

Request for Proposals

Subject: Great Springs Project Corridor Planning Study

Request for Proposal Issued: Monday, November 18, 2024

Proposers are responsible for periodically visiting Great Springs Project's website at www.greatspringsproject.org for any updated information on this RFP.

Deadline for Questions: 5:00 p.m. (CT), Monday, December 5, 2024

Questions will only be accepted in writing by e-mail to Darcie Schipull at darcie@greatspringsproject.org. Responses to questions will be posted on GSP's website www.greatspringsproject.org by 5:00 p.m. (CT) Monday, December 9, 2024.

Proposal Due: 12:00 noon (CT), Friday, December 20, 2024

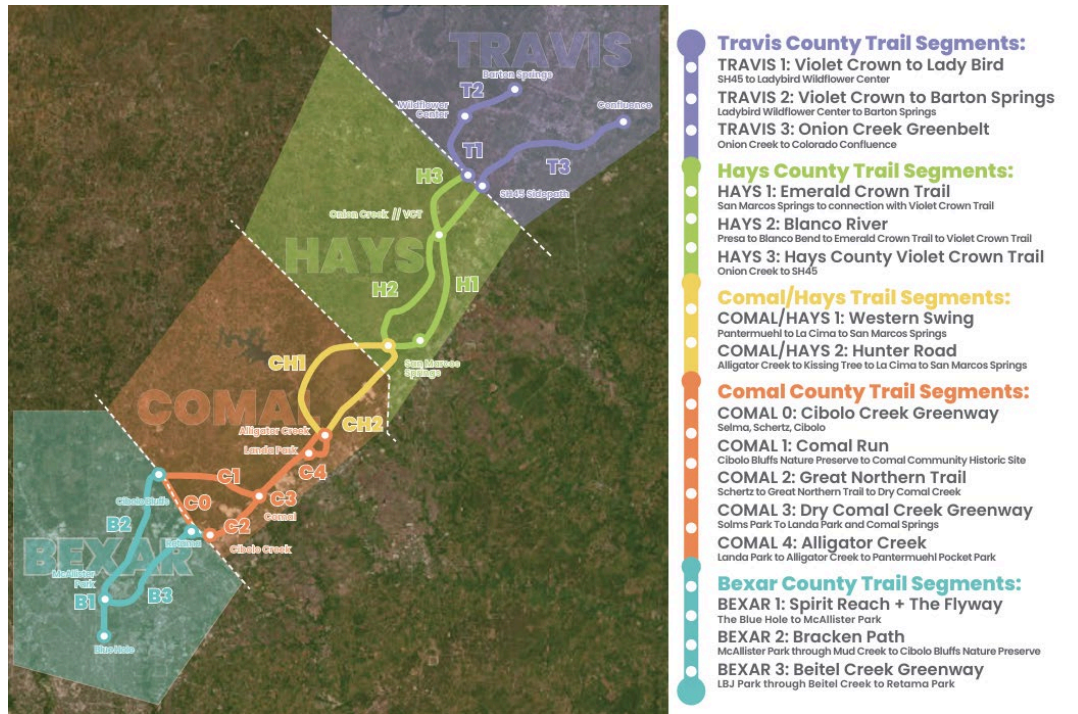
Number of Copies: One electronic document (pdf) less than 10 MB e-mailed to RFP@greatspringsproject.org.

Purpose:

Great Springs Project ("GSP") is seeking proposals from qualified firms to review and identify priority areas of the route for enhanced planning and design to achieve the recommendations of the Great Springs Trail Plan dated April 2024. Priority areas will be identified through the study analysis and stakeholder engagement. It is anticipated targeted areas will include trail crossings (such as RM 12, FM 2252, and FM 976), challenging corridors (such as Hunter Road between New Braunfels and San Marcos), and opportunities to strategically align the trail project with regional ecological restoration objectives including recharge of the Edwards Aquifer.

The selected consultant will document adopted plans, existing conditions, and constraints. Based on analysis, the consultant will recommend a prioritized menu of near- and mid-term, multimodal projects to move forward.

Figure 1. GSP Corridor



Proposal Content

The proposal will contain at least the following documentation:

1. **Cover Letter** - This should include a summary of the key points of the proposal and the approach to accomplishing the study. The name, address, and telephone number of the firm, as well as the primary contact person's name and that person's e-mail address, should also be included.
2. **Study Methodology** - This should include the Consultant's approach to tasks to accomplish the work outlined in the Scope of Work. This Section should demonstrate an understanding of the project, the local transportation system and trail network, and Federal and State transportation planning requirements. This section is limited to 10 pages (8.5" x 11") set to no less than 0.5" margins and no less than 11-point font.
3. **Key Personnel** - One paragraph summaries of qualifications and experience should be submitted for all personnel assigned to the project. The assignment of personnel must specifically contain the percentage of time by personnel for each task included in the Scope of Work. The successful responder to this RFP must understand that they are expected to provide qualified personnel to accomplish each portion of the work in this study. GSP and/or its representative(s) will maintain the right to request the removal of any personnel found, in their opinion, during the course of work on this project, to be unqualified to perform the work.

