

TxDOT:				Federal Highway Administration:	
CCSJ #	0915-12-611	AFA ID	Z00008837	CFDA No.	20.205
AFA CSJs	0915-12-611			CFDA Title	Highway Planning and Construction
District #	SAT 15	Code Chart 64#	37450		
Project Name	Multimodal Corridor Study			AFA Not Used For Research & Development	

STATE OF TEXAS       §

COUNTY OF TRAVIS   §

## NON-CONSTRUCTION ADVANCE FUNDING AGREEMENT For A Multimodal Corridor Study

**THIS AGREEMENT** (Agreement) is made by and between the State of Texas, acting by and through the **Texas Department of Transportation**, called the “State”, and the **City of San Antonio**, acting by and through its duly authorized officials, called the “Local Government”. The State and Local Government shall be collectively referred to as “the parties” hereinafter.

### BACKGROUND

Federal law establishes federally funded programs for transportation improvements to implement its public purposes, including the Multimodal Corridor Study program.

Federal and state laws require local governments to meet certain contract standards relating to the management and administration of State and Federal funds.

The Texas Transportation Commission has codified 43 TAC, Rules 15.50-15.56 that describe federal, state, and local responsibilities for cost participation in highway improvement and other transportation projects.

The Texas Transportation Commission passed Minute Order Number **116522**, which provides for development of and funding for the project identified in this agreement.

The Governing Body of the Local Government has approved entering into this agreement by resolution, ordinance, or commissioners court order dated **{Enter Date of Resolution}**, which is attached to and made a part of this Agreement as Attachment C, Resolution, Ordinance, or Commissioners Court Order (Attachment C).

**NOW, THEREFORE**, the State and the Local Government agree as follows:

### AGREEMENT

**1. Period of the Agreement**

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed. This Agreement shall remain in effect until the close of ordinary business on **August 3, 2028**.

**2. Scope of Work**

The scope of work is the project (Project) as detailed in Attachment A, Scope of Work (Attachment A), which is attached to and made part of this agreement.

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### 3. Project Sources and Uses of Funds

The total estimated cost of the Project is shown in Attachment B, Project Budget Estimate (Attachment B), which is attached to and made a part of this Agreement.

- A. If the Local Government will perform any work under this Agreement for which reimbursement will be provided by or through the State, the Local Government must complete training. If federal funds are being used, the training must be completed before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled "Local Government Project Procedures and Qualification for the Texas Department of Transportation" and retains qualification in accordance with applicable TxDOT procedures. Upon request, the Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not continuously designated in writing a qualified individual to work actively on or to directly oversee the Project.
- B. The expected cash contributions from the federal government, the State, the Local Government, or other parties are shown in Attachment B. The State will pay for only those Project costs that have been approved by the Texas Transportation Commission. For projects with federal funds, the State and the federal government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration (FHWA). After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for 100% of the cost of any work performed under its direction or control before the federal spending authority is formally obligated.
- C. The State will be responsible for securing the federal and State share of the funding required for the Project. If the Local Government is due funds for expenses incurred, these funds will be reimbursed to the Local Government on a cost basis.
- D. The Local Government will be responsible for all non-federal and non-State participation costs associated with the Project. If the State determines that additional funding by the Local Government is required at any time during the Project, the State will notify the Local Government in writing. The Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification.
- E. The budget in Attachment B will clearly state all items subject to fixed price funding, specified percentage funding and the periodic payment schedule, when periodic payments have been approved by the State.
- F. If the Local Government is an Economically Disadvantaged County (EDC) and if the State has approved adjustments to the standard financing arrangement, Attachment B reflects those adjustments.

