



## SCOPE OF SERVICES

Solicitation Number: CLMP328

Project Name: ATD Transportation Engineering Staff Augmentation

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### **PROJECT FOR:**

CITY OF AUSTIN, AUSTIN TRANSPORTATION DEPARTMENT, THROUGH ITS CAPITAL CONTRACTING OFFICE

### **PROJECT TITLE:**

ATD TRANSPORTATION ENGINEERING STAFF AUGMENTATION

### **OBJECTIVES OF THE PROJECT:**

The Austin Transportation Department (ATD) seeks a qualified consultant ("Consultant") for skilled engineering staff to augment existing ATD workforce. The Consultant will provide engineering design, review, and coordination with City of Austin transportation staff daily. These services will be provided by Consultant staff in combination with City of Austin (City) ATD staff for a one-year period with four (4) one-year renewal options. The staff augmentation services envisioned under this contract include the following:

- Engineering studies and data collection
- Engineering Design
- Development review
- Intelligent Transportation Systems and Emerging Technology
- Signal Infrastructure Design
- Signs and Markings
- Public Engagement and Community Outreach
- Right-of-Way services
- Program Coordination
- Meetings

The Consultant shall supervise, direct, control, assume full authority over, and be responsible for Consultant's staff and their performance of the services required for this project. This project will entail the assignment of multiple professionals, as determined by the Consultant and approved by the City, on-site at ATD offices. On-site Consultant staff may be supported by off-site Consultant staff as requested by ATD. Both on-site and off-site staff will provide comprehensive support to ATD throughout the duration of this project. It is envisioned that role of the Consultant will be dynamic in nature and will be actively guided by the needs and priorities of ATD.

### **BACKGROUND:**

ATD is committed to providing the safest, most efficient, cost-effective, and sustainable transportation network for our community. ATD strives for a complete transportation network that serves the needs of street, bicycle, pedestrian, and transit users. ATD's mission is fulfilled through the following core functions: maintain mobility and increase person throughput by responding to the City of Austin's

citizens and implementing multimodal transportation improvements; manage congestion by implementing infrastructure improvements and demand management through project development review; and improve safety by analyzing crashes and constructing safety improvements for all users. ATD has an immediate need to augment existing staff to meet increasing demands and ensure that its objectives are met in a timely and responsive manner. This staff augmentation contract would secure engineering support to accomplish these objectives. Assignments authorized under this contract will include short-, medium-, and long-term engineering and planning review, design, and project implementation. All work will be guided by principles from adopted and emerging transportation plans: system master plans, corridor studies, regulating plans, administrative programs, the Austin Strategic Mobility Plan, the Imagine Austin Comprehensive Plan, and others.

### **ANTICIPATED SERVICES:**

#### **Project Management and Administration**

The Consultant will complete activities associated with management and oversight of the project. This includes the following responsibilities and tasks:

- Monthly Meetings
- Budget/Schedule
- Status Reports
- Overseeing/managing augmented staff
- Additional Meetings
- Invoicing

#### **Staffing**

ATD offices will be staffed between the Consultant and City staff generally during regular business days (Monday through Friday) and hours (8:00 AM through 5:00 PM) or as scheduled with City project manager. The Consultant may provide services beyond the regular hours and days as needed to meet business demands, including, but not limited to, night and weekend meetings and field observations. Schedule flexibility will be coordinated with City project manager.

Due to the length of time required for on-boarding and training of new augmented staff, ATD expects augmented staff assignments to last for at least 12 months when possible. ATD is also interested in cross-training, allowing augmented staff members to rotate to a new division within ATD at the end of a 12-month assignment.

The Consultant will provide the appropriate level of technical expertise through augmented staff to properly fulfill the anticipated services, and will include a senior-, mid-, and junior-level staff. The Consultant should be able to provide the following anticipated full-time equivalents who can demonstrate interest, aptitude, and experience in various service areas which are described in further detail under Section – Daily Activities.

