



SCOPE OF SERVICES

Solicitation Number: CLMP195

Project Name: City of Austin Street Impact Fee

PROJECT FOR:

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

PROJECT TITLE:

Engineering Services for City Of Austin Street Impact Fee

OBJECTIVES OF THE PROJECT:

The City of Austin (City) seeks a qualified professional services firm (Consultant) to develop and implement a Street Impact Fee policy for the City. The goal of this project is to create a methodology to calculate impacts to the transportation network based on the type and size of development and the process and ordinance and rule changes needed to implement the methodology.

BACKGROUND:

The City has had a Water and Wastewater Impact Fee since 1991, which has been updated seven times, the last update effective January 2014. The City is proposing to develop and implement a Street Impact Fee to provide a funding source for capital improvements required to serve new developments. Impacts would be quantified as fees used to improve the transportation network – offsite to development projects – for the benefit of all users.

The 2005 Legislature enacted HB 1835, amending Chapter 212 of the Local Government Code, and mandating cities that require developers to dedicate land, pay fees, or pay construction costs as a condition of development approval, to certify that such contributions are a roughly proportionate share of the impacts of the proposed development. With the implementation of the City's methodology to calculate the roughly proportional impact to the transportation network (<http://austintexas.gov/RoughProportionality>), it was identified that the current Land Development Code policies and procedures do not provide for the opportunity to mitigate the full impact of development on the transportation network. As a result, the City is pursuing a Street Impact Fee program in accordance with Local Government Code 395, subject to the rough proportionality requirement specified in Chapter 212.

CodeNext is the update of the City's Land Development Code. As part of the work on CodeNEXT, a draft framework for a new Street Network Table is currently being developed. The Street Network Table defines right of way needs and is inclusive of the needs of all transportation modes (pedestrian, transit, bicycle, automobile). The Street Network Table will

be used as a resource to create the Capital Improvements Plan required to implement Street Impact Fees.

The Street Network Table will be completed as part of the scope of services for the Austin Strategic Mobility Plan (ASMP). The ASMP is being initiated this year to replace the City's current transportation plan, the Austin Metropolitan Area Transportation Plan (AMATP). The AMATP was adopted by ordinance in 1995 and needs to be updated to reflect the vision identified in the *Imagine Austin Comprehensive Plan*, adopted in 2012. The final ASMP will include both proposed policy and the completed Street Network Table, and an updated street classification table with associated existing.

Due to the linked nature of Street Impact Fee and ASMP projects, the work outlined in this scope of services will require coordination with the ASMP consultant team, see Attachment 1-Integration Diagram.

ANTICIPATED SERVICES:

The Scope of Services includes the following primary tasks:

- Task 1 – Project Initiation
- Task 2 – Land Use Assumptions
- Task 3 – Street Network Capital Improvements Plan
- Task 4 – Street Impact Fee Analysis
- Task 5 – Financial Analyses
- Task 6 – Development of Street Impact Fee Policy, Code Language, and Administrative Guidelines
- Task 7 – Public Hearings, Approval Process, and Final Report

Task 1 – Project Initiation: The purpose of this task is to educate and engage City staff and stakeholders and to establish draft street service areas within the City of Austin. Under Chapter 395 of the Local Government Code (Chapter 395), two major components must be developed in order to assess a Street Impact Fee, for each service area, defined as no greater than six (6) miles in diameter within which impact fees must be collected and spent. These two components are a Land Use Assumptions and a Capital Improvements Plan.

