

January 6, 2020

Garry Ford, PE, PTOE  
Assistant Public Works Director/City Engineer  
City of New Braunfels

Re: Proposal for Professional Planning Services  
**Thoroughfare Plan Sector**

Dear Mr. Ford:

Freese and Nichols, Inc. (FNI) is pleased to submit this proposal for providing professional transportation planning services to the City of New Braunfels (City) to perform thoroughfare plan alignment technical services for proposed revisions to a sector of the City transportation plan. The scope in this proposal is in response to review of proposed thoroughfare plan amendments by development and subsequent deliberations between the City, TxDOT, and Utility providers.

## **BACKGROUND**

Through the City's subdivision authority and transportation infrastructure coordinating processes, there may be proposed revisions to the thoroughfare plan alignment such as updating alignments and functional classifications that need to go through a 3<sup>rd</sup> party application review as conditions evolve and infrastructure coordination detail apparent only at the time of subdivision are more developed. These reviews will involve checking to make sure all necessary transportation planning principles and current information are considered and checking necessary connectivity and land-use accessibility are provided within reasonable transportation engineering and planning judgement. The City of New Braunfels requested FNI prepare a proposal to assist with assessment and alignment testing of the Plan, approximately.

## **EXHIBIT A - SCOPE OF SERVICES (BASIC SERVICES)**

FNI will render professional services as detailed in the attached scope of work (Attachment A).

## **EXHIBIT B - TIME OF COMPLETION**

As noted in Exhibit A, FNI will substantially complete the Technical Services for Phase II within 7-9 weeks of notice to proceed and analysis of all necessary design documentation. FNI proposes to complete Phase III, Adoption Support, within an additional 4-8 weeks contingent on public meeting scheduling. Total project timeframe is proposed to be 3-5 months, in total. If FNI's services are delayed through no fault of FNI, FNI shall be entitled to equitable adjustment of compensation and FNI shall be entitled to adjust contract schedule consistent with the number of days delay.

## DESIGNATED REPRESENTATIVES

FNI designates the following representatives:

FNI's Project Manager

David Paine, AICP, PTP  
10431 Morado Circle, Suite 300  
Austin, Texas 78759  
Phone: 512-617-3107  
E-mail: David.Paine@freese.com

FNI's Accounting Representative

Stephanie Kirchstein  
2711 North Haskell Ave., Suite 3300  
Dallas, TX 75204  
Phone: 214-217-2212  
E-mail: Stephanie.Kirchstein@freese.com

## EXHIBIT C - COMPENSATION

FNI proposes to furnish our services as described herein on a time and materials basis in accordance with Attachment CO, "Compensation". The total fee for each review shall be dependent on the nature of the design but shall not exceed \$59,900 in combination. FNI will perform the services covered within this document up to the contract amount. If additional effort is needed for an assigned review, FNI will communicate the need for a supplemental at that time.

Payment of the services shall be due and payable upon submission of a statement for services. Statements for services shall not be submitted more frequently than monthly.

We appreciate this opportunity to submit this proposal. If additional information or clarification is desired, please do not hesitate to contact us.

Sincerely,

**FREESE AND NICHOLS, INC.**

A handwritten signature in dark ink, appearing to read 'D. Paine'.

David Paine, AICP, PTP  
Project Manager  
512-617-3107

A handwritten signature in dark ink, appearing to read 'Bregger Garrison'.

Bregger Garrison, P.E.  
Client Representative  
210-298-3841

## SCOPE OF SERVICES

**BASIC SERVICES:** FNI shall render the following professional services in connection with the development of the Project:

**Phase I** - The initial phase of thoroughfare plan services for the Southeast sector was accomplished under separate task order.

### **Phase II – Thoroughfare Plan Southeast Sector Technical Assessment**

#### **Thoroughfare Plan Assessment**

The purpose of this assessment is to review the transportation network relative to forecasted growth/needs and provide recommendations for vehicular travel and bike/pedestrian considerations for the southeast sector of the city bound by generally by IH-35, east of SH 46 and the ETJ areas of New Braunfels and Seguin. Subarea network recommendations will form a framework for long-term growth and development and identifying preservation of key transportation corridors in this rapidly growing area of the city.

Key plan elements include: review transportation goals and interagency coordination<sup>1</sup>, high level assessment of existing conditions<sup>2</sup>, review of projected growth and needs<sup>3</sup>, review of functional classification system of thoroughfares<sup>4</sup>, and consideration of alternative alignments for corridor preservation.<sup>5</sup> Plan assessment will be coordinated through City Staff. As an advisory committee has been determined to not be needed, the Consultant expects to work through City staff directly with Planning and Zoning Committee and City Council. Stakeholder and citizen input garnered from an optional town hall-style public input meeting would support plan development prior to the required public hearing process at the conclusion of the study.

#### **Task 1.0 – Issues identification, Goals review and Agency Coordination**

Staff input will be sought at the outset of the plan process for identifying critical issues and needs. FNI will incorporate understanding of thoroughfare planning efforts and/or studies from other agencies to ensure that connectivity with other current and long-range regional system enhancements are considered. Supplemental data will be collected from Guadalupe County, the Texas Department of Transportation, and the local MPO if applicable. Additionally, previous city planning initiatives and/or other departmental plans will be obtained from the client for coordination purposes.

