

CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM

**DEPARTMENT:** Metropolitan Planning Organization

**AGENDA DATE:** 01/10/2017

**CONTACT PERSON/PHONE:** Bruce D. Collins, Purchasing Director 915-212-1181  
Michael Medina, MPO Executive Director 915-212-0258

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL: NO. 7:** 7.3 Enhanced regional comprehensive transportation system

**SUBJECT:**

That the Mayor be authorized to sign a Consulting Agreement by and between the City of El Paso, Texas, acting in its capacity as the fiscal agent of the El Paso Metropolitan Planning Organization for the El Paso Urban Transportation Study Area ("EPMPO") and Alliance Transportation Group, Inc. ("Alliance") regarding the development of the 2045 Metropolitan Transportation Plan ("MTP") and Transportation Conformity Report for the total consideration of FOUR HUNDRED SEVENTY-SEVEN THOUSAND TWO HUNDRED AND 92/100 DOLLARS (\$477,200.92). The Agreement shall run for thirty-six (36) months from its execution, with an option to extend for an additional twenty-four (24) months).

**BACKGROUND / DISCUSSION:**

The EPMPO must develop a Metropolitan Transportation Plan (MTP) every four years. As the El Paso Study Area continues to grow and funding availability become more limited, the El Paso MPO must be prepared with innovative transportation solutions to address increasing infrastructure needs. The MTP is a comprehensive, multimodal blueprint for transportation systems and services aimed at meeting the mobility needs of the El Paso MPO Study Area. The 2045 MTP will convey the area's priorities and create the overarching planning framework to guide future transportation decisions. The 2045 MTP's fundamental purpose is to guide resources to be used in ways that best meet the economic, community, and environmental needs of the El Paso MPO Study Area. Through analysis of existing conditions and projected 2045 conditions, the plan will outline goals, objectives, and projects for the wellbeing of the regional transportation network.

**SELECTION SUMMARY:**

This solicitation was advertised September 6, 2016. Purmail and post cards were sent the week of September 6, 2016. A total of thirty (30) were solicited; none being local. A total of two (2) proposals were received; none being local.

**PROTEST**

☒ There was no protest received for this requirement.

**PRIOR COUNCIL ACTION:**

None

**AMOUNT AND SOURCE OF FUNDING:**

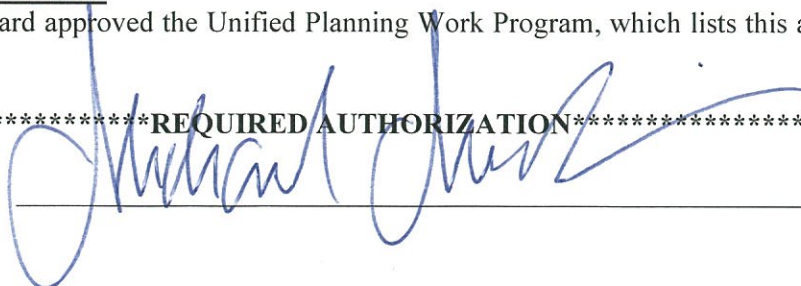
Account 522150, Fund 6800, Grant G681702020, Dept. ID 568, Division 68010. **No City Match needed.**

**BOARD / COMMISSION ACTION:**

The Transportation Policy Board approved the Unified Planning Work Program, which lists this activity, on August 21, 2015.

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



**COUNCIL PROJECT FORM  
(RFP OR RFQ)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda (under **RFP's**) for the Council Meeting of **JANUARY 10, 2017.**

**STRATEGIC GOAL NO. 7: Enhanced Regional Comprehensive Transportation System**

That the Mayor be authorized to sign a Consulting Agreement by and between the City of El Paso, Texas, acting in its capacity as the fiscal agent of the El Paso Metropolitan Planning Organization for the El Paso Urban Transportation Study Area ("EPMPO") and Alliance Transportation Group, Inc. ("Alliance") regarding the development of the 2045 Metropolitan Transportation Plan ("MTP") and Transportation Conformity Report for the total consideration of FOUR HUNDRED SEVENTY-SEVEN THOUSAND TWO HUNDRED AND 92/100 DOLLARS (\$477,200.92). The Agreement shall run for thirty-six (36) months from its execution, with an option to extend for an additional twenty-four (24) months).