The City will provide the consultant the most current ArcGIS shapefiles and layer for the following datasets:

- Jurisdictional limits for full and extraterritorial jurisdictions
- Draft Street Network Table Framework
- Water and Wastewater Impact Fee Land Use Assumptions
- Other ArcGIS files as needed to develop the Land Use Assumptions (Task 2)

Consultants are expected to have reviewed, at a minimum, the *Imagine Austin Comprehensive Plan* (www.imagineaustin.net). Other documents, listed below, will provide additional familiarity with the important planning and land use-related regulatory issues facing Austin. The consultant team shall be required to access and review the below documents:

- 1. Currently adopted Land Use Assumptions for Water and Wastewater Impact Fee**
- 2. Currently adopted Water and Wastewater Impact Fee Reports**
- 3. Other documents as needed to adapt the Land Use Assumptions (Task 2)**

Task 1.1 – Project Schedule:

- The consultant shall prepare and provide to the City a schedule showing the critical path for completing the project. This schedule shall show all project tasks and related activities and shall be presented in Gantt chart form.

Task 1.2 – Conduct Policy Development Workshops:

- The consultant shall prepare for and conduct a project kick-off workshop for City staff to present transportation impact fee fundamentals. The consultant shall facilitate Street Impact Fee policy discussions and guidelines applicable to the Street Impact Fee and current City development guidelines.
- The consultant shall prepare for and conduct an introductory workshop with stakeholders (land development community, neighborhood and community groups including non-profit organizations) to discuss the implementation of a Street Impact Fee within the City.

Task 1.3 – Establish Draft Street Service Areas:

- The consultant, in coordination with the City, shall develop the draft Street Service Areas consistent with the six mile diameter limit required by state law. The City anticipates 15-30 service areas will be necessary to cover the entire city limits. Final Street Service Areas will be determined following development of the Street Impact Fee Capital Improvements Plan.

Task 1.4 – Communication and Stakeholder Engagement Plan:

- The consultant, in coordination with the City, shall develop and submit to the City a communication and public engagement plan for the project that identifies outreach strategies and key milestones for public input in accordance with Chapter 395 requirements.

Deliverables:

- The consultant shall develop an ArcGIS shapefile and map that identifies draft Street Service Areas for which a maximum assessable Street Impact Fee will be calculated.
- The consultant shall prepare and provide to the City a project schedule (in MS Project and PDF form). The schedule shall be updated and provided to the City on a monthly basis.
- The consultant shall provide to the City an electronic version of the Communication and Stakeholder Engagement Plan.

Task 2 – Land Use Assumptions: The consultant shall conduct the land use assumption tasks listed below in conformance with Chapter 395 for each of the draft Street Service Areas identified for analysis in Task 1.3. The consultant shall start with and adapt, as appropriate and based on best practices, the current Land Use Assumptions developed for the City’s Water and Wastewater Impact Fee to the Street Service Areas geographies identified in Task 1.3. It is assumed that the Street Impact Fee will use the same ten year planning horizon, as the City’s Water and Wastewater Impact Fee.

Task 2.1 – Adaptation of Current Land Use Assumptions:

- The consultant shall explore best practices for land-use assumptions and adapt, as appropriate, the Water and Wastewater Impact Fee current and future (i.e. demographic projections) land use information to the Street Service Areas identified in Task 1.3.

Task 2.2 – Land Use Assumptions Reporting:

- The consultant shall prepare and submit a draft Land Use Assumptions report section that documents the methodology and results of the analysis. The report will include the following information:
 - Methodology;
 - Street Service Areas;
 - Existing population and employment data by service area;
 - Build-Out population and employment data by service area;
 - Ten-Year population and employment data by service area; and
 - Summary Exhibits.

Deliverables:

- The consultant shall provide the City an electronic draft Land Use Assumptions report section, per Task 2.2, for eventual incorporation into a comprehensive Street Impact Fee Report.

Task 3 – Street Network Capital Improvements Plan: The consultant shall develop a Street Network Capital Improvements Plan from the City’s Street Network Table, which will be provided by the City. The Street Network Capital Improvements Plan will estimate the total cost to build out the Street Network Table, including planned street widenings, new facilities, gap completions, and intersection improvements.

