



SERVICES BY CONSULTANT

A. SERVICE DESCRIPTION

1. The Consultant shall develop a Burnet County (Owner) Infrastructure Capital Improvement Plan and Program (CIPP). Additionally, Consultant will work with the Owner and identified stakeholders to develop funding strategies and opportunities to leverage local, state, and federal resources. This is a multi-part process:
 - a. The Consultant shall work with Owner 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 Consultant shall assist Owner 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.
 - b. The Consultant shall work with Owner 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 Owner 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. Consultant shall incorporate additional projects as identified by Owner and agreed upon by both parties. At this time, maintenance projects are not included.

B. INITIATION, DATA COLLECTION AND EVALUATION

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

C. IDENTIFY AND ASSIST IN DEVELOPING PROJECTS

1. **Task Force Facilitation:** The Consultant will provide coordination, direction and facilitation for a Commissioners Court appointed citizen task force to recommend an initial program from the highest ranked projects identified in the development of the CIPP to staff and the Court. Consultant shall work with citizen task force to evaluate identified projects based on Owner's vision, goals, and common good of Owner and citizens.
2. The Consultant shall work with the Owner and citizen task force to develop new potential projects based on the Owner's vision, goals, economic development potential, regional connectivity, safety concerns, quality of life, operational improvements, and pedestrian connectivity. Consultant will lead meetings to establish a decision tree (matrix), look at

project options, and eventually rank and score options. A maximum of 6 meetings of the task force are anticipated.

3. The Consultant shall provide a Preliminary Opinion of Probable Cost (OPC) for identified potential new projects. Consultant will also update preliminary OPC's for projects identified in existing transportation and pedestrian master plans.
4. The Consultant 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 Owner, create a stand-alone website for the program where citizens, community leaders, and new media can go to find in-depth information about the program and projects, and answers to common policy and transportation questions. The Consultant team will create a logo, color scheme and images to brand the program, and conduct a community survey to help guide the decision-making process.
2. ***Website, Social Media, and Media Relations:*** Create and maintain a robust project website that task force members, 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 Owner as projects are developed and be used for public information/education about the program. Additionally, the Consultant will assist county staff with content and strategy for the county's existing social media channels, as well as helping craft the message and coordinate with regional media outlets.
3. ***Town Hall Events:*** The Consultant shall prepare necessary documentation to advertise and conduct two (2) in-person or virtual town hall events to get meaningful impact from citizens. Public notices and presentation graphics will be prepared for the town hall events by Consultant. Comments from these events 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:*** Consultant will conduct, lead, and attend multiple (number – estimated) public and private meetings with key staff members, stakeholders, and the public to help the county and residents to establish the vision, goals, and objectives for Burnet County's transportation network. Reports and updates will be provided to key staff members and stakeholders, such as the Commissioners Court, to keep the County updated on all progress and milestones reached. The Consultant shall record and distribute meeting minutes for all attended meetings.
5. ***Schedule Coordination and Broadcast:*** Consultant 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 Consultant shall assist Owner in identifying potential funding sources including but not limited to local, state, federal, and private funds.
2. The Consultant shall assist Owner in identifying the appropriate funds to pursue for the prioritized projects.

F. ASSISTANCE IN PRIORITIZING PROJECTS

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

G. IMPLEMENTATION STRATEGIES

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

H. PROJECT MANAGEMENT AND PROGRESS REPORTS

1. Consultant shall review and develop project reports related to the program and final permanent files for residents and county officials. Close out of all other files and social media sites and pages related to the program.
2. The Consultant 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