

Brownsville Metropolitan Planning Organization  
Technical Committee Meeting  
Wednesday, February 1, 2017

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THE STATE OF TEXAS            )  
CITY OF BROWNSVILLE        )  
COUNTY OF CAMERON         )

NOTICE OF PUBLIC MEETING OF THE  
BROWNSVILLE MPO TECHNICAL COMMITTEE

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meeting Act, NOTICE IS HEREBY GIVEN that a meeting of the MPO TECHNICAL COMMITTEE of the BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION, (MPO) of the City of Brownsville will be held on **Wednesday, February 1, 2017 at 2:00 p.m.**, Brownsville City Plaza, 1034 E. Levee St., 2<sup>nd</sup> floor (Blue Room), Brownsville, Texas 78520. At said meeting, the following items will be considered:

- I. Welcome and Introduction of Guests.
- II. Roll call of Technical Committee Members.
- III. Discussion, Consideration and Action on Adoption of Minutes for the Technical Committee meeting held on January 4, 2017.
- IV. Discussion concerning formulation of the F.Y. 2018 Unified Planning Work Program (UPWP).
- V. Discussion concerning use of the Monthly MPO Reporting Form (Category 7 Studies).
- VI. Discussion concerning the Scope of Work for the Town of Rancho Viejo Master Bicycle & Pedestrian Plan.
- VII. Review and Discussion of the draft MPO Policy Committee meeting agenda for February 8, 2017.
- VIII. New business, (if any).
- IX. Adjournment.

NOTE: The City of Brownsville does not discriminate on the basis in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the ADA Coordinator at 956-548-6035 (voice or Relay TX) to make proper arrangements.


  
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Mark Lund, MPO Director

I certify that a copy of the **February 1, 2017** agenda of items to be considered by the Brownsville MPO Technical Committee was posted in the bulletin area at City Hall on January 27, 2017.

\_\_\_\_\_  
Michael L. Lopez, City Secretary

# BROWNSVILLE MPO MEMORANDUM

**TO:** MPO Technical Committee Members  
**FROM:** Mark Lund, MPO Director  
**DATE:** January 25, 2017  
**SUBJECT:** MPO Technical Committee on Wednesday, February 1, 2017 at 2 p.m., MPO/Planning Department Conference Room, 2<sup>nd</sup> floor, 1034 E. Levee St., Brownsville, TX



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Attached is an agenda for the next meeting of the Technical Committee members.

You will find meeting minutes for your review and adoption.

In other business, we will discuss the formulation of the F.Y. 2018 UPWP, or the MPO's work program for next year. If you recall, MPO staff asked for input on this draft document. No one had any suggested UPWP language or additions. Accordingly, I will work on formulating the work program. We will provide a draft document for the Technical Committee members to review in either March or April.

MPO staff are forwarding a copy of the Town of Rancho Viejo Master Bicycle & Pedestrian Plan Scope of Work for your information. Antonio Zubieta, MPO Planner II, will present a short PowerPoint explanation on this topic on February 1<sup>st</sup>. You will have opportunities to ask questions on these matters at the upcoming meeting.

In other business, we will review the draft agenda for the upcoming MPO Policy Committee meeting. Please read the enclosed draft document prior to the upcoming meeting.

If you have any questions on these matters, please call me or Alfonso Vallejo, MPO Planner, at 548-6150.

Thank you.

**Meeting Minutes**  
**of the Brownsville Metropolitan Planning Organization (MPO)**  
**Technical Committee on**  
**Wednesday, January 4, 2017**

Present

Mark Lund, MPO Director  
Alfonso Vallejo, MPO Deputy Director  
Antonio Zubieta, MPO Planner  
Monica Tellam, BMetro  
Carlos Lastra, City of Brownsville-Engineering Dept.  
Robert Esparza, City of Brownsville-Traffic Dept.  
Raymond Sanchez, TxDOT TP&P  
Homer Bazan, TxDOT Pharr  
Andres Espinoza, TxDOT San Benito  
Ariel Chavez, Port of Brownsville

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Item I—Welcome and Introduction of Guests.

Meeting called to order by Mark Lund.

Item II—Roll Call of Technical Committee Members.

Item III—Discussion, Consideration and Action on Adoption of Minutes for the Technical Committee meeting held on December 6, 2016.

