

AAMPO FY26-27 UPWP	Subtask 5.22
ISSUED:	Friday, July 31, 2026, 5 p.m. CDT
PROPOSAL DUE:	Monday, August 31, 2026, 12 p.m. CDT

REQUEST FOR PROPOSALS

Subject: Great Springs Project FM 1102 Active Transportation Feasibility Study

Request for Proposal Issued: Friday, July 31, 2026, 5:00 p.m. CDT

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: Friday, August 7, 2026, 5:00 p.m. CDT

Questions will only be accepted in writing by e-mail to Darcie Schipull at darcie@greatspringsproject.org. Responses to questions will be posted on Great Springs Project's website www.greatspringsproject.org by Friday, August 14, 2026 at 12:00 p.m. CDT.

Proposal Due: Monday, August 31, 2026, 12:00 p.m. CDT

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

Proposals must be received by Great Springs Project by the submission deadline posted above. All updates regarding this solicitation can be found at www.greatspringsproject.org. It is the responsibility of the Proposer to view the procurement web page for all updates including addenda associated with this solicitation.

PURPOSE

Great Springs Project ("GSP") is seeking proposals in response to this Solicitation from firms qualified and experienced in the development of trail and active transportation corridor studies. Qualified firms must demonstrate an understanding of active transportation planning practices and requirements in the areas with the Great Springs Trail Corridor; trail/active transportation facility design and its relationship to mobility, safety, and placemaking; land use concepts, including trail-oriented development; and effective and inclusive public outreach.

The purpose of this initiative is to assist GSP and the Alamo Area Metropolitan Planning Organization ("AAMPO") with an implementation focused active transportation feasibility study along FM 1102 from Conrads Lane in the City of New Braunfels, Texas to the intersection of FM 2439 in the Census Designated Place of Hunter, Texas.

PROPOSAL CONTENT

The proposal will contain at least the following documentation:

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.

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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 11-point font.

Key Personnel

The project manager and other key staff members must be specified, and the consultant must describe how their management and team structure will deliver a successful project. 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 consultant will provide all other projects being worked on by key staff, percentage of involvement, role, and estimated completion dates of those projects. The consultant will also specify the ability of key staff members to attend in-person meetings within the study area. 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. Substitutions for essential personnel involved in the tasks will not be allowed without GSPs prior written approval and resulting delays will be the responsibility of the consultant.

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.)

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.

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 Feasibility studies and plans. **(30%)**
2. Understanding Trails and Active Transportation planning processes and design. Understanding work requirements as outlined in the proposed study methodology. **(15%)**
3. Demonstrated knowledge of the study area. **(20%)**

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4. Firm's previous related work experience within the past five years which includes citing previous experience in similar studies and corresponding staff experience. **(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 the Federal Transit Authority (FTA) and TxDOT. The budget for this project is outlined in the Alamo Area Metropolitan Planning Organizations Unified Planning Work Program 2026-2027. The budget shall not exceed \$600,000.00.

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
- Comal County
- City of Schertz
- City of New Braunfels
- AAMPO
- Texas Department of Transportation

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

If interviews are determined to be necessary, they will be conducted between the dates of Monday, September 21, 2026, and Friday, September 25, 2026.

GSP encourages the participation of certified small business, minority-owned business, women-owned business, and veteran-owned businesses in this study.

DURATION OF CONTRACT

This contract will cover an approximate 12-to-18-month period from the date of the Notice to Proceed.

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 AAMPO. The contract to be let, therefore, is subject to the terms of

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the contract between GSP and AAMPO. 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

The Great Springs Project is developing a continuous 100-mile trail network connecting the Alamo in San Antonio to the Texas State Capitol in Austin, along with the four Great Springs (San Antonio, Comal, San Marcos, and Barton) of Central Texas. This specific segment, FM 1102, represents a critical extension of the Bicentennial trail/GSP Trail, improving regional active transportation connectivity. This corridor faces imminent developmental pressure, identifying the right of way (ROW) preservation strategy along with determining the design concepts and programmatic strategies to improve active transportation parallel and adjacent to FM 1102 is critical.

SCOPE OF WORK

GREAT SPRINGS PROJECT FM 1102 ACTIVE TRANSPORTATION FEASIBILITY STUDY

TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

This task entails management of all project activities and work. Activities include continuous project coordination and administration; preparation of monthly progress reports, invoices, and billings; meetings and coordination activities; preparation of meeting summaries; quality assurance/quality control (QA/QC); and other project management activities specified by AAMPO.

