

SERVICES BY ENGINEER

A. SERVICE DESCRIPTION

1. The Engineer shall develop a Burnet County (County) Infrastructure Capital Improvement Plan and Program (CIPP). The Engineer will work with the County and identified stakeholders as the Capital Area Metropolitan Planning Organization (CAMPO) develops the Burnet County Transportation Plan. Additionally, Engineer will develop funding strategies, review applications for funding, including applications for the upcoming 2028-2031 CAMPO Call for Projects, and identify opportunities to leverage local, state, and federal resources. This is a multi-part process:
 - a. The Engineer shall work with the County and identified stakeholders during the development of the Burnet County Transportation Plan conducted by CAMPO.
 - i. The Engineer shall assist the County in determining future transportation needs that should be addressed in the Transportation Plan.
 - b. The Engineer shall work with the County and identified stakeholders to develop a Capital Improvement Plan (the Plan) identifying and ranking improvement needs on infrastructure within the county over the next 20 years.
 - i. Projects that accommodate all modes of transportation (motor vehicle, pedestrian, and bicycle) shall be considered.
 - ii. The Engineer shall assist the County in establishing objective criteria to evaluate and score potential projects. Criteria may include safety, health, connectivity, congestion relief, support of regional land-use goals, enhancing quality of life, and community support.
 - c. The Engineer shall work with the County and identified stakeholders to develop a Capital Improvement Program (the Program) assigning anticipated revenues to the highest priority projects for a five-year period.
 - i. The program should be reviewed and updated by the County annually for programming updates. The annual updates allow anticipated capital revenues to be adjusted to more current projections, and capital project expenditures are allocated appropriately.
2. The CIPP shall only include capital projects that will improve public infrastructure where either substantial reconstruction or new construction is required. Engineer shall incorporate additional projects as identified by the County and agreed upon by both parties. At this time, maintenance projects are not included.

B. INITIATION, DATA COLLECTION AND EVALUATION

1. The Engineer shall work and meet with the County, including Commissioners Court, key county staff, the county's bond counsel and financial advisor, and other key stakeholders to evaluate all existing information necessary to conduct the CIPP. This includes transportation and pedestrian master plans, studies, traffic counts, etc. This also includes an assessment of the issues related to funding strategies.

C. IDENTIFY AND ASSIST IN DEVELOPING PROJECTS

1. The Engineer will provide coordination, direction and facilitation for the recommendation of an initial program from the highest ranked projects identified in the development of the CIPP to staff and the Court. Engineer shall work with the County to evaluate identified projects

based on the County's vision, goals, and common good of the County and citizens across the various communities of interest throughout the County.

2. The Engineer shall work with the County to develop new potential projects based on the County's vision, goals, economic development potential, regional connectivity, safety concerns, quality of life, operational improvements, and pedestrian connectivity. Engineer will lead meetings to establish a decision tree (matrix), look at project options, and eventually rank and score options.
3. The Engineer shall provide a Preliminary Opinion of Probable Cost (OPC) for identified potential new projects. Engineer will also update preliminary OPC's for projects identified in transportation and pedestrian master plans.
4. The Engineer shall provide a layout of potential new projects on an aerial to assist in gaining support for new projects and projects related to prospective funding opportunities.

D. PUBLIC INFORMATION PROGRAM

1. ***Citizen Outreach and Engagement:*** Using foundational material provided by the County, create a stand-alone website for the program where citizens, community leaders, and news media can go to find in-depth information about the program and projects, and answers to common policy and transportation questions. The Engineer's team will create a logo, color scheme and images to brand the program, and receive community input to help guide the decision-making process.
2. ***Website, Social Media, and Media Relations:*** Create and maintain a robust project website that County staff, citizens, and regional media can use as a resource for project process, updates, and resources. This website can live on and be updated by the County as projects are developed and be used for public information/education about the program. Additionally, the Engineer will assist county staff with content and strategy for the county's existing social media channels, as well as helping craft the message that the County can share with local and regional media outlets.
3. ***Community Meetings:*** The Engineer shall prepare necessary documentation to advertise and conduct four (4) in-person meetings, one in each precinct, to get meaningful impact from citizens. Public notices and presentation graphics will be prepared for the meetings by Engineer to be posted by the County. Comments from these meetings will be gathered and documented. If additional public involvement meetings are requested, additional or supplemental services will be required to facilitate such meetings.
4. ***Presentation Preparation and Meetings:*** Engineer will conduct, lead, and attend regularly scheduled meetings with key staff members and stakeholders to help the county establish the vision, goals, and objectives for Burnet County's transportation network. Reports and updates will be provided to key staff members and stakeholders, including updates to the Commissioners Court during regularly scheduled public meetings, to keep the County updated on all progress and milestones reached. The Engineer shall record and distribute meeting minutes for all meetings with key staff members and stakeholders.
5. ***Schedule Coordination and Broadcast:*** Engineer will keep a master schedule of events, key publication, and distribution dates for all prints, press releases and posts published throughout the project, and communication opportunities for public engagement to supporters.

E. ASSISTANCE IN IDENTIFYING FUNDING SOURCES

1. The Engineer shall assist the County in identifying potential funding sources including but not limited to local, state, federal, and private funds.
2. The Engineer shall assist the County in identifying the appropriate funds to pursue for the prioritized projects.

F. ASSISTANCE IN PRIORITIZING PROJECTS

1. The Engineer shall assist the County in prioritizing existing and potential projects based on vision, goals, funding sources, and common good of the community.

G. IMPLEMENTATION STRATEGIES

1. The Engineer shall assist the County in developing strategies to pursue prioritized projects from a funding, scheduling, and probability of delivery standpoint.

H. PROJECT MANAGEMENT AND PROGRESS REPORTS

1. Engineer shall review and develop project reports related to the program and final permanent files for residents and county officials.
2. The Engineer shall provide monthly progress reports with updates regarding the Plan's development.

I. DELIVERABLES

1. Five (5) bound hard copies of the Transportation Capital Improvement Plan and Program
2. One (1) electronic (PDF version) of the Transportation Capital Improvement Plan and Program

J. EXCLUDED SERVICES

1. Traffic engineering services, including traffic counting, modeling, and analysis
2. Road design services
3. Bridge design services
4. Environmental science services
5. Utility infrastructure design services