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*

COMMITTEE SCORE SHEET				
SOLICITATION NO: 2017-1247RFQ				
2045 METROPOLITAN TRANSPORTATION PLAN (MTP) AND TRANSPORTATION CONFORMITY REPORT				
EL PASO METROPOLITAN PLANNING ORGANIZATION				
<u>Evaluation Criteria</u>	<u>Weight</u>	<u>Max Points</u>	Alliance Transportation Group	Cambridge Systematics Austin, TX
A. Experience and Qualifications	60%			
SUBTOTAL EVALUATION FACTOR A:			53	51
B. Quality of Response	20%			
SUBTOTAL EVALUATION FACTOR B:			18	19
C. Response of References	20%			
SUBTOTAL EVALUATION FACTOR C:			20	20
GRAND TOTAL	100%		91	90

AECOM TECHNICAL SERVICES, INC.  
9400 AMBERGLEN BLV  
AUSTIN, TX 78729

AIA ENGINEERS, LTD.  
15310 PARK ROW  
HOUSTON, TX 77084

ALLIANCE-TEXAS ENGINEERING CO.  
DBA ALLIANCE TRANSP GROUP, INC.  
11500 METRIC BLVD., BLDG M1, STE  
150 AUSTIN, TX 78758

AMEC FOSTER WHEELER ENVIRONMENT &  
INFRASTRUCTURE, INC.  
3755 S. CAPITOL OF TX HWY., TE 375  
AUSTIN, TX 78704

ARCADIS U.S., INC.  
2929 BRIARPARK DR. STE 300  
HOUSTON, TX 77042-3745

ATKINS NORTH AMERICA, INC.  
6504 BRIDGE POINT PARKWAY, STE  
200 AUSTIN, TX 78730

BINKLEY & BARFIELD, INC.  
1710 SEAMIST DRIVE  
HOUSTON, TX 77008

BRIDGEFARMER & ASSOCIATES, INC.  
12801 NORTH CENTRAL EXPREESSWAY, STE  
400  
DALLAS, TX 75243

BROWN & GAY ENGINEERS, INC.  
10777 WESTHEIMER, STE 400  
HOUSTON, TX 77042-3455

BURNS & MCDONNELL ENGINEERING  
COMPANY, INC.  
15950 DALLAS NORTH PARKWAY, TOWER  
II, STE 700 DALLAS, TX 75248

C&M ASSOCIATES, INC.  
15770 DALLAS PARKWAY, STE 870  
DALLAS, TX 75248

CAMBRIDGE SYSTEMATICS, INC.  
100 CAMBRIDGEPARK DR STE 400  
CAMBRIDGE, MA 02140

CDM SMITH INC.  
11490 WESTHEIMER ROAD, STE 700  
HOUSTON, TX 77077

CH2M HILL, INCORPORATED  
14701 ST MARY'S, STE 300  
HOUSTON, TX 77079

COBB, FENDLEY & ASSOCIATES, INC.  
13430 NORTHWEST FREEWAY, STE  
1100 HOUSTON, TX 77040

COSTELLO, INC.  
9990 RICHMOND AVE STE 450 N.  
HOUSTON, TX 77042

DANNENBAUM ENGINEERING  
CORPORATION  
P. O. BOX 22292  
HOUSTON, TX 77227

DKS ASSOCIATES  
901 MOPAC EXPWY S, BARTON OAKS  
PLAZA ONE, STE 300  
AUSTIN, TX 78746

EDMINSTER, HINSHAW, RUSS AND  
ASSOCIATES, INC.  
10555 WESTOFFICE DRIVE  
HOUSTON, TX 77042

ENTECH CIVIL ENGINEERS, INC.  
16360 PARK TEN PLACE, STE 230  
HOUSTON, TX 77084

FREESE AND NICHOLS, INC.  
4040 BROADWAY STREET, STE 600  
SAN ANTONIO, TX 78209

FUGRO ROADWARE INC.  
6100 HILLCROFT  
HOUSTON, TX 77081

GANNETT FLEMING, INC.  
PO BOX 67100  
HARRISBURG, PA 17106-7100

GARVER, LLC  
4701 NORTHSORE DRIVE  
NORTH LITTLE ROCK, AR 72118

HALFF ASSOCIATES, INC.  
1201 NORTH BOWSER ROAD  
RICHARDSON, TX 75081

HATCH MOTT MACDONALD, LLC  
4301 HACIENDA DRIVE #300  
PLEASANTON, CA 94588

HDR ENGINEERING, INC.  
8404 INDIAN HILLS DR.  
OMAHA, NE 68114

HNTB CORPORATION  
5910 W. PLANO PARKWAY, SUITE 200  
PLANO, TX 75093

HR GREEN, INC.  
11011 RICHMOND AVENUE, SUITE 200  
HOUSTON, TX 77042

HUITT-ZOLLARS, INC  
1717 MCKINNEY AVENUE, SUITE  
1400 DALLAS, TX 75202-1236

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Consulting Agreement by and between the City of El Paso, Texas, acting in its capacity as the fiscal agent of the El Paso Metropolitan Planning Organization for the El Paso Urban Transportation Study Area (“EPMPO”) and Alliance Transportation Group, Inc. (“Alliance”) regarding the development of the 2045 Metropolitan Transportation Plan (“MTP”) and Transportation Conformity Report for the total consideration of FOUR HUNDRED SEVENTY-SEVEN THOUSAND TWO HUNDRED AND 92/100 DOLLARS (\$477,200.92). The Agreement shall run for thirty-six (36) months from its execution, with an option to extend for an additional twenty-four (24) months.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF EL PASO:

\_\_\_\_\_  
Oscar Leeser, Mayor


ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Marvin Foust  
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Michael Medina, Executive Director  
Metropolitan Planning Organization

# CONSULTING AGREEMENT

## (Metropolitan Transportation Plan)

WITNESSETH:

Page 1 of 7

Conformity Report (to include all required appendices) in compliance with state and federal law as generally described in Exhibit "A." Alliance shall submit the 2045 MTP and Transportation Conformity Report to the EPMPO by January 9, 2018 (or as directed by the EPMPO) for the EPMPO to place on committee and Transportation Policy Board (TPB) agendas, and, if necessary, resubmit to the EPMPO any required modifications in order for the EPMPO to submit to the FHWA/FTA by March 5, 2018 (or as directed by the EPMPO). Alliance shall complete all of the tasks described in Attachment "A" by June 5, 2018, or upon the required conformity determination.

2. **TERM**

The Term of this Agreement shall begin on the date this Agreement is executed by both parties, and shall end on January 31, 2020. The EPMPO shall have the exclusive option of extending the term of this Agreement for an additional twenty-four months to allow Alliance to perform additional tasks, under terms and conditions to be negotiated between the parties prior to the EPMPO's exercise of said option.

3. **CONSIDERATION**

The total payment by the EPMPO to Alliance under this agreement shall not exceed FOUR HUNDRED SEVENTY-SEVEN THOUSAND TWO HUNDRED AND 92/100 DOLLARS (\$477,200.92). Periodic payments may be made to Alliance by the EPMPO within thirty (30) days following the submittal of invoices and time sheets, accompanied by a progress report.

4. **CERTIFICATION**

The EPMPO hereby certifies that the services to be provided by Alliance are necessary and essential activities that are properly within the statutory functions and programs of the EPMPO.

5. **COMPLIANCE WITH LAWS**

Alliance shall comply with all federal and state laws, statutes, rules, and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this agreement. When requested, Alliance agrees to furnish to the EPMPO with satisfactory proof of its compliance.

6. **INDEPENDENT CONTRACTOR**

Nothing contained herein shall be construed as creating the relationship of employer and employee between the EPMPO and Alliance.



7. **ASSIGNMENT**

The services to be provided by Alliance under this Agreement are specific to the EPMPO and shall not be assigned or delegated without the prior written consent of the EPMPO. Any attempt to assign without the prior written consent of the EPMPO shall be void and, may at the option of the EPMPO, result in a termination of this Agreement.

8. **TERMINATION**

- A. Either party may terminate this Agreement if the other is in default upon ten (10) days written notice to the defaulting party, provided that the defaulting party shall be given a reasonable time to cure said default. The EPMPO and Alliance may terminate this Agreement upon thirty (30) days written notice to the other party.
- B. Termination shall be without prejudice as to any obligation by one party to the other, which shall have accrued and be owing prior thereto.
- C. Upon termination, Alliance shall return any materials belonging to the EPMPO, such as all drawings, plans, records, and other materials, which are currently in Alliance's possession.

9. **NOTICES**

All notices, communications and reports under this Agreement shall be hand-delivered or mailed, certified, return receipt requested, to the respective parties at their respective addresses shown below, unless and until either party is otherwise notified in writing by the other party:

EPMPO: Executive Director  
Metropolitan Planning Organization  
211 N. Florence, Suite 202  
El Paso, Texas 79901

Alliance: Executive Vice President  
Alliance Transportation Group, Inc.  
11500 Metric Boulevard, Building M-1, Suite 150  
Austin, TX 78758

10. **WAIVER**



Action or inaction by either party regarding any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent or any other right hereunder.

11. **DEBARMENT CERTIFICATIONS**

The EPMPO is prohibited from entering into any contract or agreement with a party that is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs. By executing this agreement, Alliance certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs, and further certifies that it will not do any business with any party that is currently debarred, suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs. The EPMPO shall require any party to a subcontract or purchase order awarded under this agreement to certify its eligibility to receive federal funds.

12. **EQUAL EMPLOYMENT OPPORTUNITY**

The parties to this Agreement agree to comply with Executive Order 11246 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR §60).

13. **NON-DISCRIMINATION**

- A. During the performance of this Agreement, the parties agree that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability, be exclude from participation in, be denied the benefits of, or be subjected to discrimination.
- B. Specific Discriminatory Actions prohibited: The parties hereto may not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination on the basis of race, creed, color, sex, national origin, age or disability, or having the effect of defeating or substantially impairing accomplishments of the objectives of the project funded pursuant to this Agreement or any written amendment hereto with respect to individuals of a particular race, color, national origin, creed, sex, age or disability.
- C. Specific Assurance: Alliance shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. Alliance shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Alliance to carry out these requirements is a material breach of this Agreement, which may result in the termination of this agreement or such other remedy as the EPMPO deems appropriate.

14. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement and understanding between the parties hereto, and no verbal or other written commitment shall have any force or effect if not contained herein.

15. **VENUE**

The parties hereto agree that this Agreement shall be enforceable in El Paso, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in El Paso County, Texas.

16. **CONTRACT INTERPRETATION**

In interpreting the various provisions of this Agreement in a court of law, a court having jurisdiction shall apply the laws of the State of Texas to interpret the terms and provisions in this Agreement.

17. **SEVERABILITY**

If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remainder of this Agreement will not be affected and in lieu of each provision which is found to be illegal, invalid, or unenforceable, there will be added as part of this Agreement a provision which preserves the intention of the unenforceable provision, but which complies with the law.

18. **CAPTIONS**

The captions to the various paragraphs of this Agreement are for informational purposes only and shall not alter the substance of the terms and conditions of this Agreement.

19. **AUTHORITY.**

Each signatory to this agreement warrants that he or she is duly authorized by their respective principal to sign this agreement on behalf of the said principal and to bind the same.

20. **PROMOTIONAL USE.**

Alliance may not authorize or use any materials or information acquired or produced by the EPMPO in the fulfillment of this agreement for any promotional use without limitation without the prior written consent of the EPMPO.

21. **RECORDS.**

Records and documents prepared by Alliance and provided to Alliance shall be kept and maintained by Alliance for a minimum of two years after the expiration of this agreement. At the request of the EPMPO copies of such records or documents shall be provided by Alliance to the EPMPO at no cost to the EPMPO.

22. **OWNERSHIP OF DOCUMENTS.**

Each party shall have ownership of the documents it prepares or causes to be made in fulfillment of its obligations under this agreement. Each party shall provide to the other, at no cost, one complete copy of the final documents, records or reports prepared or made to fulfill this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2017.

**THE CITY OF EL PASO**, in its capacity as the  
METROPOLITAN PLANNING ORGANIZATION  
("CITY")

By: \_\_\_\_\_  
**Oscar Leeser**  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
Richarda Momsen


**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Michael Medina, Executive Director  
Metropolitan Planning Organization

APPROVED AS TO FORM:

\_\_\_\_\_  
Assistant City Attorney

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Eduardo Miranda  
Legal Counsel for the MPO

  
ALLIANCE TRANSPORTATION GROUP, INC.

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

JT Allen

EXECUTIVE VICE PRESIDENT

## ATTACHMENT “A”

### Background Information

The City of El Paso develops, implements, and executes federally and state funded projects in coordination with the El Paso Metropolitan Planning Organization (MPO) and Texas Department of Transportation.

All urbanized areas in the United States, with a population of more than 50,000, must have a designated metropolitan planning organization (MPO) to facilitate the federally-required multimodal transportation planning process. The El Paso Metropolitan Planning Organization (EPMPO) is the designated metropolitan planning organization that serves as a forum for cooperative transportation decision-making by state and local governments and local transportation and planning agencies. Metropolitan Planning Organizations (MPOs) are charged with maintaining and conducting a “continuing, cooperative, and comprehensive” transportation planning and project programming process for the MPO’s study area. The EPMPO study area is defined as the area projected to become urbanized within the next 20 years, within Texas and New Mexico (refer to Figure 1).

The EPMPO must develop a Metropolitan Transportation Plan (MTP) and a Transportation Improvement Plan (TIP). The MTP and TIP must be consistent with the latest federal transportation law, Fixing America’s Surface Transportation Act (FAST Act) and its predecessor Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21). The MTP must be updated every four years in non-attainment or maintenance areas. The Plan must conform to the air quality goals for the region and to the State Implementation Plan (SIP) and must undergo extensive public review.

### Solicitation Purpose

The El Paso Metropolitan Planning Organization (EPMPO) needs the new 2045 MTP, and corresponding Transportation Conformity Report by **January 9, 2018** (or as directed by the EPMPO). This timeframe includes the required final 30-day public review/comment period for the new 2045 MTP and Transportation Conformity Report. Documentation and comments from the 30-day public review/comment period need to be presented to the EPMPO Transportation Project Advisory Committee (TPAC), and to the Transportation Policy Board (TPB) at their February 2018 meetings for approval (or as directed by the EPMPO). Submittal of the TPB approved 2045 MTP and Transportation Conformity Report needs to be submitted to FHWA/FTA by no later than **March 5, 2018** (or as directed by the EPMPO). Coordination with consultative partners will be ongoing, and federal approval/conformity determination needs to be by **June 5, 2018** (or as directed by the EPMPO).