4. Management Plan - The management plan must contain a schedule of work that reflects the timing of deliverables and other significant milestones in the completion of the project; a percent of time by task for the Prime and each subconsultant; and how the project would be coordinated with other related work. The management plan's purpose is to specify the distribution of emphasis between tasks and participation between the Prime and each subconsultant for each task described in the Scope of Work. (Refer to the form in Attachment A. This form is available on the GSP website as an Excel document, and it must be completed and submitted with the proposal for the proposal to be considered.)
5. Related Work - Work that closely relates to that described in the Scope of Work which has been performed by the specific personnel assigned to this project should be briefly outlined in the proposal. Emphasis should be placed on work undertaken in the past five years only.

Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights in parenthesis:

1. Qualifications and previous related experience of key personnel to be assigned to this study. Highlight staff members' successful experience on previous Trail and Active Transportation plans. (30%)
2. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of Trails and Active Transportation planning processes. Understanding of work requirements as outlined in the proposed study methodology. (15%)
3. Demonstrated knowledge of the study area. (20%)
4. Firm's previous related work experience within the past five years which includes citing previous experience in similar studies. (20%)
5. A detailed Management Plan demonstrating the ability to meet time schedules in the contract for this study and the ability to complete the effort based on the required schedule. (15%)

Budget

The source of funding for this study is Federal and State funding from the Federal Highway Administration (FHWA) and TxDOT. The budget for this project is outlined in the Texas Department of Transportation Commission Minute Order 116575. The budget shall not exceed \$2,000,000.

Consultant Selection Committee/Study Oversight Committee

The responsibility of the consultant selection committee is to make a recommendation to Great Springs Project's Board on the consultant selection. Once the project is underway, the consultant selection committee will provide oversight for the conduct of the study.

Selection Procedure

The consultant selection committee will review proposals based on the evaluation criteria. Their recommendations will be forwarded to the GSP Board. Firms, at the discretion of the consultant selection committee, may be selected for oral presentations and interviews. The contract award will be made by the GSP Board; however, GSP reserves the right to reject all proposals. The consultant selection committee may be comprised of one or more representative from each of the following entities, and is subject to change:

- Great Springs Project
- Bexar County/City of San Antonio
- Comal County/City of New Braunfels
- Hays County/Cities of San Marcos, Kyle, and/or Buda
- Travis County/City of Austin
- Alamo Area MPO
- Capital Area MPO
- Texas Department of Transportation (San Antonio District and/or Austin District)

Other stakeholders will be invited to participate in the study oversight committee as determined by GSP.

Duration of Contract

This contract will cover an approximate twenty-four (24) month period from the date of the Notice to Proceed.

Disadvantaged Business Enterprise Participation

This is a federally funded contract. When federal funds are included in the professional services phase of a project, it is required that the project implement TxDOT's DBE program. A DBE goal will be given to Great Springs Project for this project by TxDOT and must be included in contract documents between Great Springs Project and consultant.

TxDOT has encouraged race-neutral DBE participation in this study.

Compliance with Federal Regulations

The Proposer's attention is called to the fact that this contract is subject to a financial assistance contract between GSP and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between GSP and TxDOT. The successful Proposer will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. Equal Employment Opportunity - Successful Proposer will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances - Successful Proposer will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d) and the Regulations of DOT issued thereunder (49 C.F.R. part 21).
3. GSP, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Debarment Certification

The Prime Consultant and any subconsultants must complete and submit with the proposal the "Certification of Lower-Tier Participant" (Attachment B).

Background

This project will review and identify priority areas of the GSP route for enhanced planning and design to achieve the recommendations of the Great Springs Trails Plan. Priority areas will be identified through the study analysis and engagement. It is anticipated that targeted areas will include trail crossings (such as RM 12, FM 2252, and FM 976), challenging corridors (such as Hunter Road between New Braunfels and San Marcos), and opportunities to strategically align the trail project with regional ecological restoration objectives including recharge of the Edwards Aquifer.

Scope of Work

The following Scope of Work identifies the major components of the study effort.

The consultant's scope of work is as follows:

Task 1 – Project Administration

The consultant will manage all their project activities and work. This task involves continuous project coordination and administration between GSP, the consultant and the Texas Department of Transportation (TxDOT). Project coordination and administration includes the preparation of monthly progress reports, monthly invoices, and billings; meetings and coordination activities; preparation of meeting minutes; quality assurance/quality control and other project management activities.