Raymond Sanchez made a motion to approve the minutes.

Alfonso Vallejo seconded the motion.

All ayes – Motion carried.

Item IV—Review of the F.Y. 2016 Annual Performance & Expenditure Report (APER).

This report will be presented to the Policy Committee next week for their acknowledgement.

No comments/questions.

Item V—Review of the F.Y. 2016 Annual Listing of Projects (ALP).

This report will be presented to the Policy Committee next week for their acknowledgement.

No comments/questions.

Item VI—Discussion concerning the on-going BMetro Strategic Transit Study.

The consultant firm, Nelson\Nygaard, is expected to come to Brownsville to share their findings next month. A kick-off meeting was held last September. Public involvement was held as well.

Raymond Sanchez asked if Nelson\Nygaard will make a presentation to the MPO Technical and Policy Committee members.

Mark Lund responded they can make a presentation to both Committees sometime in the Spring.

Item VII—Review and Discussion of the draft MPO Policy Committee meeting agenda for January 11, 2017.

Homer Bazan suggested to add an agenda item in regards to the MPO Merger. No Brownsville representative attended the previous MPO Merger Committee meeting.

Homer Bazan stated that he would submit a copy to the Brownsville MPO Director of the Governance Model II that Hidalgo County MPO passed.

Mark Lund stated that Valley Metro is the only transit system included in the bylaws. He requested that the other transit systems (BMetro, McAllen Metro) be included in the bylaws as well. Mark Lund further stated that an invitation to attend the previous Merger meeting was not extended to the Brownsville MPO.

Mark Lund stated that this matter can be discussed under New Business at next week's Policy Committee meeting.

Item VIII—New business (if any).

Mark Lund stated that MPO staff will begin work on the F.Y. 2018 UPWP. He recommended that all three Valley MPOs include in their work program the formation of a regional MTP. Joel Garza, Harlingen-San Benito MPO Director, agreed with the recommendation. Discussion with Andrew Canon, Hidalgo County MPO Director, was planned.

#### Other New Business

Homer Bazan announced a Public Workshop in Brownsville on February 1<sup>st</sup>.

Mark Lund stated that a Safety meeting is scheduled on January 18<sup>th</sup> in Austin, TX. MPO staff will attend via WebEx.

#### Other New Business

Mark Lund stated that 12 parking spaces will be made available at the parking lot on Washington and 11<sup>th</sup> Streets for Policy Committee members and their proxies when attending the Policy meetings at City Hall. City staff will place bags over the meters.

MPO staff will distribute parking tags for members to place in their cars. Committee members may also choose to park at the parking lot on E. St. Charles.

Item IX—Adjournment.

(Unanimous decision to adjourn the meeting.)

# ***BROWNSVILLE MPO MEMORANDUM***

**TO:** MPO Technical Committee Members  
**FROM:** Mark Lund, MPO Director  
**DATE:** January 25, 2017  
**SUBJECT:** Use of the MPO's Reporting Form for Off-System (Local) Studies (Engineering & Environmental Studies)



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The MPO Technical Committee members discussed and agreed on the final format for this form. Furthermore, it was announced that we would commence with use of the form. Unfortunately, most everyone who is responsible for producing and sharing this report has not done so.

MPO staff realize that with passage of the Holidays, it is easy to lose track of various work tasks. However, it is essential that local agencies produce and routinely submit these reports. The MPO Policy Committee members are likely to be much less patient than MPO staff, if you fail to follow through with this.

Once the local agency has signed their funding agreement with TxDOT, then you begin the reporting regarding use of Category 7 funds. The form is attached herein. MPO staff can send you a Word document (via e-mail) for your use.

Please call Alicia Justilian at 548-6150, if you wish to obtain the Word document. Please call me if you have any further questions.

Thank you.