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- G. Whenever funds are paid by the Local Government to the State under this Agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation" or may use the State's Automated Clearing House (ACH) system for electronic transfer of funds in accordance with instructions provided by TxDOT's Finance Division. The funds shall be deposited and managed by the State and may only be applied by the State to the Project.
- H. The State will not pay interest on any funds provided by the Local Government.
- I. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice, in a form and containing all items required by the State, no more frequently than monthly and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.
- J. Upon completion of the Project, the State will perform a final accounting of the Project costs for all items of work with specified percentage funding. Any funds due by the Local Government, the State, or the federal government for these work items will be promptly paid by the owing party.
- K. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this Agreement or indirectly through a subcontract under this Agreement. Acceptance of funds directly under this Agreement or indirectly through a subcontract under this Agreement acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- L. Payment under this Agreement beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this Agreement shall be terminated immediately with no liability to either party.

#### **4. Termination of This Agreement**

This Agreement may be terminated:

- A. By written mutual consent of the parties;
- B. By one party because of a material breach by the other party, in which case any costs incurred because of the breach shall be paid by the breaching party;
- C. By the State if the Local Government elects not to provide its share of funding, in which case the Local Government shall pay for the State's reasonable actual costs during the Project;
- D. By the State because the parties are not able to execute a mutually agreeable amendment when the costs for Local Government requested items increase significantly due to differing site conditions, determination that Local government requested work is ineligible for federal or state cost participation, or more thorough definition of the Local Government's proposed work scope identifies greatly differing costs from those estimated. The State will reimburse Local Government remaining funds to the Local Government within ninety (90) days of termination; or

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- E. If the Project is inactive for thirty-six (36) consecutive months or longer and no expenditures have been charged against federal funds, in which case the State may in its discretion terminate this Agreement.

**5. Amendments**

Amendments to this Agreement shall be in writing and shall be executed by both of the parties.

**6. Remedies**

This Agreement shall not be considered as specifying the exclusive remedy for any agreement default, but all remedies existing at law and in equity may be availed of by either party to this Agreement and shall be cumulative.

**7. Notices**

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

<b>Local Government:</b>	<b>State:</b>
City of San Antonio ATTN: Assistant City Engineer, Project Management Division PO Box 839966 San Antonio, TX 78283	Texas Department of Transportation ATTN: Director of Contract Services 125 E. 11 <sup>th</sup> Street Austin, TX 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this Agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

**8. Legal Construction**

If one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and this Agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

**9. Responsibilities of the Parties**

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party, and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its employees, representatives, and agents.

**10. Ownership of Documents**

Upon completion or termination of this Agreement, all documents prepared by the State shall remain the property of the State. All data and information prepared under this Agreement shall be made available to the State without restriction or limitation on their further use. All documents produced or approved or otherwise created by the Local

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Government shall be transmitted to the State, in the format directed by the State, on a monthly basis or as required by the State. The originals shall remain the property of the Local Government.

**11. Compliance with Laws**

The parties to this Agreement shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this Agreement. When required, the Local Government shall furnish the State with satisfactory proof of this compliance.

**12. Sole Agreement**

This Agreement constitutes the sole and only agreement between the parties and supersedes any prior understandings or written or oral agreements respecting the Agreement's subject matter.

**13. Cost Principles**

In order to be reimbursed with federal funds, the parties shall comply with the cost principles established in 2 CFR 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

**14. Procurement and Property Management Standards**

The parties to this Agreement shall adhere to the procurement and property management standards established in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and to the Texas Uniform Grant Management Standards. When required by state or federal statute or regulation, the State must pre-approve the Local Government's procurement procedures for purchases to be eligible for reimbursement with state or federal funds.

**15. Inspection of Books and Records**

The parties to this Agreement shall maintain all books, documents, papers, accounting records, and other documentation relating to costs incurred under this Agreement and shall make such materials available to the State, the Local Government, and, if federally funded, the FHWA and the U.S. Office of the Inspector General or their duly authorized representatives for review and inspection at its office during the Agreement period and for seven (7) years from the date of final reimbursement by FHWA under this Agreement or until any impending litigation or claims are resolved. Additionally, the State, the Local Government, and the FHWA and their duly authorized representatives shall have access to all the governmental records that are directly applicable to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

**16. Civil Rights Compliance**

The parties to this Agreement are responsible for the following:

- A. Compliance with Regulations: Both parties will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway

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Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this Agreement.