Task 3.1 – Data Collection:

- The City will provide the consultant with the draft Street Network Table for development of a Street Network Capital Improvements Plan and subsequent Street Impact Fee Capital Improvements Plan (Task 4). The Street Network Table will be completed as part of the Austin Strategic Mobility Plan. For this reason, the consultant shall need to coordinate work with the ASMP consultant team.

- The City will provide the consultant with actual City cost information for previously completed street projects, including those with excess capacity, and cost contribution information for Developer, County, or State projects.

Task 3.2 – Street Network Capital Improvements Plan:

- The consultant, in coordination with the City, shall develop a comprehensive Street Network Capital Improvements Plan, which will include phasing and planning-level project cost projections for full build-out of the City's Street Network Table. The Street Network Capital Improvements Plan shall include a general description of each project and a project cost projection. Planning-level cost projections for future projects shall be prepared based on previous experience with street construction costs, capital improvement planning, and input from City staff. Cost projections of the Street Network Capital Improvements Plan shall account for construction costs current to the development being assessed. It is anticipated these project costs will be reviewed by City staff and verified as reasonable costs for City capital projects.

Task 3.3 – Street Network Capital Improvements Plan Reporting:

- The consultant shall prepare and submit to the City a draft and final Street Network Capital Improvements Plan report section that documents the methodology and results of the analysis. The report will include the following information:
 - Methodology;
 - Street Network Capital Improvements Plan; and
 - Summary Exhibits and Appendices.

Deliverables:

- The consultant shall provide the City an electronic version of the Street Network Capital Improvements Plan Report.

Task 4 – Street Impact Fee Analysis: The consultant shall prepare the Street Impact Fee Analysis tasks listed below in conformance with Chapter 395e for each of the draft Street Service Areas identified in Task 1.3 for which a maximum assessable Street Impact Fee will be calculated. The consultant shall use the Street Network Capital Improvements Plan to develop a Street Impact Fee Capital Improvements Plan from which to define the total of new capacity improvements necessary to accommodate future growth. It is assumed that the Street Impact Fee Capital Improvements Plan will use the same ten year planning horizon as the City's Water and Wastewater Impact Fee. During this task, the draft Street Service Areas will be finalized.

Task 4.1 – Data Collection:

- The City will provide the consultant with available recent traffic count data for existing street facilities located within the draft service areas identified for analysis. Up to sixty (60) additional traffic counts within the City required for use in Task 4.2 may be collected by the consultant. Traffic count data may also be supplemented by other sources, such as TxDOT saturation counts, with approval from the City.

Task 4.2 – Growth Projections and Capacity Analysis:

- The consultant shall perform an analysis of existing conditions within each service area. This will include a determination of street capacities, volumes, vehicle-miles of supply and demand, existing excess capacity, and existing deficiencies.
- Using the Ten Year Land Use Assumptions identified in Task 2, the consultant shall project traffic conditions for the ten-year planning period, the target year for the impact fee growth projections. This will include growth in service units and new demand by service area. The consultant shall determine the capacity available for new growth within each service area.
- In consultation with the City, the consultant shall determine land use categories to be included in the land use vehicle-mile equivalency table.
- The consultant shall identify the service units for new development and the average trip length. Using the current edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual and other available resources acceptable by the City, the consultant shall develop trip generation and pass-by trip rates.

Task 4.3 – Street Impact Fee Capital Improvements Plan:

- The consultant, in coordination with the City, shall develop a Street Impact Fee Capital Improvements Plan for the same service areas and planning horizon as the Land Use Assumptions used in Task 2. The Street Impact Fee Capital Improvements Plan will be a subset of the Street Network Capital Improvements Plan (Task 3). The Street Impact Fee Capital Improvements Plan will include existing facilities with excess capacity and planned facilities designed to serve future development within each Street Service Area.
- The Street Impact Fee Capital Improvements Plan shall include a general description of each project and a project cost projection. Planning-level cost projections for future projects will be prepared based on previous experience with street construction costs, capital improvement planning, and input from City staff. Cost projections of the Street Impact Fee Capital Improvements Plan shall account for construction costs current to the development being assessed. It is anticipated these project costs will be reviewed by City staff and verified as reasonable costs for City capital projects.