Deliverables:

- Management Plan
- Monthly progress reports, maintaining a project schedule with key milestones, and deliverables.
- Monthly invoices and billings
- Meeting minutes

Task 2 – Opportunities and Constraints – Review the full GSP Route

The consultant will prepare an analysis of both opportunities that enable and constraints that hinder implementation of a safe, connected trail network from the Alamo to the Capitol. In the project's later tasks, these opportunities and constraints will be considered to determine which areas of the corridor offer the most impact for immediate, detailed evaluation.

The opportunities and constraints analysis will evaluate a range of considerations including, physical, programmatic, or environmental barriers to trail crossings; existing or proposed utility corridors that could enable or complicate trail access; railroad crossings that could complicate trail access, local momentum for key trail segments in communities where proposed trail is located; and other issues that will be revealed through this initial task.

GSP and the consultant will review and identify priority areas of the route for enhanced planning and design to achieve the recommendations of the Great Springs Trails Plan. Priority areas will be identified through the study analysis and stakeholder engagement. It is anticipated that targeted areas will include trail crossings (such as RM 12, FM 2252, and FM 976), challenging corridors (such as Hunter Road between New Braunfels and San Marcos), and opportunities to strategically align the trail project with regional ecological restoration within the Edwards Aquifer Recharge Area.

Early in the study, the consultant will participate in a work session with the study oversight committee to further define the opportunities and constraints affecting the trail in the study area, familiarize members with key issues, and refine the project's goals and objectives.

The consultant will review 1) current plans in the study area, 2) jurisdictional issues, such as railroad, protected lands, etc. 3) State, local, and regional bicycle and pedestrian plans, and 4) other applicable reports or studies that define and examine trail networks within the study area.

Deliverables:

- The consultant will document opportunities and constraints in a Technical Report and present it to the study oversight committee.

Task 3 – Public Engagement Plan

The consultant in coordination with GSP will develop a public engagement plan that defines and guides the public involvement process, with the intent of developing relationships along the corridor. The consultant will outline strategies, tools and evaluation metrics and a timeline for the public engagement process and identify targeted stakeholders to engage through the project, this should include specific coordination with impacted entities such as railroads, and utilities. Engagement activities will enable both in-person and online outreach opportunities in each of the four counties in the GSP project area. The engagement plan will afford the project team multiple opportunities throughout the project to garner support/input on the opportunities and constraints and proposed priorities and project designs.

Once the public engagement plan has been completed, GSP and the consultant will implement the plan, soliciting input from the public at multiple points throughout the study and incorporating community insights into the preliminary design concepts that are produced during later study phases.

Deliverables:

- Public Engagement Plan
- Stakeholder list and outreach database
- Announcements and meeting materials which could include handouts, exhibits, and presentations. Materials will be prepared in an electronic format for posting on the GSP website.
- Summary of meetings, develop and implement a comment matrix for tracking, and summarizing data points for evaluation of community engagement.

Task 4: Alternatives Analysis and Prioritization

Using the outcomes from the opportunities and constraints portion of this study (Task 2) and the input collected during the public engagement process (Task 3), GSP and the consultant will identify three tiers of prioritized projects to help guide a more detailed design effort in Task 5, understanding that tier 1 projects will be further developed under Task 5. These prioritized projects will have logical termini and independent utility within the GSP Corridor.

Deliverables:

- List of prioritized projects including a technical report to document the decision-making process to support future funding efforts.

Task 5: Concept and Schematic Design and Reporting to include Engineering Cost Estimate

GSP and the consultant will produce materials to advance the planning and design of projects that were identified as the highest priorities in the alternatives analysis Alternatives Analysis and Prioritization task (Task 4) and illustrative graphics for the top prioritized projects identified in Task 4. Materials will include illustrative graphics, schematic level design and cost estimates, and detailed surveys of all tier 1 projects. Schematics should be developed using standard engineering practices using MicroStation ORD or similarly compatible programs for roadway design projects, and will be formatted as plans, specification, and estimates (PS&E). The PSE should assist the GSP staff and local governments in applying for future funding opportunities to implement tier 1 projects fully and rapidly.

Deliverables:

- Illustrative graphics, GIS deliverables for surveys and potential alignments, schematic level design and cost estimates, and detailed surveys of all tier 1 projects.

Task 6: Implementation Strategy Report

The Consultant will develop an implementation strategy report to identify next steps and document specific action plans to move projects from planning and schematic design to construction. This report should, among other outcomes, explicitly identify funding sources and roles and responsibilities for project partners (and GSP) throughout the corridor to implement the Great Springs Project Trail.

Deliverables:

- The consultant will prepare a draft Implementation Strategy Report document to guide the next steps for tier 1-3 projects and present this to the oversight committee and once finalized, to the GSP Board.

Attachment A: [Management Plan](#)

Attachment B: [Certification of Lower-Tier](#)