The assessment of projected thoroughfare needs will be based on current/existing forecasts and constraints for the study area (i.e., 2045 MTP and/or AAMPO 2025 TDM results). The City will participate in coordinate the transfer of data files, with consultant leading the file request to AAMPO. Key activities in this task include;

#### *Activities*

- 1.1 Issues Identification. Seek input of thoroughfare system issues from City staff and/or stakeholders. Obtain input on transportation network strengths, weaknesses, needs and opportunities.
- 1.2 Review Plan Goals. Review existing transportation-specific plan policies and goals that the City utilizes to facilitate the implementation of the transportation system. Policies of any existing Thoroughfare Plan or comprehensive plan would serve as a basis for update of the Thoroughfare Plan subarea.
- 1.3 Review of existing thoroughfare plans and/or planning efforts from area agencies and other city departments as provided in the first month of schedule to coordinate roadway system compatibility.
- 1.4 Obtain roadway planning and improvement initiatives by County, MPO, TXDOT.
- 1.5 Reasonable conversion of PDF-based data into GIS format for use of the project (up to 8 hours heads-up digitization, georeferenced).
- 1.6 Obtain the latest travel forecasts (2045 MTP, 2025 AAMPO TDM, as available) from MPO and/or TXDOT to serve as a basis for determining future roadway needs.

- 1.7 Site assessment – driving the area and conducting a window assessment of current conditions not available through remote sensing (ie. internet based imagery).

### **Task Products**

Issues identification for plan subarea development; existing and planned thoroughfares, county and regional planning coordination, roadway system connectivity and roadway standards. Product will be provided as a base-map or series of up to five basemaps for key issue areas to be assessed, securing available data from which to inform the alignment alternatives and incorporation of other agency transportation studies/efforts with the City transportation plan implementation process.

### **Task 2.0 – Analysis of Existing Thoroughfare System**

FNI will conduct a general overview of the existing thoroughfare system to serve the subarea. Elements included as part of this review will include: existing functional classification, existing and future major traffic generators, existing daily traffic volumes, and programmed transportation improvements.

Data of traffic volumes will be based on available information as compiled by TxDOT, MPO, and the City, such as through a traffic impact assessment for development. Data from a roadway impact fee study or phase may also be considered, if available.

#### **Activities**

- 2.1 Existing traffic and project use data compiling.
- 2.2 High-level review the existing functional classification of the roadway network.
- 2.3 Identification of existing/future major traffic generators affecting the study area.
- 2.4 Incorporation of any other existing modal plan elements such as bike/pedestrian networks, funded transit and programmed roadway improvements, as provided.

### **Task Product**

Analysis of existing roadway system to serve as a basis for thoroughfare plan development.

### **Task 3.0 – Projected Growth and Travel Needs**

The Future Land Use Plan and demographic projections serve as the basis from which thoroughfare plan needs are based. The determination of long-term roadway needs will be based on recent MPO and/or TxDOT travel forecasts for the City study area as updated, combined with high level comparison of predominant development patterns provided by the City in development of this effort. Based on information from the City and developed through needs identification and demographic projections of the current Comprehensive Plan, FNI will compare key area differences in the existing Future Land Use Plan with MPO-based demographics to identify and, if needed, update planning-level volume projection ranges for up to 4 priority Traffic Area Zones or superblocks within the study area.

A high-level review of socio-demographics forecast will compare development intensity from the current, available model forecast with future land use plans derived from the City Comprehensive Plan or current understanding provided by staff. Projected volumes may be adjusted to reflect a commensurate development intensity between the two data sets and summarized as ranges of probable volumes for up to four (4) priority screening lines. A general screen line/cordon analysis process may be used to adjust upward or downward forecasted volumes from Task 2.

#### **Activities**

- 3.1 Obtain and compare differences between predominant development patterns, future land use plan projections and travel demand model socio-demographics, generally; identify key area of changes in land use intensities with direction from City staff.
- 3.2 Screenline capacity assessment to determine roadway need ranges for up to four (4) priority corridors. Analysis will be focused on threshold levels and volumes will be expressed as ranges to inform CIP project development discussions. Intersection configurations would be additional services.

**Task Products**

High-Level assessment of existing and future land use patterns, predominant development patterns and comparison with MPO and/or TxDOT demographics of existing modeled output. Assessment of roadway needs based on forecasted travel demands of the area to inform network capacity. Adjustment of forecasted volume ranges for priority corridors, based on input from City staff and expected intensity of predominant development patterns.

