensitive corridor plan for the 6-mile long former freight rail corridor which includes multi-modal transportation strategies, healthy community amenities, positive social and economic elements, and recommendations for a private realm built-form that enhances multimodality and a sense of place.

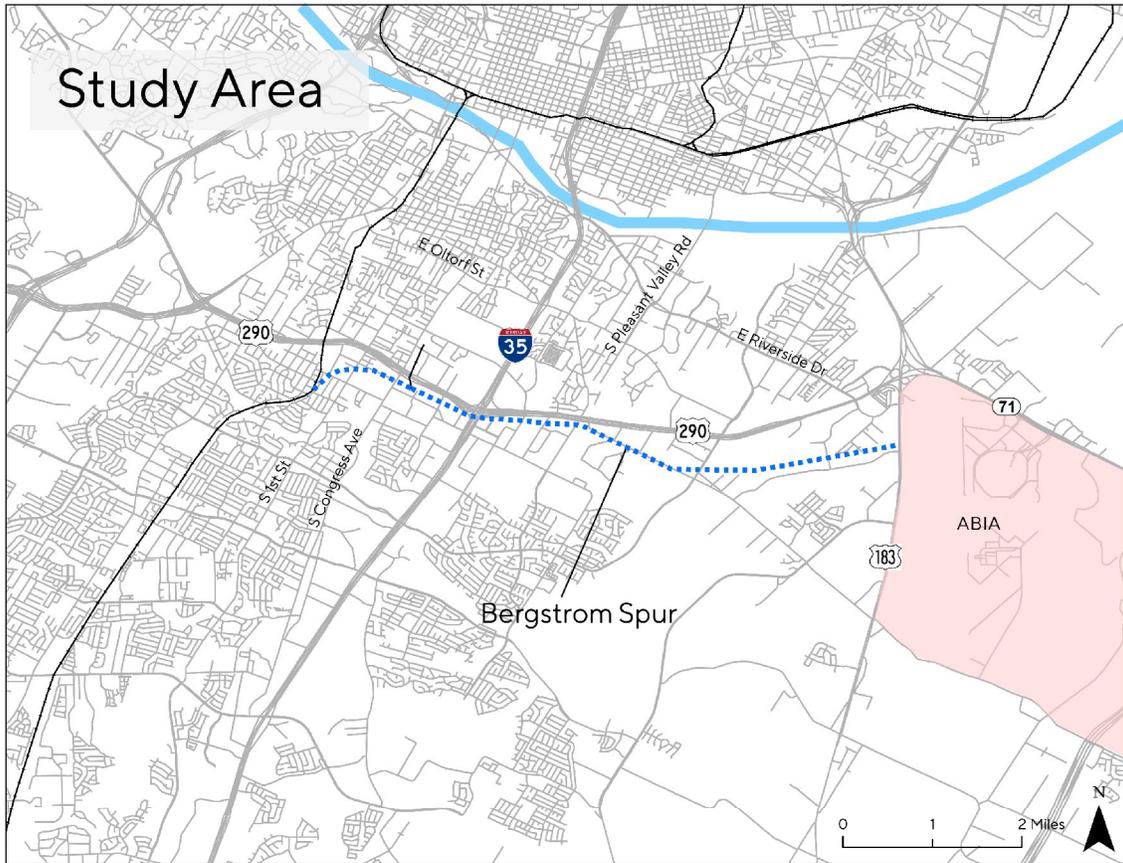
The plan should demonstrate consistency with the Platinum Planning Program elements:

1. Multi-modal and Mixed-use – Create connections to housing, jobs, and services through the establishment of dynamic mixed-use environments, well-connected street grids, high-quality transit options, as well as safe and useful pedestrian/bicycle accommodations.
2. Housing – Develop a mix of housing types and price points appropriate for the study area context that provides living options that can accommodate a variety of incomes, abilities, and familial types.
3. Environment – Create a healthy environment that proactively protects and enhances air, water, land, and people.
4. Economic Development – Promote the economic competitiveness of the study area to yield positive impacts on the local tax base, high-quality jobs, and community services.
5. Equity – Create positive social, economic, and environmental outcomes for all residents and stakeholders in the study areas while minimizing adverse impacts.