## Brownsville MPO

### Monthly (Periodic) Status Report: MPO-Sponsored Study

MPO Agency:

Name of MPO-sponsored study:

Brief Outline or Description  
Objective/Purpose of Study:

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Start Date:

MPO Funding Share:

Local Share:

Date that TxDOT Funding Agreement was executed:

Remarks/Status:

Time Spent (%):



## **ATTACHMENT A Approved Project Description**

### **Town of Rancho Viejo Bicycle and Pedestrian Master Plan**

Under contract to the Brownsville Metropolitan Planning Organization (the “MPO”), Half Associates, Inc. (HA) will provide planning services that result in a Bicycle and Pedestrian Master Plan for the Town of Rancho Viejo. The Plan will guide the development of a network of bicycle and pedestrian routes and facilities that will connect users to key destinations within Rancho Viejo and provide connections to adjacent communities.

HA’s project involvement and facilitation will be carried out according to this scope of services – including the *Planning Process Parameters* and *Scope of Work* outlined in this Attachment, and corresponding Attachment B, *Approved Project Budget*.

#### **PLANNING PROCESS PARAMETERS**

The execution of the scope of services as outlined within this Attachment requires adherence to the following parameters:

- The MPO will identify a single individual as the MPO’s Project Director, who will serve as a primary point of contact and source of day-to-day work program direction for this collaborative planning effort involving the MPO, the Town of Rancho Viejo (the “Town”), and HA personnel, resources and capabilities.
- All references to the meetings, roles, and responsibilities of MPO staff as outlined within this Attachment shall also extend to applicable Town staff. It shall be the responsibility of the MPO’s designated Project Director to ensure Town representation and participation in the MPO staff activities identified in this scope of services.
- Interaction between HA and MPO staff will take place by a combination of face-to-face meetings, and conference call meetings. Conference call meetings may be in the form of an audio teleconference or video conference – the format to be determined on a case-by-case by agreement between the MPO and HA. The number and nature of meetings is defined per individual task.
- References to a “Trip” within this Attachment refer to travel to the study area by HA staff members based outside of the Lower Rio Grande Valley (the “LRGV”). HA staff based in the LRGV may attend interim meetings (in person) – including conference call meetings - related to the project on a case-by-case basis by agreement between the MPO and HA.
- The MPO will provide all available data, maps, aerial imagery, previous reports/plans/studies, ordinances and resolutions, and other information that is available and applicable to HA in digital or printed format and is pertinent and necessary for development of interim and final deliverables.

- The MPO will assist HA in establishing contacts with agencies and organizations for data collection and coordination purposes.
- The MPO will ensure that key MPO and Town personnel, appointed and elected officials, and advisory committee members will participate as needed in the planning process and be available upon request, through arrangements made by the MPO's Project Director, to provide information and referrals and offer opinions, insights and suggestions that are necessary for completion of the project. This will include potential formal or informal meetings and briefings with the each party as specified in Attachment "A," Approved Project Description.
- Upon project initiation the MPO's Project Director will coordinate with HA to transfer spatial data and mapping that the MPO can make available for the project, including data sets and GIS coverages (and AutoCAD layers, as useful and appropriate) already developed/maintained by the MPO for its entire planning area or readily available to the MPO from other sources. The MPO will be responsible for ensuring that GIS data obtained for this project is compatible, including projections and other formatting elements.
- The MPO will reproduce and forward each draft project deliverable submitted by HA (via email) to key MPO and Town personnel, appointed and elected officials, and advisory committee members, and other project participants as appropriate.
- The MPO will conduct public information activities in conjunction with major public meetings/events and other fitting project milestones. The MPO will be responsible for news media contacts, preparation and distribution of news releases and any other public information materials, promotion and advertising for all public events and citizen surveys, and posting of meeting notices and project information and updates on the MPO's and Town's websites.
- The MPO will use the MPO's and Town's websites to disseminate information and inform, update and educate the public about the ongoing project. As necessary, HA will provide already-completed interim documents or GIS maps in an Adobe PDF format, which can be easily posted on the Town's website.
- The MPO will arrange and provide use of public meeting facilities for each scheduled public involvement event and meeting identified in Attachment "A," Approved Project Description, including adequate setup for presentations (PowerPoint projector, sound system, screen or white wall, reduced lighting, extension cords and multi-plug power strips, easels, flip pads and markers, etc.). The MPO's support services will include providing public and news media notification of public meetings, preparing sign-in sheets, producing/mailling/distributing notices, and reproducing agendas and other handout materials. HA will be responsible for presentations and preparation of necessary graphic aids for all meetings. The MPO will also be responsible for inviting members of the Town Board of Aldermen and committees, and representatives of other key agencies and community organizations, to attend public meetings related to the planning process.