- B. Nondiscrimination: The Local Government, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Local Government of the Local Government's obligations under this Agreement and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- D. Information and Reports: The Local Government will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this Agreement, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - 1. withholding of payments to the Local Government under the Agreement until the Local Government complies and/or
  - 2. cancelling, terminating, or suspending of the Agreement, in whole or in part.
- F. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Local Government may request the State to enter into such litigation to protect the interests of the State. In addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

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#### 17. Pertinent Non-Discrimination Authorities

During the performance of this Agreement, each party, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of federal or federal-aid programs and projects).
- C. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the federal-aid recipients, subrecipients and contractors, whether such programs or activities are federally funded or not).
- H. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- I. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).

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- L. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

## 18. Disadvantaged Business Enterprise (DBE) Program Requirements

If federal funds are used:

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall incorporate into its contracts with subproviders an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall submit its proposed scope of services and quantity estimates to the State to allow the State to establish a DBE goal for each Local Government contract with a subprovider. The Local Government shall be responsible for documenting its actions.
- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address [http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou\\_attachments.pdf](http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf).
- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor 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 recipient deems appropriate.*



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## 19. Debarment Certifications

If federal funds are used, the parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this Agreement, the Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this Agreement shall require any party to a subcontract or purchase order awarded under this Agreement to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

If state funds are used, the parties are prohibited from making any award to any party that is debarred under the Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter G, Rule §20.585 and the Texas Administrative Code, Title 43, Part 1, Chapter 9, Subchapter G.

## 20. Lobbying Certification

If federal funds are used, in executing this Agreement, each signatory certifies to the best of that signatory's knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Local Government shall complete and submit the Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The parties shall require that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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## 21. Federal Funding Accountability and Transparency Act Requirements

If federal funds are used, the following requirements apply:

- A. Any recipient of funds under this Agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This Agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>.
- B. The Local Government agrees that it shall:
  1. Obtain and provide to the State a System for Award Management (SAM) number (Federal Acquisition Regulation, Part 4, Sub-part 4.11) if this award provides more than \$25,000 in federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://www.sam.gov/portal/public/SAM/>
  2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows federal government to track the distribution of federal money. The DUNS may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and
  3. Report the total compensation and names of its top five executives to the State if:
    - i. More than 80% of annual gross revenues are from the federal government, and those revenues are greater than \$25,000,000; and
    - ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

## 22. Single Audit Report

If federal funds are used:

- A. The parties shall comply with the single audit report requirements stipulated in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- B. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Compliance Division, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Compliance Division by email at [singleaudits@txdot.gov](mailto:singleaudits@txdot.gov).
- C. If expenditures are less than the threshold during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Compliance Division as follows: "We did not meet the \$\_\_\_\_\_ expenditure threshold and therefore, are not required to have a single audit performed for FY \_\_\_\_\_."
- D. For each year the Project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the Agreement, unless otherwise amended or the Project has been formally closed out and no charges have been incurred within the current fiscal year.

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### 23. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this Agreement on behalf of the entity represented.

Each party is signing this Agreement on the date stated under that party's signature.

#### THE STATE OF TEXAS

#### THE LOCAL GOVERNMENT

\_\_\_\_\_  
Signature

Kenneth Stewart  
Typed or Printed Name

Director of Contract Services  
Typed or Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

John Peterek  
Typed or Printed Name

Interim Assistant City Manager  
Typed or Printed Title

\_\_\_\_\_  
Date

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## ATTACHMENT A SCOPE OF WORK

City of San Antonio's Multi-modal Corridor Studies are necessary to determine the appropriate multi-modal improvements. The purpose of these studies is to provide design planning concepts of either high-capacity transit potential or traditional transit services with enhanced multi-modal transformation for vehicle safety, pedestrian mobility, micro mobility access, and congestion relief.

The selected corridor for this solicitation shall be Marbach Road from Interstate 410 to the City of San Antonio's western City Limits. This corridor has been chosen based on factors such as transit service, transit ridership, proximity to major activity centers and traffic generators, traffic volume, safety, equity, bond projects planned or current, and context within the citywide SA Tomorrow framework. Some tasks described below in the scope of services may be required only in the first year of project (Project Management Plan, Public Engagement Plan, etc.).