As the El Paso Study Area continues to grow and funding availability become more limited, the El Paso MPO must be prepared with innovative transportation solutions to address increasing infrastructure needs. The MTP is a comprehensive, multimodal blueprint for transportation systems and services aimed at meeting the mobility needs of the El Paso MPO Study Area. The 2045 MTP will convey the area’s priorities and create the overarching planning framework to guide future transportation decisions. The 2045 MTP’s fundamental purpose is to guide resources to be used in ways that best meet the economic, community, and environmental needs of the El Paso MPO Study Area. Through analysis of existing conditions and projected 2045 conditions, the plan will outline goals, objectives, and projects for the wellbeing of the regional transportation network.

The EPMPO is seeking a qualified consultant to develop the new 2045 MTP and corresponding

Transportation Conformity Report (to include all required appendices) for the El Paso Metropolitan Area. Although the new 2045 MTP will build upon previous plans and adopted policies, this is a major undertaking and consultant assistance is required.

The El Paso MPO may exercise the option for additional work to be done within the contract period of thirty six (36) months with a two (2) year options. This would potentially be negotiated at a later date with the consultant for amendments to the 2045 MTP and corresponding Transportation Conformity Report (to include all required appendices) as it relates to the 2015 National Ambient Air Quality Standards (NAAQS) for Ozone, based on the Environmental Protection Agency's (EPA's) review of air quality criteria and revised ozone standards.

## **Scope**

The federal government requires that each urbanized area, as a condition to the receipt of federal capital and operating assistance, have in place a *continuing, cooperative, and comprehensive transportation (3-C) planning process*. The 3-C process must result in plans and programs consistent with the comprehensively planned development of the urbanized area. In order to demonstrate that a 3-C planning process is being implemented the MPO must periodically prepare and adopt a minimum 20 year long-range transportation plan. To satisfy federal planning requirements the EPMPO has prepared a Scope of Work to hire a consultant team to assist with the development and adoption of the next long range transportation plan (2045 MTP), corresponding Transportation Conformity Report.

The new MTP will have 2045 as the target horizon year and will be developed using new planning and financial assumptions. The plan must be financially constrained with fiscal constraint for the first 10 years and by funding category. The long range transportation plan will include long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system. The 2045 MTP will be multimodal in nature including transit, pedestrian facilities, bikeways, highway/street and freight transportation, and will also consider other transportation-related facilities and projects, such as intelligent transportation systems.

### **1) Project Administration and Coordination**

The consultant shall perform project administrative and coordination duties, including contract administration, project management, meeting minutes of all meetings and telephone conversations, and other related administrative tasks (e.g., direct costs). The consultant shall prepare subcontracts for sub-consultant(s) activities and review sub-consultant work and invoices. The consultant shall provide ongoing quality assurance and quality control to ensure completeness of product, including the following subtasks:

- Develop a Project Management Plan (PMP) – The consultant shall prepare a PMP to be distributed to all team members that includes:
  - MTP, and corresponding Transportation Conformity Report development plan
  - Acceptance plan
  - Communications plan and procedures
  - Risk register
  - Contact information
  - Roles and responsibilities
  - PMP schedule
  - Quality Assurance and Quality Control (QA/QC) policies

- Coordinate with EPMPO to define and establish document acceptance criteria to include content and format for the 2045 MTP and corresponding Transportation Conformity Report.
- There will be times when the consultant will need to coordinate meetings with stakeholders.
- Prepare Progress Reports – A monthly progress report (and biweekly coordination meetings) is required with evidence of work accomplished during the time period since the previous report. The monthly progress reports shall include:
  - Activities completed, initiated or ongoing during the reporting period
  - Activities planned for the coming period
  - Problems encountered and actions to remedy them
  - Overall status, including a tabulation of percentage complete by task
  - Updated project schedule
  - Minutes of meetings and copies of monthly correspondence
  - Make presentations as directed by the EPMPO.
- Record Keeping and File Management – The consultant shall maintain all records and files related to the project throughout the duration of the services.
- Correspondence - The consultant shall prepare written materials, letters, survey forms etc. used to solicit information or collect data for the project and submit them to the EPMPO for review and approval prior to its use or distribution. Copies of outgoing correspondence and incoming correspondence shall be provided to the EPMPO on a continuing, at least monthly, basis for review and approval.
- Schedule - The consultant shall prepare a detailed, graphic schedule linking tasks, subtasks, critical dates, milestones, deliverables and the EPMPO review requirements using MS-Project Manager software. Invoices submitted to the EPMPO will not be considered complete if the schedule has not been updated. The consultant shall include an updated schedule with each invoice. The project schedule will be in a format, which depicts the order and inter-dependence of the various tasks, subtasks, milestones, and deliverables for each of the tasks identified herein. Progress will be reviewed periodically for conformance to work schedule and should these reviews indicate a substantial change in progress, the schedule will then be revised accordingly. The Schedule should specify full project to be completed by **June 5, 2018**.
- Managing Change - The consultant shall communicate in a timely manner all types of change that may occur in the project including schedule, personnel, scope, and work product changes. The EPMPO approved change(s) shall then be incorporated into the project schedule in a timely fashion to minimize any unnecessary rework.
- Deliverables under task 1 (need to be approved by the EPMPO before proceeding with the rest of the tasks):
  - Project Management Plan



- Develop working document outlining agreed acceptance criteria for 2045 MTP and Transportation Conformity Report, data requirements, proposed sources, schedule for collection, and costs for data to be purchased or collected.
- Monthly progress report that delineates activities performed.
- Biweekly coordination meetings
- Monthly billing invoices and supporting documentation.
- Schedule for project completion and review (all tasks).