Project Management Plan

The consultant shall create a project management plan that outlines Project Team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other operational information.

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Quality Assurance/Quality Control Plan

The consultant shall create a QA/QC plan that outlines review processes for all work to assure that the work is conducted and completed in accordance with AAMPO requirements and applicable standards.

Management of Work Activities

The Project Team shall manage project activities and work to ensure they are conducted and completed in accordance with applicable AAMPO requirements and applicable Federal and State statutes, regulations, rules, and guidelines.

Program Schedule

The consultant shall develop, maintain, and actively monitor a study schedule for major work programs or tasks. Progress will be reviewed during coordination meetings. The Study is anticipated to take between 12 and 18 months from the work authorization (Notice to Proceed) approval.

Invoice and Progress Report Preparation and Submittal

The Project Team shall develop monthly invoices prepared in accordance with current AAMPO invoicing procedures. Each progress report shall specify, for each type of work that has been assigned under a work authorization, any deliverables that were completed during that month or other backup documentation as requested; physical and financial percent complete for that work; the precise nature of work that was done that did not result in a deliverable; whether the work is on schedule or not; any issues that may delay the work in the future; any actions by AAMPO or other remedial actions that are required; and, for the following month, the anticipated work to be performed and the deliverables that shall be submitted.

Kick-off and Coordination Meetings

The consultant shall schedule and hold a kick-off meeting within 10 working days after the work authorization is approved. The Project Team shall schedule and hold coordination meetings at regular intervals as established in the work authorization.

Action Tracking Log

The consultant shall develop an Action Tracking Log identifies the action item, its status, responsible party, date assigned, and date completed. The log shall be a tool for managing assignments and shall be reviewed with AAMPO staff during coordination meetings.

Document Control

The consultant shall develop an electronic document control system that governs the distribution and file copies of all program-related correspondence, reports, plans and technical data.

Project Closeout

This task will also include the project close out ensuring all documentation has been delivered to AAMPO including electronic files (both Microsoft Word and an Adobe Acrobat pdf) of the final report, which documents all steps of the study process, with the supporting data. The consultant shall manage the closeout, including a transfer of all computer-generated graphics in a format compatible with ArcInfo/ArcView/ArcGIS software and systems and all supporting documentation.

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Deliverables

Deliverables in this task, for which the consultant is responsible, include, but are not limited to, the following:

- Project management plan (draft and final)
- Quality assurance and quality control plan (draft and final)
- Program schedule
- Monthly invoices
- Monthly progress reports
- Meeting summaries
- Action tracking log
- Final Project Closeout
- Indexed project file (electronic and hard copy)

TASK 2 – OUTREACH AND ENGAGEMENT

This task entails developing and executing a comprehensive and inclusive public involvement strategy that will lead to thorough and meaningful participation of various stakeholders in the visioning and evaluation of the project area.

Steering Committee

The Project Team shall coordinate a steering committee to help guide the study, review the study's recommendations, and provide a forum for interagency coordination. Members of the steering committee shall include staff from AAMPO, GSP, the City of New Braunfels, Comal County, TxDOT and other agencies, as needed. The Project Team shall provide updates on the planning and design processes and provide feedback to guide study implementation. This includes establishing a set of principles/goals to guide the development of the Study concept plan and recommendations.

Regional Trail Coordination

The consultant shall organize coordination frequently and directly with the CAMPO and the selected consultant for the Hunter Road North Trail Feasibility Study due to the overlapping and abutting jurisdictions of AAMPO and CAMPO in the project area, and parallel planning projects across these jurisdictions.

Stakeholder Identification and Outreach

The Project Team shall research, identify, and conduct outreach to all relevant stakeholders through targeted outreach. This targeted outreach will concentrate on stakeholders, through focus groups and interviews, including but not limited to:

- CAMPO
- Union Pacific Railroad
- Comal Trails Alliance
- Cloud Country HOA
- Mayfair HOA
- and other entities or specific groups recommended by the Steering Committee.

The Project Team shall engage and solicit feedback from stakeholders throughout the process and specifically during development of the existing conditions, concept plan, and recommendations/prioritization analyses. At least one round of stakeholder interviews shall be held concurrently with Tasks 3, 4, and 5 in the planning process.