<b>Services</b>	<b>Full Time Equivalents</b>
Right-of-Way Services	2
Development Review	7
Arterial Management	2

Smart Mobility	3
Signs & Markings	1
Public Outreach and Community Engagement	6

For all anticipated services, the Consultant shall respond to inquiries by citizens, elected officials, and other agencies regarding transportation issues which adhere to recommended practice and established engineering guidelines. In doing so, the Consultant shall demonstrate strong verbal communication and writing skills to document engineering recommendations and present at public meetings. The Consultant and their staff must inform ATD of any conflicts of interest that arise between their role on this project and any other work performed by the selected firm. Appendix A contains a proposed ATD Transportation Engineering Staff Augmentation organizational chart. The Full Time Equivalents (FTEs) represented in the above table and on the organizational chart state the maximum number of personnel needed for this solicitation and not an indication of the augmented staff needed year-round for work under this Contract. Currently, ATD anticipates needing at least five FTEs on a full-time basis at the start of the contract, ramping up to a total of 20 by March 2024.

### Daily Activities

The Consultant, acting on direction from City staff, shall conduct the following daily activities. Not all Consultant staff will be required to perform all the following activities, but the Consultant shall provide initial coverage of all areas. The Consultant should have the capacity to perform in the following areas:

#### *1.1 Engineering Studies and Projects*

- Complete engineering investigations, studies, and design plans using engineering principles and guidelines in the application of traffic control devices and transportation design to deliver safety and mobility for all users of the transportation system;
- Review and provide engineering recommendations for multimodal projects, license agreements, right-of-way vacation requests, and public utility easements;
- Review and provide engineering recommendations for ATD and interdepartmental initiatives, including the Austin Strategic Mobility Plan, Street Impact Fee Program, Transportation Criteria Manual;
- Review and provide engineering recommendations for transportation projects led by regional partner agencies that impact safety and mobility of the City;
- Implement transportation system improvements to accommodate all users consistent with the City of Austin's Complete Streets policy, including modification and installation of curbs, medians, and traffic control devices;
- Analyze and design (including computer aided drafting support) including 100% plans, specifications and estimates, for engineering/operational improvements including innovative intersections, roundabouts, continuous-flow intersections, parallel-flow intersections, median U-turn intersections, and superstreets;
- Assist in planning and development of ITS and other emerging technologies deployment within the City of Austin and collaborate with regional organizations deploying similar technology;
- Collect data and make field observations to support project development;
- Develop plans and provide field engineering services to establish, maintain, and update railroad quiet zones in adherence with federal, state, and local requirements;

- Prepare all studies, proposals, designs and documents in compliance with applicable engineering manuals, guidelines, and procedures set forth by the City;
- Develop and prepare all contract (e.g., PS&E) documents for applicable projects; and
- Provide supporting and backup documentation for public meetings.

### *1.2 Development Review*

- Scope development proposals with applicants following ATD's Traffic Impact Analysis Guidelines;
- Review development proposals and Traffic Impact Analysis using best industry practice and traffic simulation software;
- Review street geometry and signage/markings plans associated with development proposals applying engineering principles;
- Recommend transportation system improvements for all travel modes consistent with ATD's practice of determining fair-share contributions and project nexus;
- Apply engineering principles from Synchro, City of Austin's Criteria Manuals, Texas Manual on Uniform Traffic Control Devices (TMUTCD), NACTO's Design Guide, ITE Trip Generation, and AASHTO Green Book, and other industry recommended practice and transportation engineering resources; and
- Develop and maintain Synchro and/or Vissim traffic simulation software model of the City's street network based on proposed transportation improvement projects and development review files submitted to the City and other engineering studies.
- Review development applications – zoning, subdivision, and site plan cases – for compliance with transportation items in the Land Development Code, Transportation Criteria Manual, Austin Strategic Mobility Plan, and other relevant codes and ordinances.
- Coordinate input from other ATD divisions regarding the transportation improvements required of individual development applications.

### *1.3 Traffic Safety Engineering*

- Respond to documented traffic safety concerns utilizing established engineering guidelines;
- Conduct safety and operational engineering studies, road safety audits, and collision reviews;
- Develop strategies and policies for improving safety and mobility;
- Implement engineering actions from the City of Austin's Vision Zero Action Plan, including delivering engineering improvements at high-priority intersections and corridors with documented safety concerns; and
- Develop and prepare all contract (e.g., PS&E) documents for applicable projects.