Task 4.4 – Maximum Assessable Street Impact Fee Calculation:

- Using the newly developed 10-year growth projections, Street Impact Fee Capital Improvements Plan, and capacity available for new growth, the consultant shall determine the cost of street improvements by service area, the maximum costs per service unit, and the resulting maximum assessable street impact fees by service area. The consultant shall incorporate the financial analyses performed in Task 5 to determine the maximum assessable impact fee per service unit.

Task 4.5 – Street Impact Fee Collection Rate Determination:

- While Task 4.4 will produce a maximum assessable fee per service unit for each service area, the City anticipates facilitation of a policy-level discussion with City Council to determine the actual collection rate per service unit for each service area, which may be less than the maximum assessable.

- The consultant, in consultation with the City, shall provide analysis and recommendations based upon their expertise and judgment and informed by the Task 5 Financial Analyses.

Task 4.6 – Street Impact Fee Reporting:

- The consultant shall prepare and submit a draft Street Impact Fee Analysis report section that documents the methodology and results of the analysis. The report will include the following information:
 - Methodology;
 - Street Service Areas;
 - Street Impact Fee Capital Improvements Plan;
 - Street Impact Fee Calculations; and
 - Summary Exhibits and Appendices.

Deliverables:

- The consultant shall provide an electronic version of the Street Impact Fee Analysis report section for eventual incorporation into a comprehensive Street Impact Fee Report, which will also include the Land Use Assumptions (Task 2) and some of the Financial Analyses from Task 5.

Task 5 – Financial Analyses: The consultant shall prepare studies related to the implementation of a Street Impact Fee, including a forecast of cash flow, a review of development costs for peer cities, an analysis of the City's recent (3-5 years) development history and an assessment of the effects a Street Impact Fee would have had during that time period. The consultant shall also develop a Municipal Return on Investment (MROI) tool that quantifies and allocates the geographic distribution of all City revenues and expenses.

Task 5.1 – Street Impact Fee Revenue Forecast:

- The consultant shall prepare five and ten year estimates of Street Impact Fee revenues for up to six scenarios of maximum assessable fees and projected growth scenarios.

Task 5.2 – Street Network Capital Improvements Plan (CIP) Funding Analysis:

- The consultant shall prepare and submit a forecast of unfunded Street Network CIP projects and identify strategies to address gaps. The consultant shall use as a baseline one preferred Street Impact Fee revenue forecast scenario from Task 5.1.
- The consultant shall consider other potential revenue alternatives to close the funding gap for Street Network CIP projects. Sources may include taxes, franchise fees, and fund transfers, etc.
- The consultant shall provide a qualitative assessment of the impact of potential revenue alternatives on citizens, businesses and developers.
- The consultant shall recommend three feasible Street Network CIP funding and financing alternatives to minimize the unfunded share of planned Street Network CIP costs.

- The consultant shall assist the City in developing a project priorities action plan to use available revenues as efficiently as possible. This work will be coordinated with and reflected in the capital project recommendations of the Austin Strategic Mobility Plan.

Task 5.3 – Development Cost Survey of Peer Cities:

- The consultant shall prepare and submit a comparison of the full development costs for a small sample of representative projects/prototypes across several peer cities, including Austin. In consultation with the City, the consultant shall determine the projects/prototypes and peer cities for analysis. Representative projects/prototypes may likely include single family, multifamily, retail, office, and mixed use.
- The consultant shall use “cost burden,” the total development cost as a percent of market value, as the basic metric for comparison. Costs may include the following:
 - Water and Wastewater impact fees and in-lieu fees;
 - Project conditions/development agreement funding provisions;
 - Financing district special taxes and assessments; and
 - Processing costs for planning, engineering, and building inspection.
- The consultant shall evaluate the total development costs from project inception to final sale. This includes current cost estimates for land acquisition and construction, approvals and permits, and project financing and marketing. The consultant shall estimate final sale values based on current market data.