The Local Government shall be responsible for the following tasks:

### 1. Project Management Plan (20 days after Notice to Proceed)

The Consultant shall develop a project management plan to direct the flow of all deliverables for successful completion of the Marbach Road Corridor Planning Study. The plan shall include a confirmation of the project scope, schedule, critical path issues, deliverable formats, and relationships/communication channels necessary for the Consultant to achieve success. Key elements of the Project Management Plan include:

- Key consultants & City Transportation staff contact information
- Schedule of proposed project meetings/presentations (Kick-Off, Internal Project Management Meetings with Transportation Department Project Manager & Staff; Meetings with Internal City Departments (Internal Advisory Committee (IAC)) and preferred meeting formats/frequencies needed to achieve the stated project goals (virtual, in-person, conference, etc. to be discussed and refined during the Kick-Off Meeting).
- Schedule of deliverables
- Meeting documentation strategy (including but not limited to sign-in sheets, agendas notes, next steps "look ahead", facilitators, formats)
- Budget management (including but not limited to invoicing, progress reports, change orders)
- Project Status Reports

**Deliverables:** Written Project Management Plan in electronic format accompanied with a PowerPoint presentation highlighting the key elements of the Project Management Plan shall be submitted to the City of San Antonio's Transportation Department no later than 20 Days after Notice to Proceed

### 2. Community Collaboration Plan (30 days after Notice to Proceed)

- a. The Community Collaboration Plan shall utilize the City of San Antonio's Equity Atlas to inform the appropriate level and type of engagement needed to successfully solicit the input of residents, businesses, and visitors alike. Public

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engagement and outreach should satisfy the requirements of the National Environmental Policy Act (NEPA) and Section 106 and the National Historic Preservation Act (NHPA) “consultation” requirements, as necessary, to ensure the documentation of community engagement to support the City’s future applications for competitive, discretionary grants under the recently passed Infrastructure Investment and Jobs Act (IIJA) of 2021.

- b. The Consultant shall implement the Community Collaboration Plan, including organization of public meetings and other events, in support of the City of San Antonio. Input, feedback, and data received shall be compiled and documented to be presented as part of the Marbach Road Planning Corridor Study.
- c. Deliverables: At the direction and in consultation with the Transportation Department Public Relations Manager, and other designated Transportation Department staff, Consultant shall deliver content to be uploaded to our department website and adhere to instruction from our Public Relations Manager and Information Technology Services Department Staff. Simultaneously, a document that outlines a series of engagement strategies and their purpose; methodologies and tools suitable for standalone distribution at various types of venues and events to the audiences such as the general public; stakeholders in the business and development/real estate community; advocacy organizations; utility partners, civic groups, and tourists. The activation of the website and document shall be submitted by/to the City of San Antonio’s Transportation Department no later than 30 days after Notice to Proceed.

### **3. Existing Conditions & Needs Assessment (90 days after Notice to Proceed)**

- a. The Consultant shall collect and evaluate information related to the Marbach Road corridor’s existing conditions, existing and proposed plans and gather additional information, as needed, and prepare a report to form a comprehensive understanding of the current state and assess the area’s infrastructure needs.
- b. The Consultant shall collect and evaluate information related to:
  - Traffic Volumes (Pedestrian, Automobile and Transit)
  - Transit Ridership
  - Transit infrastructure and transit stops, stations and centers (existing and planned)
  - Crash Data
  - Bicycle Infrastructure Conditions
  - Land Use, Zoning, and Future Development
  - Sidewalk and ADA Conditions
  - Neighborhood and Demographic Information
  - Major Activity Centers and traffic generators
  - Historic and Cultural Resources
  - Right-of-Way
  - Environmental Conditions
  - Access Management
- c. This task shall include review of existing plans including, but not limited to:
  - SA Tomorrow (the Comprehensive Plan, Strategic Multi-Modal Transportation Plan, and Sustainability Plan)