- The MPO will commit the necessary resources to prepare adequately for the promotion of citizen participation in, and media coverage of, key community involvement events. The MPO might consider inviting other community organizations to co-sponsor or “co-host” such key events and provide further logistical support.
- The MPO will consider and act on all deliverables and other interim work items submitted by HA that require MPO and Town review, comments or approval within a reasonable period of time so as to enable the HA to complete the work on schedule.
- The MPO will provide HA written summaries, and copies of any handouts/materials, from all project-related meetings not attended by the HA.
- The MPO will provide such public notice of meetings and hearings as is required by law or deemed desirable by the MPO or Town.

### SCOPE OF WORK

#### **1.00 PROJECT INITIATION**

##### **1.01 PROJECT INITIATION MEETING**

Halff Associates (HA) will arrange a conference call meeting with MPO staff to discuss the following pre-planning issues:

- **Orientation.** The MPO, Town, and HA will become familiar with the project team structure and organization and arrive at a complete understanding of the roles and responsibilities of all project participants.
- **Review of Key Issues.** Key issues to be addressed during the course of the work will be reviewed with MPO staff. Identify opportunities and challenges that this project will face, and establish the objectives to be accomplished through this work.
- **Schedule.** Review contract schedule and establish key milestone dates.
- **Advisory Committee.** Determine the composition of a bicycle and pedestrian advisory committee to provide oversight of Master Plan development.
- **Information Exchange.** Discuss the need for GIS data and other plan documents that will be needed for the project and how HA should work with MPO staff to obtain that information.
- **Methodology.** Discuss the planning process (including focus areas, level of detail, etc.) so expectations are clear amongst a broader group than the project managers designated by the MPO and HA, respectively. General deliverables will be defined and specific product issues will be identified.

**Product:** HA will prepare a meeting agenda, and a list of needed informational items and data prior to the meeting.

**Meetings:** One (1) conference call meeting with MPO staff.

## 1.02 DATA COMPILATION AND PREPARATION OF BASE MAPPING

HA will use a variety of GIS data to conduct an analysis of the Town's current – and potential - bicycle and pedestrian routes. HA will be provided with available data from previous work in the Town and region, and will identify additional data needs. HA assumes that the majority of data that is needed is already available through existing GIS inventories. MPO staff will work with the Town to assemble and provide HA with the most current data in GIS shapefile format (for mapping items), PDF for reports or documents, and CADD for other applicable design elements. Examples of relevant data to be requested may include but not be limited to the following:

- Digital copies of previous planning documents or design guidelines which are relevant to the planning effort – including applicable resources from adjacent jurisdictions;
- Photo-documentation (if existing) of Town bicycle and pedestrian facilities, examples of preferred facility types/design, and barriers or other conditions that inhibit bicycle or pedestrian access;
- Roadway centerline files with road name, thoroughfare classification, ownership, posted speed limit, ADT (average daily traffic volume), number of travel lanes, lane widths, overall roadway width, rights-of-way, and direction (one-way vs. two way);
- Locations and descriptions of planned transportation infrastructure improvements;
- Existing and planned trails and greenways, sidewalks, motorized cart paths, and on- and off-road bicycle facilities (existing GIS mapping for current existing facilities, as well as best available mapping for proposed facilities). HA will assume that information provided is most recent and is accurate;
- Right-of-way limits for major streets;
- Parcel layers for the MPO study area indicating public or private land ownership;
- Locations of physical barriers such as sidewalk gaps, major highways, rivers and streams, steep terrain, and other barriers;

**Product:** HA will prepare Town-wide base drawings (working maps) with information readily available for use throughout the duration of the project. HA will coordinate with the MPO to understand and incorporate data standards and determine the necessary levels of accuracy and precision for data development. Except as stated herein, HA is not responsible for increasing the accuracy and precision or otherwise improving data received directly from the MPO, Town, or other vendors.

**Meetings:** None.

**Items provided by the MPO:** The MPO will provide requested data and be responsible for ensuring that GIS data from other sources is compatible (formatted with same-geo-coordinates, etc.). The detail and scope of HA base maps will correlate to the availability of existing data.