Task 5.4 – Development Return on Cost Analysis for Austin:

- The consultant shall prepare and submit a comparison of the “return on cost,” the ratio of net revenue (profit) to full development costs, for actual recent projects consistent with the representative projects/prototypes identified in Task 5.3. The analysis will compare return on cost with and without implementation of a Street Impact Fee. Costs may include the following:
 - Water and Wastewater impact fees and in-lieu fees;
 - Project conditions/development agreement funding provisions;
 - Financing district special taxes and assessments; and
 - Processing costs for planning, engineering, and building inspection.
- The consultant shall evaluate the total development costs from project inception to final sale; including current cost estimates for land acquisition and construction, approvals and permits, and project financing and marketing. The consultant shall estimate final sale values based on current market data.
- The consultant shall research threshold levels for return on cost metric by project type based on web research and interviews with local real estate developers, brokers, and investment advisors.

Task 5.5 – Municipal Return on Investment (MROI) Tool:

- The consultant shall develop an analytic framework and interactive dashboard tool for the geographic assessment of municipal return on investment (MROI), which compares the City’s tax revenues to the City’s cost to build, operate and maintain infrastructure, and to provide services on a per acre or other geographical unit basis. This task will utilize prior revenue work for the Downtown Austin Alliance on the June 2014 study,

“The Economic Value of Downtown Austin” (EVDA). The MROI Tool is expected to have broad benefits to the City beyond the scope of the Street Impact Fee.

- The consultant shall analyze existing datasets and build econometric models and visualizations for the following:
 - Property Tax;
 - Sales Tax;
 - Streets;
 - Utilities;
 - Water, Wastewater;
 - Stormwater; and
 - Other services as agreed upon in consultation with the City.
- The consultant shall ensure that the MROI tool can be easily updated by City staff.
- The consultant shall update the EVDA study with current revenue data and expand the geographic extents of the data, framework, and visualizations, etc. from Travis County’s limits to those of the City’s full purpose jurisdiction.
- The consultant, in coordination with the City, shall conduct extensive data gathering for costs relating to infrastructure and services.
- The consultant, in consultation with the City, shall develop a methodology to geographically assign costs associated with the provision of basic City services.
- The consultant shall present the results of the tool development and MROI analysis at the various council, commissions, and public meetings requested by the City.
- The consultant shall train City staff to use, maintain, and update the MROI Tool. This skills transfer will enable City staff to continue development and refinement of the MROI Tool.
- The consultant shall prepare and submit a basic report that documents the methodology and results of the MROI analysis. The report will include the following information:
 - Methodology;
 - Data Collection;
 - Use of MROI Tool/Dashboard; and
 - Summary Exhibits and Appendices.

Deliverables:

- The consultant shall prepare and submit a series of Street Impact Fee Financial Analyses memorandums for the following:
 - Street Impact Fee Revenue Forecast;
 - Street Network CIP Funding Analysis;
 - Development Cost Survey of Peer Cities; and
 - Development Return on Cost Analysis for Austin.
- The consultant shall prepare and submit a Municipal Return on Investment report documenting the data collection, MROI Tool use and development, and MROI analysis.

Task 6 – Development of Street Impact Fee Policy, Code Language, and Administrative Guidelines: The City already has impact fee regulations for water and wastewater facilities and Land Development Code language governing development exactions for street improvements. The adoption of a Street Impact Fee program requires an ordinance to amend the Land Development Code, particularly regarding the City's obligation under Chapter 395 to meet its offset and credit requirements. (The statute expressly requires that cities credit contributions of land, fees or improvements for off-site roads against roadway impact fees otherwise due.) Because of the complexity of calculating such credits compared to credits for water and wastewater facilities, the City also may wish to prepare administrative guidelines addressing such matters.