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Public Meetings/Open Houses (Virtual and In-Person)

The consultant shall organize public meetings/open houses, both online and in-person in the project vicinity, at milestone points during the study to gain the perspective of residents, advocacy groups, homeowner associations, business and community leaders, school boards, and other stakeholders with an interest in the study. At least three public meetings shall be held, concurrently with Tasks 3, 4, and 5 in the planning process. The consultant shall develop online engagement tools, including but not limited to a project website, social media, and public preference surveys to be administered at key points during the process. The consultant shall be responsible for producing all outreach materials and online engagement tools to be utilized throughout the study.

Title VI and Vulnerable Population Outreach

The consultant shall provide a robust and coordinated effort to engage individuals and populations that are traditionally underserved and under-represented in the planning process, including populations protected by Title VI of the Civil Rights Act of 1964 and populations identified as vulnerable in the AAMPOs *Mobility 2050* long-range plan. Efforts may include strategies such as meeting underserved populations where they are already receiving services and providing a variety of participation options such as telephone and mail. Underserved and under-represented populations may be less likely to have access to high-speed internet to be able to engage online. Thus, outreach efforts will need to be flexible and be able to reach public spaces and resources in underserved and under-represented communities.

Outreach Database

The Project Team shall develop a stakeholder outreach database that includes all relevant information such as a list of all outreach participants, contact information, methods of engagement, and engagement results.

Additional Engagement

The Project Team shall coordinate and execute any additional outreach and engagement as deemed necessary by the study process, including with local governments, transportation authorities, TxDOT, and other state and federal agencies.

Deliverables

Deliverables in this task, for which the consultant is responsible, include, but are not limited to, the following:

- Public engagement plan (draft and final)
- Stakeholder outreach database
- Public involvement summary report (draft and final)
- Public meeting/open house coordination and materials
- Stakeholder outreach meeting coordination and materials
- Online outreach materials
- Title VI and vulnerable populations meeting coordination and materials
- Additional outreach materials

TASK 3 – EXISTING AND FUTURE CONDITIONS ASSESSMENT

An Existing and Future Conditions Assessment will include a review of previous plans and studies; summary of existing conditions data; and identification of issues and opportunities. This analysis should include baseline environmental data to be used within the alternatives analysis.

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Comprehensive Review of Existing Studies, Plans, and Reports

The consultant shall review, evaluate, summarize, and compile recently completed land use, transportation and other relevant studies and plans to guide and inform the Study, including current local, state, and regional documents and policies relevant to transportation and supportive land use planning, particularly in the vicinity of the study area. At a minimum, the consultant will analyze:

- AAMPO Comal County Railroad Crossing Study
- AAMPO Resiliency Study
- Envision New Braunfels Comprehensive Plan
- New Braunfels Bicycle & Pedestrian Network Plan
- New Braunfels Multimodal Thoroughfare Plan
- New Braunfels Arts and Culture Plan
- New Braunfels Street Safety Action Plan
- Northwest Park Master Plan
- Union Pacific Grade Separation Guidelines
- Union Pacific Public Projects Manual
- TxDOT San Antonio Bike Plan
- TxDOT Active Transportation Plan
- TxDOT Roadway Design Manual
- And any other relevant regional planning documents

Additionally, the consultant shall include evaluation of ongoing planning efforts that are related to the study. In particular, the consultant shall coordinate with the Hunter Road Trail Development and Connectivity Study, which is being developed by CAMPO and GSP for the segment of Hunter Road north of and contiguous with the segment in AAMPO jurisdiction. Maximizing efficiency and collaboration between these two studies is essential to the success of each of them. The consultant shall also evaluate the Great Springs Corridor Study, its datasets, prioritization frameworks, and results.

Data Compilation and Summary

The consultant shall collect data related to the use of various multimodal transportation related items such as pedestrian and bicycle facilities, streetscapes, and street sections. Specific data items that shall be examined as part of components of this study include, but shall not be limited to:

- Existing and planned active transportation and roadway network connectivity
- Design standards for active transportation infrastructure and supportive amenities, including vegetation, seating elements, and similar
- Street cross-sections
- Vehicle, pedestrian, and bicycle safety analysis
- Active transportation activity levels, as available
- Driveways and other access management considerations
- Available right-of-way and utility locations
- Existing and future land use, including pending major land and park/recreation development projects in the project area.
- Environmental conditions, such as topography, special status species, floodplains, drainage, and existing vegetation.
- Analyzing locations of critical constraints including a summary of existing hydrological and hydraulic considerations within the project limits and the inclusion of possible storm water best management practices.
- Analyzing travel demand model for the impact to future roadway expansion

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- Significant community destinations, and nodes of activity/connectivity

Upon review of the data, the Project Team will coordinate with the steering committee to determine if additional, independent data collection is warranted. To communicate data findings to GSP and City staff, the steering committee, stakeholders, and the public, the consultant shall develop a series of maps, exhibits, and/or tables illustrating the key takeaways from each data item included in the process.