### *1.4 Data Collection*

- Collect manual turning movement traffic counts for motor vehicles and bicycles during specified peak periods or other intervals;
- Collect 24-hour traffic counts that may include classification of vehicles to include 85th percentile speeds, average speed, pace speed, and number of vehicles within discrete speed intervals;
- Conduct peak-hour delay studies during specified periods;
- Collect pedestrian volume counts at the study locations for specified periods;

- Conduct site inspections and record traffic characteristics observed in the field, including sight distance, street geometry measurements, traffic control devices and utilities, and photographs of study areas;
- Conduct surveys to record travel times and delay along street segments over multiple runs to calculate operating traffic speed, flow, and density; and
- Document operating conditions and multimodal traffic counts through video recordings for analysis and archiving.

### *1.5 Program Delivery*

- Manage guidelines, applications, and correspondence with citizens applying for participation in existing programs (Local Area Traffic Management, Dynamic Speed Display Devices, Creative Intersections and Crosswalks,) and future programs;
- Manage, design and initiate review of engineering projects including new initiatives such as implementing mobility improvements funded by new developments;
- Identify, evaluate, and provide improvement recommendations;
- Design and maintain database for project applications, scoring and rankings, designs, and petitions;
- Develop and document guidelines, standard operating procedures, policies, and ordinances following national best practices;
- Develop and monitor performance criteria;
- Manage program and project budget and schedule;
- Support ATD's permitting activities; and
- Develop scopes of work for additional programs, projects, and initiatives through the Capital Contracting Office or other City departments as needed.

### *1.6 Right-of-Way Services*

- Coordinate the collection and dissemination of permitting and program information between/within the company and City;
- Coordinate approvals and permits for, and provide design assistance with, Street Patios, Sidewalk Cafes and Parklets programs;
- Conduct field review, traffic control and permitting review and approvals of Right-of-Way (ROW) programs including from other City departments;
- Coordinate with internal and external ROW permitting customers, monitor and summarizes progress of programs to management teams;
- Review and approve licenses and permits related to various activities in the ROW;
- Independently evaluate, select, and apply standard and/or complex engineering techniques, procedures, and criteria, to temporary traffic control plans and, use judgment in making adaptations and modifications to traffic control plans under limited supervision of a Professional Engineer;
- Act as coordinator of permitting staff, inspection staff, and customer of plan review activities; Provide leadership, work assignments, evaluation, training, and guidance to others;
- Coordinate with ROW permitting programs, including coordination of approved traffic control plans, and ROW activities, with private entities and other City Departments.

### 1.7 Community Outreach and Public Engagement

- Provide a communications and outreach team for coordination of 2020 Bond improvements while working with the City's existing communications and project delivery staff. Provide dedicated "2020 Bond Mobility Coordinator(s)" with credible, authoritative, and intimate knowledge of 2020 Bond project neighborhoods, businesses, and community context to work closely with 2020 Bond project management teams and engineers on a daily basis to provide timely and reliable construction information to neighborhoods, businesses, property owners and the traveling public. The Coordinator(s) will be responsible for ensuring the timely flow of information to these stakeholders, supporting communication efforts throughout the 2020 Bond project design and implementation.
- Develop a Communications and Community Outreach Plan that spans the life of the 2020 Bond improvements, from development of 2020 Bond public outreach program with the goal of engaging and including a diverse population using a variety of methods while staying aligned with the City's public participation principles.
- Creation of periodic 2020 Bond update reports. Facilitate and assist City Staff in coordinating and communicating with City Boards and Commissions, Council Committees, neighborhood and business associations, affected agencies, and the general public. Bond update reports may require graphic design, GIS, web/online, writing, application development and/or data visualization services.
- Design and implementation of facilitated conversations with community in English and any other languages, both face-to-face and virtual. Scope includes but may not be limited to: Designing meeting agendas and scope, planning and implementing meeting logistics, planning, scheduling, creating collateral materials, virtual engagement technology production, leading discussions with racial equity lens, recording meetings, etc.
- Ongoing Communications Support such as weekly coordination and decision-making meetings are scheduled with the City and the Consultant.
- Developing and Executing Outreach Strategies- for example: phone banking, social media outreach, grassroots outreach, stakeholder mapping, database development, team mentoring and support; identifying and tracking outreach demographics and reporting results; modifying outreach techniques as needed to reach target audiences; conducting grassroots outreach (both face-to-face and virtual).
- Conducting linguistically and culturally appropriate outreach and engagement activities such as developing content for outreach materials, conducting social media outreach and engagement, design culturally appropriate outreach materials and community media outreach.
- Developing and Executing Online Outreach and Engagement Strategies including meeting logistics, online/digital communications channels to expand outreach, comment management database, etc.
- Create content, publish and distribute various materials to communicate different aspects of 2020 Bond projects. Communication may include: Templates for handouts, displays, signage, presentations, etc. utilizing program branding to be provided by the City
  - Project specific collateral (content and graphic design)
  - 2020 Bond Program overview handout - lone-pager (front and back)
  - Quarterly Program update graphics - 3 one-pagers/year (front and back)
  - Meeting Materials and/or Presentations
  - Input survey - Handout version of an online survey - up to 3 pages
  - Questions and Answers