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- SA Climate Ready
- 2012, 2017 and 2022 CoSA Bond Projects and Programs
- CoSA Public Works, Parks, Transportation and Planning Departments plans and programs that impact roadways, streets and bridge projects, parks and recreational facilities
- Texas Department of Transportation Bicycle & Roadway Projects in the City of San Antonio and existing TXDOT studies
- San Antonio River Authority Plans (SARA)
- CPS Energy Plans
- San Antonio Water System (SAWS)
- Bexar County Parks
- Bexar County Public Works Department
- Texas DOT Bicycle Tourism Trail Network
- VIA Vision 2040
- VIA's Keep SA Moving plan
- CoSA Strategic Housing Implementation Plan
- Economic Development Strategic Plan
- d. GIS Roadway metrics/data shall include, but are not limited to:
  - Roadway name/route identifier
  - Current street centerlines
  - Average Daily Trips (ADT) for arterial and collector roadways
  - Number of lanes and lane widths
  - One-way designations
  - Truck/Freight routes
  - Functional classification
  - Location of traffic signal and pedestrian activated signals
  - Posted speed
  - Parking (peak hour vs. non-peak hour)
  - Right-of-way limits
  - Jurisdiction (local/state)
- e. Demographics shall refer to the City's Equity Atlas and 2019 Racial Indicator Report. Metrics/data shall include, but are not limited to:
  - Population and age distribution (2020 Census Data if available)
  - Household demographics
  - Land Use/Zoning – City of San Antonio Unified Development Code (UDC)
- f. Points of Interest & Land Use shall include, but are not limited to:
  - Master Planned Communities and Developments of Regional Impact (PUDs of regional significance)
  - SA Tomorrow Regional Centers
  - Elementary, middle, high schools, and Charter Schools
  - College and University campuses
  - Parks, Trails, and Greenways and off-road (mountain bike) trails
  - Major Activity Centers (Alamo Area Metropolitan Transportation Organization (AAMPO) designated and based on observed activities during study)
  - Historic resources (Section 106)

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- g. Transportation Connections shall include, but are not limited to:
  - Transit stops, stations, and centers (existing and planned, e.g., Advanced Rapid Transit (ART) Corridors: North-South ART, etc.)
  - Transit Ridership and connections to jobs/SA Tomorrow Regional Centers within 15 minutes, 30 minutes, and 1+ hours by transit
  - Current bicycle counts and access to jobs/SA Tomorrow Regional Centers by bicycle within 15 minutes, 30 minutes, and 1+ hours
  - Existing bicycle parking and shops (repair, for sale, rentals)
  - Vision Zero® bicycle and pedestrian fatality and serious injury locations
  - Scheduled roadway re-surfacing, construction, and pavement improvements (in accordance with 5-year Bond and CoSA Capital Improvement Program (CIP)) that shall impact bicycle facilities.
- h. Deliverables: Existing Conditions Assessment & Inventory Report, Needs Assessment, database and related information on current transit ridership, bicycle infrastructure, sidewalk and ADA conditions and its relationship to share during internal and external presentations on the Existing Conditions for groups such as a technical and community advisory groups shall be submitted to/by the City of San Antonio's Transportation no later than 90 days after Notice to Proceed.
- i. Deliverables: Measuring and Mapping the equity of access to transit and bicycle infrastructure using indicators such as race/ethnicity, income, and travel characteristics, among other measures of inequality shall be submitted to/by the City of San Antonio's Transportation Department no later than 90 days after Notice to Proceed.