## 2) Public Involvement

- The consultant shall assist EPMPO staff in the public participation efforts for the 2045 MTP and Transportation Conformity Report to maximize public awareness and involvement in the transportation planning process. The consultant contribution to the public involvement program shall be consistent with the EPMPO's Public Participation Program, to include, but not limited to, the required 30-day public review/comment period. In order to gather significant input on local concerns, the consultant shall assist staff in conducting activities in the community such as meetings, open houses and/or workshops to address transportation related concerns in the region. The consultant shall assist with the development and implementation of the following:

- Schedules and preparation of public meetings (meetings to be led by consultant)
- Updates at regular Transportation Policy Board and Transportation Project Advisory Committee meetings, as necessary.
- Methods to be used to solicit public comment on recommendations and alternatives
- Methods for presenting the proposed action and alternatives at the public meetings on the final draft plan
- Methods for documenting participation, recording input, analyzing, summarizing, and responding to and acknowledging comments received during all phases of the process.

Regardless of the combination of traditional (newsletters, open-houses, etc.) and innovative outreach methods (on-line forums, social media, website, etc.) used the consultant shall ensure the public involvement process has components designed to expand to and engage all members of the public in accordance with the Public Participation Program (PPP), Title VI, Environmental Justice, and Limited English Proficiency (LEP) requirements.

- Deliverables under task 2:
  - Memorandum outlining key stages/input points in the process and methods used to involve the community and stakeholders and descriptions regarding how the community and stakeholder input will be analyzed and incorporated into and used to develop the MTP and Transportation
  - Conformity Report.
  - Presentations to MPO staff, public, and committees.
  - Literature, materials and information in traditional (newsletters, open-houses, etc.) and innovative outreach methods (on-line forums, social media, website, etc.).

## 3) Guiding Principles, Goals, And Objectives

- The consultant shall assist the EPMPO, early in the process, with literature, materials and information in traditional and innovative outreach methods in order to engage public input to develop guiding principles, goals, and objectives based on public input received, information from existing conditions analysis, and other resource documents, which include both local approved planning documents, as well as federal, state, and local guidance regarding the Transportation Planning Process.
- The consultant shall review and reference, at a minimum, the following information when developing the Guiding Principles, Goals and Objectives:
  - Horizon 2040 MTP
  - Regional growth projections (State Plan(s) Preferred Analysis, Study, extant materials, etc.)
  - Federal Planning Emphasis Areas (MAP-21 Implementation, Regional Models Cooperation, and Ladders of Opportunity)
  - Transportation Bill - Fixing America's Surface Transportation Act "Fast Act".
  - Eight Federal Planning Factors, including economic vitality, safety, security, accessibility and mobility, environment, integration and connectivity, efficiency, and preservation of the existing system.
  - EPMPO Policies
  - Congestion Management Plan
  - Call for Projects and Project Reporting Policy
  - EPMPO's approved Project Selection Process EPMPO's Project Readiness Report
- Deliverables under task 3:
  - Memorandum describing the development of the Guiding Principles, Goals and Objectives and how they will be used to guide plan development and how consultant will incorporate into the 2045 MTP, as well their relationship to the Performance Measures.

#### **4) Performance Measures**

MAP-21 placed an increase interest on performance management within the Federal-aid highway program and transit programs, and requires use of performance-based approaches in metropolitan transportation planning. This will be a critical component of the 2045 MTP.

- The 2045 MTP will incorporate clear performance measures that are linked to new and established goals and objectives.
- Some specific guidance on performance measures is currently being finalized by FHWA, FTA, NMDOT and TXDOT, however the rule-making process may not be completed prior to initiation of the 2045 MTP. In order to anticipate these federal rules governing performance measures, the consultant shall ensure that any measures identified and developed for the 2045 MTP are inclusive of adopted and draft federal rules, as well as NMDOT/TXDOT performance measures as adopted.