Study Area (See below for the study area map)

The focus of the Bergstrom Spur study includes the corridor area just south of Ben White Blvd from Vinson Drive to US 183. As stated previously, this study includes one area of focus:

- Corridor Plan Focus Area – The Bergstrom Spur abandoned rail corridor, approximately 6 miles long and 50-feet wide from Vinson Drive to US 183. The corridor runs east/west just south of Ben White Blvd and crosses IH 35. Land use along the corridor includes manufacturing, miscellaneous industrial, commercial, and office uses. The entirety of the corridor is within an environmental justice area as identified by the Capital Area MPO 2040 Plan.



Schedule

Work is to begin upon the execution of a Notice to Proceed from Capital Area MPO and is expected to take 9 months to complete. Capital Area MPO reserves the right to extend this timeline, subject to the approval of the Transportation Policy Board.

Our Scope of Services is presented in five stages (Tasks 0 – 4):

- Task 0. Public/Stakeholder Involvement.
- Task 1. Existing Conditions and Needs Assessment
- Task 2. Concept Plan
- Task 3. Draft Project and Policy Recommendations
- Task 4. Implementation Plan and Project Prioritization

Project Management

Capital Area MPO's Regional Planning Manager, or his designee, will serve as the Capital Area MPO Project Manager, and the City of Austin will serve as the local partner for this study. The Consulting firm's Project Manager will serve as the primary point of contact for all communication between Capital Area MPO and the consulting team. The Capital Area MPO Project Manager will serve as the liaison between the local partners and the consultant team. The Consulting team may not change team membership or organizational structure without the written approval of the Capital Area MPO Executive Director.

Effective two-way communication is essential on a project of this complexity and importance. The Consultant will schedule bi-weekly (or more frequent, if desirable) meetings with Capital Area MPO staff and local partners with ad hoc meetings as needed. On-line conference calls will be scheduled with screen sharing as needed to go over issues and maintain communication in the most efficient way.

Progress Reports and Invoices

The Consultant will prepare and submit detailed narrative progress reports and itemized invoices to the Capital Area MPO Finance and Administration Manager, and copy the Capital Area MPO Regional Planning Manager. Invoices will include all work performed during the reporting period only. Detailed narrative progress reports shall include:

- A brief description of work accomplished for each task.
- The percentage of completion of the overall work project and each task.
- Changes in the estimated value (budget) of each work task.
- Special problems or delays encountered or anticipated.
- The anticipated work activities for the next work period.
- Log of communication associated with study that includes the person and entity contacted, reason, date, and time (includes phone calls, emails, etc.).

The progress reports must include work performed by all firms associated with the consultant team. The Consultant will be required to submit to the Capital Area MPO Project Manager one consolidated progress report for review, accompanied by supporting documentation for all reimbursement requests.

Sub-Consultant Management and Meetings

The consultant will prepare contracts for any sub-consultant(s), monitor sub-consultant staff activities, ensure sub-consultant(s) adherence to the project schedule, and review and recommend approval of sub-consultant invoices.

Quality Assurance and Quality Control:

The Consultant will provide continuous quality assurance and quality control throughout the life of the study. Capital Area MPO may refuse to process invoices for payment until work, deliverables and related project management tasks are completed to Capital Area MPO's satisfaction.

Consultant to Deliver to Capital Area MPO:

Copies of sub-consultant contracts, within 30 days of contract execution. Monthly invoice and detailed narrative progress report (including travel related expense receipts, and any equipment purchase receipts, time-sheets and other direct expense receipts). All receipts and documentation shall be maintained at the billing site for contract monitoring/audit purposes.

TASK 0. Public Engagement

The Consultant will work with Capital Area MPO staff and the City of Austin to develop a robust and inclusive public engagement plan that will lead to meaningful participation of various stakeholders. The stakeholder participation plan should include but is not limited to the following subtasks:

0.1 - Steering Committee Meetings (Minimum of Three)

A Steering Committee will be established by Capital Area MPO and the City of Austin to guide the study. This committee will have representation from Capital Area MPO, City of Austin, CapMetro, TxDOT, a community liaison, and other stakeholders (ideally not to exceed 7 members). Prior to each project meeting or activity, the Consultant will prepare agenda and agenda support materials for Steering Committee meetings. The Capital Area MPO Project Manager and City of Austin representative will review and approve all meeting materials prior to their delivery to the Steering Committee members. These meetings should coincide with tasks (1-4). A project kick-off meeting will be held with Capital Area MPO and the City of Austin to develop draft study goals that are consistent with both the needs of the City of Austin and Capital Area MPO's Platinum Planning Program elements.