### 1.03 PLAN REVIEW AND DOCUMENTATION

The MPO will provide HA with a digital copy of all Town, regional, and state plans, studies, policies, and programs that may influence the Bicycle and Pedestrian Master Plan. HA will review previously completed and on-going applicable plans, studies, policies, programs, and processes to understand recent planning efforts and document plan findings, including issues, opportunities and recommendations.

**Product:** HA will review plans, studies, policies, programs, and processes as provided by the Town. Deliverable products will be incorporated into draft and final Master Plan document.

**Meetings:** None.

**Items provided by the MPO:** As provided in the Task description.

### 1.04 ESTABLISH GOALS AND OBJECTIVES

- A. HA will compile a preliminary list of key bicycle and pedestrian long term goals and objectives for the Town.
- B. HA will review the goals and objective with MPO and Town staff, and the Town's Bicycle and Pedestrian Advisory Committee (B-PAC), and modify as appropriate per comments received.

**Product:** HA shall prepare a preliminary written list of goals and objectives for staff and B-PAC review and comment, and for subsequent referral at public meetings.

**Meetings:** None.

**Items provided by the MPO:** The MPO shall direct HA to previous and current goals and objectives, policy statements, etc. related to bicycle and pedestrian facilities which may be utilized to generate Master Plan goals and objectives. The MPO and Town will review and comment on initial and revised versions of goals and objectives.

## 2.00 PUBLIC INPUT PROCESS

### 2.01 BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE MEETINGS

The MPO will coordinate with Town staff to appoint a project bicycle/pedestrian advisory committee (B-PAC) on behalf of the Town. The B-PAC will guide the outcome of this project and will provide preliminary review of the proposed town-wide bicycle and pedestrian network and implementation program.

- A. Benchmark Meetings. HA and the B-PAC will convene three (3) "benchmark" meetings at key points in the planning process. At each benchmark meeting HA will present key interim deliverables and facilitate further discussions/exercises that guide the next steps in the projects. Benchmark meetings will occur as follows:

- **Project Framework Meeting.** HA will meet with the B-PAC to discuss project goals and objectives, define needs assessment variables (destinations and barriers) to guide bicycle and pedestrian route development. *This meeting will occur in conjunction with Tasks 3.01 and 3.02.*

- **Bicycle/Pedestrian Network Meeting.** HA will meet with the B-PAC to present initial recommendations for a Town-wide bicycle and pedestrian network, and to identify preferred bicycle and pedestrian projects. *This meeting will occur in conjunction with Task 4.01, and will be attended by HA via conference call.*)
- **Draft Plan Meeting.** HA will meet with the B-PAC to present the recommended Town-wide bicycle and pedestrian network, recommended facilities and projects, and implementation program. *This meeting will occur in conjunction with Task 5.02.*

B. **Interim Conference Call Meetings.** By agreement of the MPO and HA on a case-by-case basis, the B-PAC may be asked to participate in interim conference call meetings (identified within this Attachment) with the MPO and HA to maintain ongoing project dialogue and solicit feedback and direction on interim findings and deliverables. *(Eligible interim conference call meetings are identified in Tasks 4.01, 4.02, and 5.01.)*

**Product:** HA will prepare presentation materials for meetings.

**Items provided by the MPO:** As provided in *Planning Process Parameters* section of this Attachment.

## 2.02 PUBLIC MEETINGS

HA will facilitate two (2) public open houses – advertised and staffed by the MPO – to provide opportunities for area residents to identify key concerns, destinations, types of facility preferences, etc. This task includes two (2) open houses, as follows:

- **Visioning Open House.** The visioning public open house will be structured for participants to identify key destinations where bicycle and pedestrian facilities should be provided or improved, preferred bicycle and pedestrian routes, and barriers to bicycling and walking. *This open house will occur in conjunction with Task 3.01.*
- **Evaluation Open House.** The evaluation public open house will offer participants the opportunity to view and evaluate proposed bicycle and pedestrian routes and facilities. *This open house will occur in conjunction with Task 5.02.*

Both public open houses may be held prior to or following regularly scheduled Board of Aldermen meetings, and will be limited in scale – consisting of an information booth with a mix of print materials. HA staff be present to take public comment and answer questions.