Needs Assessment

The consultant shall analyze the data collected, integrating input from the stakeholders as described in Task 2, to inform a needs assessment for the Study. The Needs Assessment will identify the challenges and opportunities for multimodal safety, network connectivity, quality of life, placemaking, design barriers, land use compatibility, environmental constraints mapping including potential 4f issues, and any other goals/priorities established during the outreach and engagement process. The consultant shall prepare a comprehensive list of identified issues with accompanying location maps, and figures. In support of this task, the study will also:

- Develop a project statement of purpose and need utilizing data gathered in Task 2
- Research historic merit criteria for project funding and selection through previous and current rounds of RAISE/BUILD/TIGER funding as well as state and local TASA process
- Develop narrative statement that links project outcomes to merit criteria.

Deliverables

Deliverables in this task, for which the consultant is responsible, include, but are not limited to, the following:

- Compendium of maps, exhibits, and/or tables illustrating the key takeaways from each data item included in the Data Compilation and Summary process
- Issues list, maps, and exhibits
- Issues and Opportunities Memorandum (draft and final) summarizing analysis and findings from the Review of Existing Studies, Plans, and Reports
- Data Compilation and Summary
- Needs Assessment

TASK 4 – CONCEPT PLAN DEVELOPMENT

The purpose of this task is to advance the initial concept designs of the optimal active transportation facility based on the Study goals/objectives, community engagement, and the issues and opportunities assessment. With careful consideration of the physical conditions throughout the project area, the team will produce detailed concept designs that reflect the community's safety and accessibility goals. Outcomes of this phase are to establish and organize the major design elements of a safe, accessible, and well-used active transportation facility. This includes identification of a primary trail alignment that maximizes user comfort while minimizing the amount of right-of-way to be acquired.

Survey and Field Verification

The consultant shall conduct a preliminary survey, which will inform the production of the detailed initial concept designs. Surveys will be produced by a professional surveyor and will include major control points, topography, existing infrastructure, existing vegetation, regulatory and property ownership boundaries, and other information necessary to support accurate concept design. The survey will be produced in coordination with TxDOT to ensure that it is completed in accordance with their Local Government Project Procedures.

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The consultant shall also conduct a field verification to ground-truth the outcomes of the preliminary survey and confirm the severity of the constraints.

Regional Trail Coordination

The consultant shall coordinate recommendations and concepts with the parallel CAMPO planning project, initial concepts plan development must align with CAMPO's project and incorporate designs recommended by CAMPO.

Concept Design Alternatives

The consultant shall develop illustrative design concepts for analysis and discussion with the Project Team, steering committee, and stakeholders. These materials shall include:

- Preliminary survey, to include major control points, topography, cross drainage and parallel drainage structures, existing buildings, infrastructure, and significant vegetation, regulatory and property ownership boundaries, delivered in both digital (e.g., AutoCAD) and PDF formats;
- Plan-view trail alignment/location concepts;
- Environmental constraints study to further define alternatives and identify challenges associated with future expansion;
- Annotated maps with precedent images illustrating typical safety countermeasures
- Rendered perspectives of key intersections or connections to existing or planned development
- Sketches of aesthetic and user-comfort features, such as wayfinding, landscaping or green infrastructure elements, and furnishings

The consultant shall use these alternatives to engage with the community through in-person open houses and an online survey (Task 2). This engagement is crucial to ensuring that the preliminary design reflects stakeholders' expectations for the facility, and to identify a preferred alternative trail concept. The alternative design process, engagement activities, and outcomes will be summarized in a Concept Design document.

Detailed Concept Design (Preferred Alternative)

After a qualitative and quantitative review process, the consultant shall identify a preferred alternative, acknowledging that the preferred alternative may include elements of several preliminary concepts. Qualitative and quantitative criteria may include, but are not limited to, mobility, access, safety, placemaking, economic development, and stakeholder preferences.

Detailed concept design materials will be produced to describe the preferred alternative. At this stage, the design will identify appropriate cross drainage structures and parallel drainage structures and possible mitigation opportunities, safety countermeasures, such as grade separation, raised pavements with color treatments, and eliminating redundant curb cuts. The Detailed Concept design will also include trail supportive elements, such as shade structures, benches, signage and public art as appropriate, landscaping, and other elements that result in a high-quality outdoor environment.