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## Support

### 4.1 Meetings

The Consultant will represent the City at public meetings with neighborhood groups, community stakeholders, elected officials, and other agencies as needed by the City.

## Potential Additional Tasks

### 4.2 Engineering, Planning, and Management Support:

The Consultant may be asked to provide engineering, planning, and management support services to the City to further augment ATD staff based on unanticipated needs and initiatives after this contract is executed. The Consultant will be available to provide technical assistance after agreed upon by the City.

## **PROPOSED PROJECT SCHEDULE:**

The contract is for an initial one-year period with four (4) one-year renewal options or until funding authorization is expended within the contract term.

## **PROPOSED PROCUREMENT SCHEDULE**

RFQS Issue Date: November 8, 2021  
Pre-Response Meeting: November 15, 2021  
Solicitation Due Date: December 13, 2021  
Final Evaluation: January 14, 2021  
Interviews (If Necessary): January 2021  
Tentative Council Date: March 2022  
Contract Execution Date: May 2022

## **COST ESTIMATE:**

The professional services fee is estimated to be Twenty-Six Million and No/Cents (\$26,000,000.00) for the contract term.

## **MAJOR AND OTHER SCOPES OF WORK:**

Below is a list of the major scopes of work that the City has identified for this project. ***\*There must be representation for all major scopes of work listed in the prime's statement of qualifications.*** The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.

In addition, the City has identified Other Scopes of work that MAY materialize during the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter a sub consulting

agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

**\* Major Scopes of Work**

- Traffic Engineering, Transportation Planning
- Traffic Simulation Modeling
- Estimating
- Communications, Community Engagement and Relations
- Urban Design and Land Planning
- Civil Engineering
- Program/Project Management
- Community Engagement and Relations

**Other Scopes of Work**

- Graphic Design and/or Visualization Services
- Data and Document Management
- Project Controls (Cost / Scheduling)

**Notes:**

- Construction Inspection is **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.
- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from future contracting opportunities with the City.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each Design and Construction phase.
- Please review the City of Austin's Public Participation Principles

(<http://austintexas.gov/page/public-participation-principles>)



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**CITY OF AUSTIN PUBLIC PARTICIPATION PRINCIPLES:****Accountability and Transparency**

*The City will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.*

**Fairness & Respect**

*The City will maintain a safe environment that cultivates and supports respectful public engagement and will expect participants to do so in turn.*

**Accessibility**

*The City will respect and encourage participation by providing ample public notice of opportunities and resources and accommodations that enable all to participate.*

**Predictability & Consistency**

*The City will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.*

**Creativity & Community Collaboration**

*(Inclusivity and Diversity)*

*The City will use innovative, proven, and customized engagement solutions that are appropriate to the needs of the projects and the participants.*

**Stewards of Resources**

*The City will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using City resources wisely.*