**Product:** HA will prepare materials for the public open houses.

**Items provided by the MPO:** As provided in *Planning Process Parameters* section of this Attachment.

## 2.03 VISIONING MEETINGS WITH KEY STAKEHOLDERS

A. HA will meet with key community representatives to guide initial plan goal and objective development, and analysis. Stakeholder meetings may include representatives from the resort and golf club, law enforcement officials, the business community, school district representatives, transportation and transit agencies, public authorities, and area residents who are already engaged in bicycling, walking, and using trails for both recreation and transportation.

HA will conduct a maximum of three (3) group meetings with representatives of key stakeholder groups or organizations as selected by the MPO and Town (with HA input). Meetings will be during the day, will occur consecutively over a one (1) to two (2) day period, and be conducted in an informal “roundtable” format. *These meetings will occur in conjunction with Task 3.01.*

**Product:** HA shall prepare a summary of findings and comments made during meetings.

**Items provided by the MPO:** As provided in *Planning Process Parameters* section of this Attachment, and according to a list of stakeholders identified jointly by the MPO, Town, and HA.

### 3.00 COMMUNITY ASSESSMENT

#### 3.01 NEEDS ASSESSMENT

- A. Utilizing data collected during Task 1.00, HA will prepare initial assessment materials regarding bicycle and pedestrian facility needs for dissemination at meetings and public open houses scheduled as part of this Task.
- C. Combining data collected as part of the project initiation, and public input received through initial outreach activities, HA will generate initial maps and recommendations regarding bicycle and pedestrian facility needs. The needs assessment will consider opportunities and areas of concern for walking and bicycling within the Town and extending to neighboring jurisdictions.
- D. HA will supplement assessment findings with field reconnaissance to better identify facility barriers – including natural and man-made features.

**Product:** HA will prepare materials for all public outreach activities.

**Meetings (5+ total):** One (1) conference call meeting with MPO staff. One (1) staff meeting. One (1) B-PAC meeting (*see Task 2.01, “Project Framework Meeting”*). One (1) public open house (*see Task 2.02 “Visioning Open House”*). Stakeholder visioning meetings (*see Task 2.03*). **(Trip #1)**

**Items Provided by the MPO:** As provided in *Planning Process Parameters* section of this Attachment. Review and comment on interim materials.

### 4.00 BICYCLE AND PEDESTRIAN PROGRAM

#### 4.01 NETWORK IDENTIFICATION AND MAPPING

Based on the information gathered in previous tasks, HA will develop and map recommendations for Town bicycle and pedestrian routes and improvements. These recommendations will provide for a community supported comprehensive network of off-road/on-road pathways, trails, and signed routes to connect users to key destinations within the Town as well as to existing and planned systems in adjacent communities. The system shall incorporate potential linkages, as appropriate, such as existing and future

roadways, pathways, golf cart paths, trails, linear parks, open spaces, utility easements, drainage easements, and drainage ditches.

**Product:** Draft Town-wide bicycle and shared-use network maps. Maps will be prepared and displayed in GIS format and will illustrate the full extent of the Town. Town staff and HA will coordinate on the digital method to distribute draft maps and associated requests for modification.

**Meetings (4 total):** Up to (2) conference call meetings with MPO staff. One (1) staff meeting. One (1) B-PAC teleconference meeting (*see Task 2.01, "Bicycle/Pedestrian Network Meeting"*).

**Items provided by the MPO:** Digital comments and mark-ups of proposed network maps.

#### 4.02 FACILITY RECOMMENDATIONS

HA will coordinate with the MPO to develop preferred bicycle and pedestrian facility recommendations that work with the Town's specific conditions, including but not limited to: regular and extra-wide sidewalks, sidepaths (pathway adjacent to a roadway) bicycle lanes, shared use paths (off-street trails), cycle tracks, traffic calming, bicycle boulevards, and associated intersection treatments which will be utilized by the Town as it seeks to implement the Master Plan's recommended bicycle and pedestrian networks. Facility recommendations will consider multi-use options that combine bicycle and pedestrian use with motorized carts. Consideration will be given to the location of the facility within or adjacent to street rights-of-way, motorized cart paths, or other unique corridors such as drainage and irrigation canals. Preferred facility types shall conform to applicable AASHTO and/or NACTO standards unless local conditions dictate a design variation.