The consultant shall prepare appropriate materials to capture detailed concept design, including:

- Scaled plan view drawings that include a general trail alignment, dimensions, preliminary geometric layout, and preliminary right-of-way assessments
- Typical section elevations and cross sections that depict the relationship between motorists and active transportation users, and indicate preliminary drainage design

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- Exhibits that depict the impacts of the preferred alternative on adjacent public and private land, and inventory the parcels involved in implementing the preferred alternative
- Exhibits that depict tree and utility mitigation
- Exhibits that depict the relationship between the preferred alternative and Union Pacific infrastructure in the area
- Select concept level details, such as wayfinding elements, furnishings, and lighting

Upon completion, the consultant shall share the Detailed Concept Design document with the steering committee and the general public through in-person and online channels.

Deliverables

Deliverables in this task, for which the consultant is responsible, include, but are not limited to, the following:

- Illustrative graphics for up to four Concept Design Alternatives, including at minimum maps and cross-sections
- Illustrative graphics and a detailed concept design for the Preferred Alternative
- Concept Design Memorandum (draft and final) including a narrative describing the concept development process and the evaluation of the initial design concepts considered

TASK 5 – IMPLEMENTATION PLAN

The purpose of this task is to produce an implementation plan with recommended actions for efficiently executing the active transportation facility and achieving its intended economic benefits. This plan will identify next steps for entities like Great Springs Project, agencies (e.g., AAMPO, City of New Braunfels, Comal County), and local stakeholders that have been engaged throughout the project and equip the project partnership to implement the identified improvements.

Opinion of Probable Costs

The consultant shall develop a concept-level Opinion of Probable Costs (OPCC), with considerations for escalation and phasing. The implementation plan will provide a funding approach and timeline for completing the shared use path through a combination of local, state, and private/non-profit sources and a review of potential funding mechanisms and strategies to achieve the identified benefits of the study. It will also include strategies for ensuring that the active transportation infrastructure is effectively operated and maintained over time.

Benefits-Cost Analysis

The consultant shall develop a Benefits and Costs Evaluation whose outcomes can be repurposed for a future Benefits-Cost Analysis (BCA), as required for discretionary United States Department of Transportation (USDOT) grants. Since the inputs of a BCA may change between the completion of the Study and the submittal of a federal grant proposal to construct the Hunter Road Trail, the consultant shall produce a Preliminary BCA, including preliminary inputs, a template, all necessary datasets, and guidance for updating it should the partnership decide to submit for federal construction funding. This Preliminary BCA should follow USDOT's "[Benefit-Cost Analysis Guidance for Discretionary Grant Programs](#)" as closely as possible, and any instances not following this guidance must be noted by the consultant and include guidance for how GSP can meet USDOT guidance in the future.

Deliverables

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- Implementation Plan Memorandum (draft and final) including the following elements:
 - Concept-level OPCC with considerations for escalation and phasing
 - Recommended actions in the short, medium, and long-term for implementing and maintaining the preferred concept reflected in the Detailed Concept Design;
 - A funding strategy and timeline to guide implementation and operations/maintenance efforts.
 - Preliminary Benefits Cost Analysis, including all supporting datasets and instructions for completing/updating the analysis at a later date.

TASK 6 – FINAL PLAN PRODUCTION AND ADOPTION

This task entails synthesizing the component tasks described in this scope into a final study document. This document will serve as a synthesis of the component memoranda and include an executive summary, chapters, appendices, and section summaries as needed. The document should use narrative, non-technical language where possible so that it is accessible to multiple potential readers including agency staff, local decision-makers, and the public.

The Project Team shall develop a combination of digital and printed materials and present study results at a minimum of two (2) County or City Council meetings, including as an action agenda item. As needed, the Project Team shall also develop materials and may present Study results at up to two AAMPO committee meetings and up to two (2) AAMPO Transportation Policy Board meetings.

Deliverables

Deliverables in this task, for which the consultant is responsible, include, but are not limited to, the following:

- The final report (draft and final) will include the following elements:
 - Executive Summary
 - Outreach and Engagement Summary
 - Issues and Opportunities Assessment
 - Detailed Concept Designs
 - Implementation Plan
 - Presentation and Distribution Materials
 - Appendices, as needed

ATTACHMENTS

Attachment A: Management Plan

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