0.2 - Public Meetings (Minimum of Three)

Public meetings will be held at integral points during the study to gain the perspective of local residents, key Homeowner Associations, Business Leaders, Community Leaders, and other entities or specific groups recommended by the Steering Committee. This planning process will be conducted in close coordination with Capital Area MPO and the City of Austin. Through the public outreach processes, people will have the opportunity to comment on the plan and planning efforts via email or in person at meetings. The Consultant team will collaborate with Capital Area MPO's Public Outreach Group to broaden the channels of communications with the public. The Consultant will facilitate and provide support personnel and exhibits for the outreach

meetings. The Consultant will collaborate with the Capital Area MPO Public Outreach and City of Austin group to coordinate necessary logistics for the meetings.

Throughout the project, if Capital Area MPO and the City of Austin determine there is a need for public outreach materials to be advertised or produced in a language other than English, the consultant will produce print and electronic materials in several languages (prevalent in the study area).

0.3 - Project Web Site and Other Methods

Capital Area MPO will develop and host a project web site throughout the duration of the study effort. The Consultant will be responsible for submitting deliverables and other content, when available, to the Capital Area MPO Project Manager for posting to the project web site. As part of Task 0, the consultant may suggest to Capital Area MPO, and upon approval, develop additional outreach methods relevant to the study area; such as through social media, online town hall meetings, apps, webinars, focus groups, etc.

Consultant to Deliver to Capital Area MPO:

1. Public Participation Plan
2. Surveys, questionnaires, or comment cards for public meeting participants to fill out as well as provide Capital Area MPO with an electronic version to post on the Capital Area MPO 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 will include: photographs of the event, photographs or copies of informational displays, the number of people in attendance at each meeting, copies of handouts and questionnaires distributed at the meetings, comment cards and letters received, attendance sheets from each meeting, and the contact information used in mailings.
5. Meeting summaries of all meetings in Microsoft Word format within ten (10) business days of the meeting date.
6. An appropriate range of exhibits and displays for all meetings.

The consultant will be responsible for submitting content and deliverables to the Capital Area MPO Project Manager for posting on the project website.

Task 1. Existing Conditions and Needs Assessment

1.1 - Comprehensive 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 infrastructure planning. The following documents will be provided for review by the City of Austin and Capital Area MPO:

- Capital Area MPO 2045 Regional Active Transportation Plan
- Capital Area MPO 2045 Regional Arterials Plan
- Capital Area MPO 2045 Regional Transit Plan (starting in May 2019)
- City of Austin Urban Trails Master Plan
- City of Austin Unified Development Code
- Imagine Austin Comprehensive Plan
 - Future Land Use Plan
- Austin Strategic Mobility Plan
- Pedestrian Safety Action Plan
- City of Austin 2016 Sidewalk Master Plan / ADA Transition Plan
- Austin Bicycle Master Plan (2014)
- Safe Routes to School Map
- Austin ISD Facility Master Plan 2019
- Capital Metro Project Connect Plan
- Capital Metro Service Plan 2020
- Austin Bergstrom International Airport 2040 Master Plan
- Austin 2015 Community Climate Plan
- Austin Strategic Housing Blueprint
- City of Austin GIS Files – Most recent Geographic Information System (GIS) files from the City and other databases, including aerial mapping and associated data files that shows the location of property lines, street curbs, street names, sidewalks, trails, MPO boundary, topography, known environmental features, land use, zoning and other features
- Review Austin Energy guidelines and limitations due to high voltage transmission lines as wells as distribution circuits
- Other previous studies relevant to the project

1.2 - Existing conditions

The Consultant will collect any other data necessary to evaluate existing demographic, market, transportation, and land use conditions relevant to the Platinum Planning Program elements within the corridor area. This effort should include an inventory of existing land uses; an evaluation of the existing street network connectivity (specifically across IH 35, South Congress Ave, and US 183) and mode split; and any impediments to the use of alternative modes of transportation and a supportive built environment.

The data collection should pay particular attention to the use of various transportation alternatives, safety, market trends, built-form and building types, infill development, adaptive reuse, mixed-use projects, public spaces, environmental justice indicators, and the opportunities for transit, pedestrian and bicycle facilities, economic development, streetscapes and street sections, and branding and wayfinding/signage. A few specific tasks that should be examined as part of the Corridor component of this study include but are not limited to:

- Transit accessibility analysis
- Pedestrian and Bicycle safety analysis
- Sidewalk inventory
- Land Use susceptibility to change analysis

- Street grid connectivity and barriers analysis
- Land suitability analysis
- Traffic counts and operations analysis
- Fiscal impact analysis
- Public health Impacts

1.3 – Goals and Objectives

The Consultant will work with Capital Area MPO, City of Austin and the Steering Committee to revise the study goals and objectives as needed.