Task 6.1 — Development of Administrative Guidelines for Street Impact Fees

- The consultant shall assist the City in developing administrative guidelines for implementation of the Street Impact Fee program, addressing computation of credits and offsets for pre-existing and future facilities' costs required as a condition of development approval and methods for applying and tracking such credits and offsets for plats.

Task 6.2 — Development of Code Language/Amendments for Street Impact Fees

- The consultant shall assist the City in drafting Code language and needed amendments for implementation of the Street Impact Fee program.

Task 6.3 –Synchronization of Rough Proportionality Policy and Procedures with Street Impact Fee Model

- The consultant shall review the City's current rough proportionality policy and procedures for alignment with the Street Impact Fee model and suggest any required changes.

Deliverables:

- The consultant shall prepare and submit to the City electronic versions of the proposed administrative guidelines and Code language/amendments for implementation of the Street Impact Fee program.
- The consultant shall prepare and submit to the City electronic documentation of the review of the City's rough proportionality policies and procedures and any proposed amendments.

Task 7 – Public Hearings, Approval Process, and Final Report: The consultant shall work with the City to provide public information and prepare for and attend public meetings as required by Chapter 395 to implement a Street Impact Fee. In addition to participating in the approval process for the Street Impact Fee policy, the consultant shall provide a final report compiling the work on this project.

Task 7.1 — Develop Public Information Program

The consultant shall work in conjunction with the City to develop a public information program to communicate the proposed impact fee structure to both the general public and the

development community. It is anticipated this program will consist of the development of public information materials for use by the City during and after various public meetings and for use in City publications. It is anticipated that the consultant shall coordinate with the City to develop the public information program as required by Chapter 395 and include any additional outreach and education that may be required as the community provides feedback.

Task 7.2— Approval Process

It is anticipated that the Public Hearing and Approval Process will consist of a number of meetings as required by Chapter 395, along with additional meetings as required involving the City and interested stakeholders. This task provides for the consultant and financial subconsultant to prepare for and attend meetings including, but not limited to the following:

- Prepare for and attend meetings with the Impact Fee Advisory Committee and/or interested stakeholders to discuss the implementation of the Street Impact Fee.
- Prepare for and attend City Council Mobility Committee meetings as needed to discuss the implementation of the Street Impact Fee.
- The consultant shall provide assistance to the City in developing the Street Impact Fee ordinance.
- Prepare for and attend City Council public hearing(s) to present the Land Use Assumptions and the Street Impact Fee Report, including the Street Impact Fee CIP and Maximum Assessable Impact Fees.
- Attend a City Council meeting where it approves the Land Use Assumptions and Street Impact Fee CIP.
- Prepare for and attend in-person City Council public hearing(s) for discussion on the imposition of a Street Impact Fee.
- Attend a City Council meeting where it establishes the actual Street Impact Fees Ordinance and adopts Street Impact Fee regulations, administrative guidelines and associated development regulations.

Task 7.3 – Street Impact Fee Report:

- The consultant shall prepare and submit a final Street Impact Fee Report that compiles the methodology and results of the analysis. The report will include the following information:
 - Street Service Areas;
 - Land Use Assumptions;
 - Street Impact Fee Analysis; and
 - Summary Exhibits and Appendices, including the four Street Impact Financial Analyses memorandums per Task 5.

Deliverables:

- The consultant shall provide an electronic version of a comprehensive Street Impact Fee Report.
- Upon final approval of the Street Impact Fee Ordinance by the City Council, the consultant shall provide one (1) electronic (.pdf) copy and twenty (20) bound copies of the final Street Impact Fee Report.

ANTICIPATED DELIVERABLES:

The consultant shall provide the City with the technical analysis required by Chapter 395 of the Texas Local Government Code to determine the maximum Street Impact Fee that may be assessed, along with supporting financial analyses. The consultant shall provide assistance to City staff at various presentations and meetings required during the adoption process and to complete the above Task 1 – Task 7.