- Performance Measures shall be developed through EPMPO committees and should consider public input.
- Performance measures should consider, at a minimum, the following:
  - Improving safety in all modes of transportation;
  - Addressing existing deficiencies before projected deficiencies;
  - Inclusion of public transportation (i.e. fixed bus routes);
  - Inclusion of Border Planning
  - Inclusion of freight and system performance that supports commercial and economic activity
  - Integration, expansion and interconnectivity of non-motorized transportation alternatives including bicycle and pedestrians in development of the plan;
  - Transportation equity, with special attempts to include and engage the traditionally underserved and underrepresented in the planning process;
  - Consideration of both primary and secondary environmental impacts at both plan and project level, including impacts to air quality and particulate matter; and
  - Improvements to mobility and accessibility within the MPO planning area.
  - Additional key themes/categories of performance measures to be considered:
    - Safety
    - Community
    - Mobility/Congestion
    - Access/Connectivity
    - Economy
    - Environment
    - International Ports of Entry
- Deliverables under task 4:
  - Memorandum describing the development of performance measures and description of how they relate to the guiding principles, goals, and objectives, and how they related to and support the adopted performance measures and how consultant will incorporate into the 2045 MTP.

##### **5) 2045 Transportation System Needs Assessment**

The consultant shall conduct a future year (2045) transportation system needs assessment and intermediate years, which will include the development of transportation system alternatives. Analysis years will be moved to a 10 year timeframe.

- The consultant will work with MPO staff to develop a range of transportation plan alternatives. The alternative future transportation projects (or groups of projects) will likely consist of, funding distributions by mode, demographic distribution, and corridor analysis to address transportation deficiencies. Additional analysis may be performed in order to test various outcomes or impacts to mode-split or other performance measures or needs of the planning area.

- A preferred transportation system alternatives shall ultimately be identified.
- Socio-economic and population data and projections will also be obtained.
  - Additional key categories for needs assessment are:
    - Pedestrian
    - Bicycle
    - Roadway
    - Transit
    - International Ports of Entry
    - Rail
    - Airport
    - Border Planning
    - Freight
- Analysis should be done with the following considerations (not limited to):
  - Guiding principles, goals, objectives, including any mode-split goals and/or objectives that may be developed
  - Performance measures
  - Ability to address transportation deficiencies
  - Ability to meet fiscal constraints
- Deliverables under task 5:
  - A memorandum and associated data describing the analysis, the results, and a recommended preferred alternative and how consultant will incorporate into the 2045 MTP.
    - Description of preferred alternative.
    - Summary of how each alternative was analyzed against the Guiding Principles, Goals, Objectives, and Performance measures, and what impacts to mode-split the alternative is expected to produce.
    - Form a comprehensive list of financially/fiscally constrained prioritized projects based on the above analysis.

## 6) Financial Plan

Federal regulations regarding the development of long-range transportation plans require that a financial plan, which demonstrates how the adopted transportation plan can be implemented, is provided and that the recommended project list be fiscally constrained.

- Early in the process, the consultant shall work with EPMPO staff to identify projected funding resources throughout the life of the 2045 MTP, including both public (federal, state, and local) and private sources by mode as necessary. This task will likely require consultant coordination with other entities
  - The consultant shall analyze public input data collected throughout the planning process to develop potential funding priorities. The consultant and EPMPO should

work together to communicate the relative costs and benefits of investing in various modes, such as via comparisons or person-capacity per project type, or other measures.

- As alternatives are developed and refined, the consultant shall assist/review the cost estimates for engineering, construction and ROW costs in 2017 and year of expenditure dollars, required to implement the highway and transit project and programs under consideration. These projects costs for each will then be compared to the available and projected revenues. All proposed improvements should include detailed design concept, scope, and estimated engineering, construction and ROW costs in 2017 and year of expenditure dollars.
  - For each of the alternatives developed, the consultant shall analyze the gap between the funding and other resources required to fully implement, and the resources reasonably forecasted to be available. The consultant shall analyze whether the gap between resources needed for improvements is forecast to become larger or smaller over the time period of the plan.
  - The consultant shall consider whether any innovative financial techniques can be implemented or new funding sources can be obtained and what steps/supports would be required. Strategies shall identify ways to reduce the need for transportation improvements, such as land use policies, and what ways to increase funding for transportation improvements, including funding for motorized and non-motorized systems. The EPMPO is interested in comparing the cost of these strategies relative to the likelihood of meeting forecasted transportation needs.
  - The consultant shall assist the EPMPO with the development of the financial plan and fiscally constrained project list for Texas and New Mexico highway and transit projects and programs.
- Deliverables under task 6:
    - A preliminary financial resources summary should be provided early in the planning process to support outreach activities and alternatives.
    - A final financial plan that includes a fiscally constrained project list and financial summary for Texas and New Mexico highway and transit projects and programs for the final preferred alternative.