Consultant to Deliver to Capital Area MPO:

- Existing Conditions and Needs Assessment Report

Task 2: Develop Concept Plan

The Consultant will prepare draft conceptual plans that are specific for the corridor component of the study based on the existing conditions and needs assessment. This concept plan should identify relevant projects and policies to improve the viability of the corridor for active transportation and transit, that if implemented, will enhance the mobility and safety, and multimodal travel options; have minimal impacts on the environment; support economic development in the area; improve public health, and enhance the sense of place.

Specifically, the study shall provide an analysis of the current and potential future land use mix within the study area. This analysis should propose specific improvements to transportation infrastructure that will improve multi-modal safety and access.

2.1 - Concept Plan for the corridor component shall include:

- **Active Transport and Transit Connectivity** - Develop a multi-modal connectivity plan and identify opportunities and specific needs for active transport and transit in the area.
 - Improvements to the pedestrian realm, appropriate sidewalks, streetscapes pedestrian crossings, signals and other supportive infrastructure.
 - The potential for transit and active transportation connections between the study area, Downtown Austin, ABIA, and adjacent neighborhoods. Specific attention should be given to connectivity across IH 35 and to the Cap Metro South Congress Park and Ride.
 - Other strategies that will help balance the needs of users traveling through the corridor area. Addressing street grid connections and redundancy, as well as mode shift will be crucial in this analysis.
- **Corridor Performance** – Develop concepts that will improve and optimize the multi-modal performance and safety of the corridor. This includes development of shared use trail and transitway concepts, multimodal transportation integration at intersections, and urban design concepts that balance the needs of a variety of users/modes (pedestrians, cyclists, and transit users), enhance environmental quality, and enhance economic development.

- **Economic and Urban Development** - Identify opportunities for context sensitive, mixed-use infill, grayfield/brownfield redevelopment, and new greenfield development (both vertical and horizontal) that creates a multi-modal, safe, comfortable, and vibrant environment, and investment opportunity.
 - Concept should include provisions for additional retail, services, entertainment and other amenities that will make the area attractive and provide basic services for residents, a unique experience for visitors and be oriented to the corridor.
 - A catalytic project concept should be developed to examine the redevelopment of manufacturing sites that are conducive for multi-modal transportation investment. This may include mixed-use or housing components. Pro formas, maps, renderings, and other pertinent information should be developed as part each case study project.
- **Environment and Place**
 - Environmental Justice - Provide guidance on policies and projects that will benefit and/or minimize negative impacts to vulnerable populations.
 - Public and Green Space – Concept should identify the area’s opportunity for high-quality public/gathering spaces, green space, and areas that should be considered for preservation or limited development.
 - Infrastructure Design – Develop concepts for infrastructure design that minimize impacts to the natural environment (may include construction materials, storm water infrastructure, landscaping, roadway design, etc.).
 - Place-making – Develop concepts and visuals that demonstrate elements of high-quality aesthetics in both the public and private realm through vernacular urban design, streetscaping, greenery, public art, architecture, and view sheds. The place-making concept should include provisions for wayfinding and branding of the area.
- **Land Use, Private Realm, and the Transect** – Develop land use and built form recommendations that are supportive of multi-modal transportation corridors. This should include concepts for densities and development pattern intensities that may change and transition along the corridor from the industrial areas to the underdeveloped areas on the east end. All concepts should include recommendations that will be conducive for and promote multi-modality. In addition, recommendations should include strategies on how the corridor should develop and redevelop to become a dynamic, multi-modal connection from frequent transit routes to south Austin and ABIA over time. Development of a transect specific for this corridor should be included.
- **Connections to Subdivisions** – Develop concepts that identify ways to better connect the corridor’s adjacent land uses to one another and the corridor itself. Multi-modal connections and treatments are critical to this concept.