#### **4. Health Impact Assessment (90 to 240 days after Notice to Proceed)**

- a. The Consultant shall ensure that health and reduction in community health disparities are considered in decision-making associated with the Marbach Road Corridor Planning Study. Consultant shall use an objective and scientific approach to document the analysis methodology and positive health benefits associated with all recommended improvements and policies identified through the study. The assessment should focus on a disparate impact on vulnerable populations regarding safety, outdoor environmental exposure (physical activity, pollution), mental health impacts (stress, noise), social cohesion for communities along a corridor, economic impacts (businesses, housing), and access to public services, transit, and healthy food.
- b. The Consultant shall compile existing conditions on health disparities and their relationship to the existing Marbach Road corridor. The report should include information from sources that inform the current health of San Antonians.
- c. Deliverables: HIA Report on the existing health conditions and impacts of the corridor's existing conditions on vulnerable populations shall be submitted to/by the City of San Antonio's Transportation Department no later than 90 days after Notice to Proceed.
- d. Deliverables: HIA report on strategies to address and/or mitigate the identified

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health conditions of San Antonians and how the proposed corridor plan may impact the health of the community along the corridor shall be submitted to/by the City of San Antonio's Transportation Department no later than 240 days after Notice to Proceed.

#### **5. Goals, Objectives, and Performance Measures (90 days after Notice to Proceed)**

- a. The Consultant shall develop Study goals that include, but are not limited to, the following areas and which are informed by community input.
  - Infrastructure and resources
  - Mobility, movement of goods and multi-modal operations
  - Safety and security issues
  - Economic Development plans and projections: trade, technology, tourism
  - Environmental, scenic, and natural resources in the corridor
  - Requirements for community acceptance of development in the corridor
  - Cost effectiveness requirements for developments in the corridor
- b. The Consultant shall develop criteria to be used to assess the attainment of these goals and shall create performance measures to objectively define the extent to which each criterion has been met. Performance measures should allow for clear assessment of each strategy in terms of addressing identified needs and definition of the strengths and weaknesses of each strategy.
- c. Deliverables: Goals and objectives in the above-described areas for the Marbach Road Corridor Planning Study shall be submitted to/by the City of San Antonio's Transportation Department no later than 90 days after Notice to Proceed.
- d. Deliverables: Performance measures and targets for each corridor segment to assess progress toward the goals and objectives for the Marbach Road corridor shall be submitted to/by the City of San Antonio's Transportation Department no later than 90 days after Notice to Proceed.

#### **6. Proposed Concepts and Analysis (180 days after Notice to Proceed)**

- a. The Consultant shall develop improvement concepts for the studied corridors based on the existing conditions and needs assessment, operational analysis, crash analysis, stakeholder input and public engagement. Concepts shall address safety and multi-modal operational needs while incorporating complete streets elements. The proposed concepts shall support proposed land use patterns, integrate public transit, and provide safe and comfortable connections for pedestrians and people riding bicycles. The Consultant shall consider programs, policies, and strategies in addition to physical improvements.
- b. The Consultant shall identify, evaluate, and prioritize recommended corridor improvements that address needs identified through the needs assessment. Potential improvements shall be evaluated for feasibility of implementation, including right-of-way needs, as well as congestion relief, safety, environmental impacts, and land use considerations. Street configurations must be consistent with national best practices and design standards, such as National Association of City Transportation Officials (NACTO).



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- c. Deliverables: Planning level corridor improvement concepts for the Marbach Road Corridor Planning Study. This should include two alternatives and include short, mid, and long-term improvements which may include physical improvements, programs, policies, or systems. These concepts should be submitted to/by the City of San Antonio's Transportation Department no later than 180 days after Notice to Proceed.
- d. Deliverables: Refined corridor improvement concepts based on input received from the project team, as well as community and stakeholder input. This should include several plan view, prototypical cross sections, and photo simulations and renderings. These concepts should be submitted to/by the City of San Antonio's Transportation Department no later than 180 days after Notice to Proceed.
- e. Deliverables: Alternatives analysis of corridor improvement concepts that shall evaluate for feasibility, regarding corridor operation, cost, right-of-way availability, constructability, potential mode split, and community acceptance shall be submitted to/by the City of San Antonio's Transportation Department no later than 180 days after Notice to Proceed.