Facility recommendations will be an integral part of the Master Plan document, and will inform possible revisions to Town ordinance or policy.

**Product:** HA shall prepare facility recommendations in narrative, tabular, and/or graphic format for inclusion in the Master Plan.

**Meetings:** One (1) conference call meeting with MPO staff.

**Items provided by the MPO:** Review and recommendations.

## 5.00 IMPLEMENTATION PROGRAM

### 5.01 COST ESTIMATES

HA will coordinate with the MPO and Town to produce lists of bicycle and pedestrian projects according to method of travel that the project facilitates (bicycle, pedestrian, shared) and by facility type. The bicycle and pedestrian recommendations will be prioritized into short, medium, and long-term projects and include order-of-magnitude cost estimates.

**Product:** HA will prepare prioritization of recommended improvements, a short-term work program in table format, and associated cost estimates in written format.



**Meetings:** One (1) conference call meeting with MPO staff.  
**Items provided by the MPO:** Review and recommendations.

## 5.02 DRAFT MASTER PLAN PRESENTATION

- A. HA will prepare a Draft Master Plan report for distribution to MPO and Town staff, and Rancho Viejo B-PAC members for review.
- B. HA will conduct an “open house” meeting with the B-PAC, other interested stakeholders, and the public to review plan recommendations.
- C. HA will present the Draft Master Plan to the MPO’s Technical Committee (TC).
- D. HA will present the Draft Master Plan to the Board of Aldermen at a special workshop held in conjunction with a regularly scheduled Board meeting, or at a special session of the Board.

**Products:** HA will prepare an electronic (PDF format) Draft Master Plan. HA will prepare meeting and open house agendas and Attachments to aid discussion.

**Meetings (4 total, same trip):** One (1) public open house (see Task 2.02 “Evaluation Open House”). One (1) B-PAC meeting (see Task 2.01, “Draft Plan Meeting”). One (1) MPO TC meeting. One (1) Board of Aldermen workshop. **(Trip #2)**

**Items provided by the MPO:** MPO and Town staff will review the Draft Master Plan, set up meetings and agenda items for review of the report, and distribute electronic or hard copies of the report to the Board, applicable committees, and other key planning participants.

## 6.0 FINAL REVIEW AND ADOPTION

### 6.01 FINAL MASTER PLAN PREPARATION, REVIEW, AND APPROVAL

HA will combine the information compiled in each of the tasks above into a Final Master Plan. The document will be prepared in Adobe InDesign and compatible Adobe products. Elements in this task will include:

- Preparation of the Final Master Plan and submittal of electronic (PDF format) draft to MPO staff for review based on comments received during review of the preliminary draft submitted as part of Task 5.02.
- One (1) teleconference work session with MPO staff.
- Revisions based on comments received, and preparation of a revised draft report in electronic (PDF) format.
- Corresponding maps prepared and displayed in GIS format.
- One (1) presentation of the Final Master Plan to the Board of Aldermen.
- One (1) teleconference presentation of the Final Master Plan to the MPO Policy Committee.
- Preparation of the Final Master Plan report incorporating conditions of approval by the Board of Aldermen and MPO Policy Committee.

**Products:** HA will prepare electronic (PDF format) draft reports suitable for printing by the MPO. The total number of electronic drafts includes one (1) Final Master Plan for approval,

and subsequently, one (1) Final Master Plan report incorporating conditions of approval by the Board of Aldermen and MPO Policy Committee.

**Meetings (3 total):** One (1) work session with MPO staff. One (1) Board of Aldermen and One (1) MPO Policy Committee meeting during the approval process. **(Trip #3)**

**Items Provided by the Town:** The MPO and Town will review the Final Master Plan report, set up meetings and agenda items for review and approval of master plan, and distribute electronic or hard copies of the report to staff, the TC, Rancho Viejo B-PAC, Board of Aldermen, and MPO Policy Committee as outlined above. Products prepared by HA will be prepared based solely on comments compiled by the MPO's designated Project Manager and provided to HA in written format.