Consultant to Deliver to Capital Area MPO:

1. Completed concept plan report narrative with graphics and methodology.
2. Case study narrative, maps, pro formas, and renderings.
3. Corridor Transect

Task 3: Draft Recommendations, Implementation Strategies, and Prioritization

The consultant shall create near, short, and long-term project and policy recommendations 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:

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

Recommendations and strategies should include but are not limited to:

- Recommended corridor sections/schematics
- Cost Estimates and funding sources for proposed improvements (separated by implementer(s))
- Draft final fiscal impact analysis
- Proposed zoning ordinance language or map changes, this should include recommendations on parking
- Proposed changes or additions to subdivision regulations
- Proposed changes or additions to the infrastructure design criteria
- Proposed changes to local and regional transit maps
- Proposed corridor integration with transit routes, particularly frequent transit routes
- Proposed economic development and interlocal agreement language (as needed)
- Maps and drawings of proposed improvements and concepts

3.1 - Evaluation Categories and Measures of Effectiveness

Develop a set of criteria to assist in evaluating each improvement concept. The broad categories of transportation efficacy, active transportation viability, socio-economic impacts (including displacement risk), urban design, health impacts, environmental impacts, and cost effectiveness will be further defined into the evaluation criteria. This criteria should be written so that it may be included in the Capital Area MPO Transportation Improvement Program criteria, if so desired.

3.2 - Evaluation of Cost-Effectiveness, Impacts, and Priorities

The Consultant will evaluate cost-effectiveness to determine if the improvements cause sufficient user benefits to justify the investment. The Consultant will evaluate cost effectiveness by determining the monetary benefits associated with the reduction in VMT due to short-term improvements, as well as compare the benefit to the implementation cost. A prioritized list of projects and policies should be developed based on the outcomes of the evaluation.

Consultant to Deliver to Capital Area MPO:

1. A summary of current and planned transportation projects and near, short, medium, and long-term project recommendations that could impact mobility in the study area.
2. Proposed cost estimates, funding sources, policy changes or additions, and partnership needed to implement study recommendations.
3. Prioritized list of projects and policies

4. Draft environmental justice analysis
5. Draft health impact analysis
6. Draft final fiscal impact analysis
7. Draft ordinance and design manual changes or amendments
8. Draft interlocal and economic development agreement language

Task 4: Final Report with Recommendations

The Consultant will prepare and deliver a final report at the conclusion of the study. Capital Area MPO staff, the City of Austin, and the Steering Committee will review the report. The report, executive summary, and print must be approved by Capital Area MPO before going to print. The report will include:

- Documentation of public and stakeholder input, overview of the planning process; existing conditions report, concept plan, and final recommendations/implementation report;
- Discussion of any concepts considered but eliminated for not addressing the study goals and objectives;
- Description of the study effort associated with identification, definition, development, and refinement of multi-modal transportation and urban design improvement concepts;
- Explanation of methodology and evaluation criteria used;
- Summary of recommended transit and active transportation projects along with project descriptions, costs, benefits, and potential funding sources for each of the responsible entities;
- Narrative on air quality benefits;
- List of recommended projects should be prioritized in cooperation with the Steering Committee and the stakeholders;
- Narrative on impacts and benefits to Environmental Justice populations; list of recommendations to mitigate impacts such as displacement on Environmental Justice populations
- Health impact analysis;
- Study area transect that includes concepts for both the public and private realm;
- Complete fiscal impact analysis for the concept plan methodology;
- Sample ordinances, design manual, and agreement language needed for implementation (include in appendix);

Consultant to Deliver to Capital Area MPO:

1. Recommended scenario for future development with integrated transit and

- active transportation concepts.
2. A minimum of seven ground level and/or bird's eye view artistic renderings and/or computer-generated photo simulations of improvement concepts to help the public visualize recommended improvements of significance.
 3. Suggested strategies to influence development toward achieving the concept plan.
 4. Recommended near, short, and long-term transit and active transportation projects to improve mobility in the study area.
 5. Benefit/cost analysis for each recommended project.
 6. Identified potential funding sources for each project recommended.
 7. Base maps showing the location, layout, and typical sections for each concept considered (one high resolution, reproducible digital copy).
 8. Draft Final/Final Report, including maps or other drawings and exhibits of each concept recommended (one high resolution, reproducible digital copy, PDF and Word formats).
 9. Executive Summary of the study report with its high resolution, reproducible digital copy, not to exceed five pages. (Word and PDF format)
 10. All associated supporting documents located in the appendices.
 11. Twenty-five (25) Hard Color Copies of the Final Report, Fifty (50) Hard Color Copies of the Executive Summary and Ten (10) Hard Color Copies of the Appendices. The Final Report should be in 8.5" X 11" format, perfect binding.
 12. All GIS, Photoshop, InDesign, Illustrator, MSWord, MS Excel, photo, graphics and other associated files.