The following is a comprehensive list of expected deliverables identified for Task 1 – Task 7. Additional deliverables may be added as deemed necessary:

1. The consultant shall develop an ArcGIS shapefile and map that identifies draft Street Service Areas for which a maximum assessable Street Impact Fee will be calculated.
2. The consultant shall prepare and provide to the City a project schedule (in MS Project and PDF form). The schedule shall be updated and provided to the City on a monthly basis.
3. The consultant shall provide to the City an electronic version of the Communication and Stakeholder Engagement Plan.
4. The consultant shall provide the City an electronic draft Land Use Assumptions report section, per Task 2.2, for eventual incorporation into a comprehensive Street Impact Fee Report.
5. The consultant shall provide the City an electronic version of the Street Network Capital Improvements Plan Report.
6. The consultant shall provide an electronic version of the Street Impact Fee Analysis report section for eventual incorporation into a comprehensive Street Impact Fee Report, which will also include the Land Use Assumptions (Task 2) some of the Financial Analyses (Task 5).
7. The consultant shall prepare and submit a series of Street Impact Fee Financial Analyses memorandums for the following:
 - Street Impact Fee Revenue Forecast;
 - Street Network CIP Funding Analysis;
 - Development Cost Survey of Peer Cities; and
 - Development Return on Cost Analysis for Austin.
8. The consultant shall prepare and submit a Municipal Return on Investment report documenting the data collection, MROI Tool use and development, and MROI analysis.
9. The consultant shall prepare and submit to the City electronic versions of the proposed administrative guidelines and Code language/amendments for implementation of the Street Impact Fee program.
10. The consultant shall prepare and submit to the City electronic documentation of the review of the City's rough proportionality policies and procedures and any proposed amendments.
11. The consultant shall provide an electronic version of a comprehensive Street Impact Fee Report.
12. Upon final approval of the Street Impact Fee Ordinance by the City Council, the consultant shall provide one (1) electronic (.pdf) copy and twenty (20) bound copies of the final Street Impact Fee Report.

PROPOSED PROJECT SCHEDULE:

The consultant will be engaged for approximately 1-2 years.

PROPOSED PROCUREMENT SCHEDULE:

The following is the anticipated schedule for procurement. Please note that the schedule is subject to change.

- If applicable, Interview week of May 23, 2016
- Urban Transportation Commission, June 2016
- Council Mobility Committee, June 2016
- Zoning and Platting Commission June 2016
- Recommendation for Council action June 23, 2016
- **Contract Execution, September 2016**

COST ESTIMATE:

The City estimates the total cost of the consultant team services for the entire project shall not exceed \$1,175,000.

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 course of 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 into a subconsulting 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 and Transportation Planning
- Land Development and Planning
- Urban Planning
- Public Information Services and Community Engagement
- Financial and Economic Analysis
- Civil Engineering

Other Scopes of Work

Not applicable

Notes:

- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase.
- 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 Preliminary, Design and Construction phase, or at assignment completion for those projects with no distinct phases (i.e., surveying, SUE services, etc.).
- Please review the City's Public Participation Principles:

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

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.

OTHER RESOURCES:

- **Local Government Code, Chapter 395**
<http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.395.htm>
- **Land Development Code**
[http://www.amlegal.com/nxt/gateway.dll/Texas/austin/title25landdevelopment?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:austin_tx](http://www.amlegal.com/nxt/gateway.dll/Texas/austin/title25landdevelopment?f=templates$fn=default.htm$3.0$vid=amlegal:austin_tx)
- **Technical Criteria Manuals**
<http://www.amlegal.com/library/tx/austintech.shtml>
- **Water and Wastewater Impact Fee**
<https://www.austintexas.gov/department/water-and-wastewater-impact-fee-update-documents>