#### **7. Project Prioritization and Implementation Strategies (270 days after Notice to Proceed)**

- a. The Consultant shall prepare an Implementation Plan for the Marbach Road Corridor Planning Study that includes high-level cost estimates and funding strategies for short-, mid-, and long-term actions. The Implementation Plan should include performance measures and targets including evaluation metrics for the studied corridor to determine the achievement of the study's goals and priorities. It should also include a methodology by which to prioritize recommended improvements based on safety, cost, and other factors as identified by community input.
- b. Deliverables: Project prioritization methodology shall be submitted to/by the City of San Antonio's Transportation Department no later than 270 days after Notice to Proceed.
- c. Deliverables: Project list with high-level cost estimates to include recommended environmental actions shall be submitted to/by the City of San Antonio's Transportation Department no later than 270 days after Notice to Proceed.
- d. Deliverables: Recommended funding sources (i.e., Transportation Dept. annual budget (capital/operating); Bond; AAMPO, TxDOT, BIL or other sources)); implementation partners, and phasing shall be submitted to/by the City of San Antonio's Transportation Department no later than 270 days after Notice to Proceed.

#### **8. Draft Marbach Road Corridor Planning Study (270 days after Notice to Proceed)**

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- a. The Consultant shall prepare a draft study that summarize all the work completed in a single document for each corridor to be available in print (number of copies to be determined at a later date) and electronically. The Draft study shall be reviewed by members of technical advisory groups and community members, as well as other internal and external stakeholders. The Consultant shall provide a summary of stakeholder and public comments on the draft studies.
- b. The draft studies shall include high-quality graphic elements, maps, and illustrations necessary to communicate the vision, goals, and recommendations of the studies.
- c. Deliverables: A draft document with high quality presentation and graphic elements; comprehensive maps documenting existing conditions; potential street cross-sections/elevations/photo simulations shall be submitted to/by the City of San Antonio's Transportation Department no later than 270 days after Notice to Proceed.
- d. Deliverables: Briefings (number to be determined later and may be included as part of Task 2. Communications & Engagement Plan) and presentations on the Draft Marbach Corridor Planning Study for stakeholders shall be submitted to/by the City of San Antonio's Transportation Department no later than 270 days after Notice to Proceed.
- e. Deliverables: Summary of all comments received from stakeholders and the public in a table that outlines the Consultant and/or City response to the Draft Marbach Corridor Planning Study comments available electronically and in hard copy as an appendix in Task 9. Final Planning Studies. The summary shall be submitted to/by the City of San Antonio's Transportation Department no later than 270 days after Notice to Proceed.

**9. Final Marbach Road Corridor Planning Study (365 days after Notice to Proceed)**

- a. The Consultant shall prepare the Final Marbach Road Corridor Planning Study including an appendix of input and feedback received on the draft planning study. The final study should be presented in electronic versions suitable for presentation on the City's website.
- b. Deliverables: Final Marbach Corridor Planning Study, presented in electronic and web-based versions, shall be submitted to/by the City of San Antonio's Transportation Department no later than 365 days after Notice to Proceed.
- c. Deliverables: High quality presentation and briefing materials, concept schematic plans, and electronic files of all deliverables shall be submitted to/by the City of San Antonio's Transportation Department no later than 365 days after Notice to Proceed.

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## ATTACHMENT B PROJECT BUDGET ESTIMATE

Costs will be allocated based on 80% Federal funding and 20% Local Government funding until the federal funding reaches the maximum obligated amount. The Local Government will then be responsible for 100% of the costs and cost overruns.

Description	Total Estimated Cost	Federal Participation		State Participation		Local Participation	
		%	Cost	%	Cost	%	Cost
STBG (by Local Government)	\$1,000,000	80%	\$800,000	0%	\$0	20%	\$200,000
Direct State Costs	\$5,600	0%	\$0	0%	\$0	100%	\$5,600
Indirect State Costs (4.60%)	\$258	0%	\$0	100%	\$258	0%	\$0
<b>TOTAL</b>	<b>\$1,005,858</b>		<b>\$800,000</b>		<b>\$258</b>		<b>\$205,600</b>

Initial payment by the Local Government to the State due 30 days following the execution of the contract: **\$5,600**

Estimated total payment by the Local Government to the State: **\$5,600**

This is an estimate. The final amount of Local Government participation will be based on actual costs.