## 7) Air Quality Conformity

- El Paso MPO is a maintenance area for carbon monoxide (CO) and nonattainment area for particulate matter (PM10). The consultant shall conduct the air quality conformity analysis and produce the Transportation Conformity Report (and required appendices) for the 2045 MTP.
- The El Paso MPO may exercise the option for additional work to be done within the contract period of thirty six (36) months with a two (2) year options. This would

potentially be negotiated at a later date with the consultant for amendments to the 2045 MTP and corresponding Transportation Conformity Report (to include all required appendices) as it relates to the 2015 National Ambient Air Quality Standards (NAAQS) for Ozone, based on the Environmental Protection Agency's (EPA's) review of air quality criteria and revised ozone standards.

- Coordinate with EPMPO to gather and produce information required by the consultative process as it relates to the federal/state(s) approval of the 2045 MTP, corresponding Conformity Report and TIPs.
  - The consultant may be required to attend meetings with the consultative partners as it relates to the conformity determination of the 2045 MTP and corresponding Transportation Conformity Report and TIPs.
- Deliverables under task 7:
    - Pre-consensus Plan in format dictated by consultative partners
    - A summary of the air quality conformity analysis and results and associated data.
    - Transportation Conformity Report (and associated appendices)
    - Develop final results using EPA Motor Vehicle Emission Simulator (MOVES) output

## **8) Transportation Improvement Program Assistance**

The development of the 2045 MTP will require an updated 2017-2022 TIP and a new 2019-2024 TIP, which will both be implementing new capacity and non-capacity projects which must meet the requirement of fiscal constraint (first 4 years) and air quality conformity. The consultant shall assist the EPMPO to assure consistency between the 2045 MTP and associated TIP documents projects/programs and fiscal constraint.

- Deliverables under task 8:
  - A memorandum describing:
    - How the consultant performed QA/QC to check consistency between project scopes, descriptions, fiscal constraint, etc. in the 2045 MTP, and the associated TIP documents for highway and transit projects/programs to ensure federal approval/conformity determination as it relates to project consistency between planning and programming documents. Consultant will provide a list(s) of any project inconsistencies prior to the development of final documents.
    - Best practices and examples used for format, data collection (to include total project cost) and content for write up and analysis as federally required and as required in the state of Texas.

## **9) Prepare MTP Draft**

- The consultant shall work with the EPMPO to gather all information collected during previous tasks, including technical resources, reports, memorandums, presentations, analyses (e.g. Geographic Information Systems (GIS) layers and maps), and public input,

to develop a Draft MTP, which includes a project list that is financially/fiscally constrained and meets all federal requirements. The consultant shall coordinate with the EPMPO on final write up and format for the Draft 2045 MTP

- At a minimum, the development of the 2045 MTP shall be organized and written by the consultant according to the outline identified below. Outline is subject to modifications

#### **Introduction**

- EPMPO Organization
- Transportation Policy Board
- Transportation Project Advisory Committee
- EPMPO Staff
- EPMPO Planning Area Map

#### **MTP Vision, Goals and Objectives**

- FAST-Act
- Transportation Planning Process
- Evaluation of Congestion Management System
- Performance Based Planning and Programming
- Safety and Security

#### **Demographic Profiles**

- Population (Census Data)
- Employment
- Income
- Land Use
- Special Generators
- Travel Demand Forecast

#### **Transportation System**

- Network Conditions
- Network Expansion and Performance
- Freight
- Border Planning

#### **Transit/Bike and Pedestrian**

- Public Transportation System
- Regional Bike/Pedestrian Systems
- Multimodal Planning

#### **Public Participation Plan (PPP)**

- Current Policy
- Public Involvement and Participation
- Environmental Justice
- Title VI Plan
- Community Impact Assessments
- FTA 5310 (Elderly and Disabled)

#### **Environmental Issues**

- Environmental Considerations and Mitigation
- Quality of Life
- Air Quality



### **Financial Plan**

- Historical Trends in Funding
  - Traditional Federal, State and Local Funding Sources
  - Non-Traditional Funding Sources
  - Transit Funding
- Deliverables under task 8:
    - Consultant shall prepare twenty (20) copies of the Draft 2045 MTP suitable for public distribution, and one unbound, reproducible document; and a copy in electronic format will be submitted to the EPMPO for their review and recommendation for approval by the Transportation Project Advisory Committee (TPAC) and Transportation Policy Board (TPB). The EPMPO may require the consultant to make revisions in the draft plan prior to releasing it for public hearings/meetings. The consultant shall assist in presenting at the hearing and meeting, and will analyze the input received by the public for the EPMPO.

### **10) PREPARE FINAL MTP**

- Upon approval of the draft by TPB, consultant shall prepare the final 2045 MTP document incorporating all revisions and comments from the draft as gathered during the public involvement process. Twenty (20) copies shall be supplied to the MPO for distribution. A copy in electronic format shall also be provided, along with electronic copies of all supporting analyses and information.
- In addition, the consultant shall prepare a separate "Citizen's Guide to the 2045 MTP" based on the goals and objectives of the plan, that is easily understood by agencies and members of the public that may not be familiar with transportation planning