## **6.02 MASTER PLAN PUBLISHING**

HA will produce a color digital (InDesign format and PDF format) original of the Final Master Plan report for use by the MPO and Town for on-line use and reproduction. Accompanying full color digital map files (PDF and MXD format) will be provided for independent display and reproduction. HA will also prepare hard copies of the Final Master Plan report for immediate distribution by the MPO.

**Product:** Halff will provide 10 hard copies of the final report and two (2) electronic copies in InDesign and PDF formats; and, including any accompanying .shp or .gdb GIS files, and ArcMap .mxd and .dwg files, and .kml or .kmz files.

**Meetings:** None.

**Items provided by the MPO and Town:** The MPO and Town will perform a final review of the document and approve final reproduction.

**ATTACHMENT B  
 Approved Project Budget**

**Town of Rancho Viejo  
 Bicycle and Pedestrian Master Plan**

**1.0 BASIC SERVICES**

**1.00 Basic Services – Fee Summary**

Planning services as described in Attachment A will be provided by Halff Associates Inc. on a lump sum basis, with an authorized lump sum contract fee of **\$48,550** for the Bicycle and Pedestrian Master Plan. The lump sum fee includes compensation for document copying, printing, mileage and associated expenses necessary for the planning effort.

The lump sum fee is based on the following assumptions:

**TASK**

Task 1.00 - Project Initiation	<b>\$4,364.00</b>
Task 2.00 - Public Input Process	<b>\$11,234.00</b>
Task 3.00 - Community Assessment	<b>\$4,966.00</b>
Task 4.00 - Bicycle and Pedestrian Program	<b>\$12,230.00</b>
Task 5.00 - Implementation Program	<b>\$3,966.00</b>
Task 6.00 - Final Review and Adoption	<b>\$8,010.00</b>
	<b>Expenses \$3,780.00</b>
	<b>TOTAL PROJECT FEE \$48,550.00</b>

The assumed level of effort by task listed above may vary depending on conditions or needs revealed during the planning process; although, the overall level of compensation shall not exceed the fee authorized by this contract.

**2.0 ADDITIONAL SERVICES**

**2.00 Additional Services and Meetings**

Should the need arise for additional services, including meetings, Halff can provide such services on an hourly basis and/or agreed upon fee.

THE STATE OF TEXAS )  
CITY OF BROWNSVILLE )  
COUNTY OF CAMERON )

NOTICE OF PUBLIC MEETING OF THE  
BROWNSVILLE MPO POLICY COMMITTEE

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meeting Act, NOTICE IS HEREBY GIVEN that a meeting of the MPO POLICY COMMITTEE of the BROWNSVILLE METROPOLITAN PLANNING ORGANIZATION, (MPO) of the City of Brownsville will be held on **Wednesday, February 8, 2017 at 10:00 am at the Brownsville City Hall, 2<sup>nd</sup> floor Commission Chambers, 1001 E. Elizabeth St., Brownsville, TX 78520.** At said meeting, the following items will be considered:

- I. Welcome and Introduction of Guests.
- II. Roll call of Policy Committee Members.
- III. Discussion, Consideration and Action on Adoption of Meeting Minutes for January 11, 2017.
- IV. Presentation on Category 2 Funding Formula recommended by TEMPO to be presented to the Texas Transportation Commission for their consideration. By: Mark Lund, MPO Director  
Public Comments/Questions, (if any).
- V. Brief Presentation: Outline of the Scope of Work for the Town of Rancho Viejo Master Bicycle & Pedestrian Plan. By: Antonio Zubietta, MPO Planner  
Public Comments/Questions, (if any).
- VI. Presentation and Discussion of TxDOT's Project Status Report.
- VII. Presentation and Discussion of Off-System Projects, as follows:
  - (a) City of Brownsville
  - (b) Cameron County
  - (c) Cameron County Regional Mobility Authority (RMA)
  - (d) Port of Brownsville
- VIII. New business/Discussion items, (if any).
- IX. Adjournment.

NOTE: The City of Brownsville does not discriminate on the basis in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the ADA Coordinator at 956-548-6035 (voice or Relay TX) to make proper arrangements.

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Mark Lund, MPO Director

I certify that a copy of the **February 8, 2017** agenda of items to be considered by the Brownsville MPO Policy Committee was posted in the bulletin area at City Hall on February 3, 2017.

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Michael L. Lopez, City Secretary