**Task 4.0 –Thoroughfare Plan Sector Alternatives Development**

Based on plan input, future land use patterns and provided travel forecasts of the region, FNI will prepare a Thoroughfare Plan assessment and alternatives map to test alignments. Up to 5 issue or focus areas identified in Task 1 to be addressed for corridor preservation testing as part of this assessment. The Thoroughfare Plan assessment map will also incorporate considerations for connectivity with other existing bike/pedestrian network planning and other regional transit initiatives. Key sub-elements include:

*4.1 Near-Term Thoroughfare Plan Alternatives Assessment*

FNI will review the thoroughfare network/functional classifications to facilitate near-term corridor preservation needs of the City. The plan will also consider regional connectivity with key corridors within the immediate County and adjacent city thoroughfare plans. FNI will test plausible alignments, update of functional class and cross sections in a tabular summary form. The plan will incorporate consideration from recent planning for transit, bike and pedestrian, and utility coordination connectivity if provided. Key corridor alignment alternatives will be developed, to the greatest extent possible, to avoid and minimize impacts to dwellings, critical flaws, mapped environmental features, and existing development entitlements. City staff will assist and identify any key elements for connection within the city and or special areas to be included on the issue subarea maps.

*4.2 Thoroughfare Plan Southeast Subarea Map*

The Thoroughfare Plan will be summarized on a single map and depicting roadway functional class throughout the study area. Both existing and future roadway segments of collector class and higher will be identified. Supporting roadway section recommendation information will be provided in tabular format to detail the composition of each functional class facility, number of travel lanes, and associated right-of-way. The right-of-way basis will follow existing criteria provided by the City and through consultation with TxDOT and, if needed, Guadalupe County, The City of Seguin, and the Alamo Area MPO. Up to four customized roadway sections will be developed, as needed, for this sub-sector.

**Task Product**

Up to five (5) issue area mapbook exhibits with between two and four plausible alignment alternatives per issue-area will be created. Alignments will be annotated to include key considerations. Mapbooks will be provided at between 1:800 and 1:1400 scale. One thoroughfare plan subarea amendment map will be created, with up to four customized cross-section illustrations specific to the plan subarea and key issue areas.

After draft, a videoconference with City staff will be held to discuss the initial draft plan alignments. FNI will facilitate the videoconference. Subject to staff comments, up to two additional draft revisions will be prepared and summary information prepared for dissemination by City staff for public input such as at a town hall presentation, regular planning and zoning committee meeting or City council meeting. FNI will facilitate a town hall meeting in person or virtually as an additional service.

**Task 5.0 Thoroughfare Plan Summary Memo**

Based on comments from the staff or garnered through a Town Hall-style meeting, one (1) draft final revision of the draft (“final draft”) will be prepared and submitted to the City for use during the public hearing process with the City Council.

One electronic file (PDF format) of the Final Thoroughfare Plan Map will be submitted to the City for use in the public hearing process. Any final comments from the public hearing will be addressed in the final plan in

which FNI will submit a revised electronic file (PDF format).

### **Phase III – Sector Plan Adoption Support**

#### **Task 6.0 – Adoption Meeting**

FNI staff will prepare a brief presentation for adoption of the revised Long-term Thoroughfare Plan to describe the process, schedule, and updated recommendations. FNI staff will meet with City Staff to review the presentation prior to presenting at City Council, then FNI staff will present the recommendations to a City Council meeting for adoption. Attendance will be conducted in person or virtually.

#### **Activities**

6.1 Preparation of summary presentation and presentation at City Council meeting (Virtual or in person).

#### **Meetings**

##### **Phase II**

For this plan effort, up to Four (4) meetings have been budgeted and for the development of the Thoroughfare Plan Southeast Sector and include:

- Task 1 – 1 videoconference or telepresence meeting (1 x City staff)
- Task 3 – 1 meetings (1 videoconference with City staff)
- Task 4 – 2 meetings (1 with City staff; 1 public meeting with City Council or P&Z, attendance in person or via videoconference, facilitated by others)
- Up to 3 hours of additional check-in/telepresence meetings (ex. 6 x 30 minute, each) are also included. These are anticipated to be biweekly status briefs, as necessary.

##### **Phase III**

For this plan effort, up to three (3) additional meetings have been budgeted and for the development of the Thoroughfare Plan Sector update adoption support and include:

- Task 6 – 3 meetings - 2 videoconference or telepresence meeting (2 City staff), and 1 public meeting with City Council, attendance in person or via videoconference, facilitated by others).

#### **Reports and Products**

All documents will be prepared using Microsoft Word software. To ensure retention of proper formatting, submittals to the City will be made via PDF electronic file format. At the conclusion of the study, electronic files will be submitted to the City for use by the City as desired. All mapping will be created in ESRI ArcGIS software and copies of maps transmitted via PDF format.

#### **Mapping**

The City's existing base mapping will be used as the basis for this project (provided to the Consultant at no additional cost to the Consultant). The base map will be manipulated using ESRI's ArcGIS software for plan mapping, with additional plans/PDFs georeferenced in. All City electronic GIS or CAD files relevant to the preparation of the Thoroughfare Plan map will be made available to the consultant.

#### **Schedule**

The overall time for project completion is estimated to be approximately 3 – 5 months. We anticipate the technical work to be completed over 2-3 months, followed the public hearing process in the remaining time.

**ADDITIONAL SERVICES:** Additional Services to be performed by FNI, if authorized by OWNER, which are not included in the above described basic services, are described as follows:

- A. Development of Goals and Objectives if City does not have them from an adopted Comprehensive plan or other similar guiding policy document.
- B. Compiling crash data and assessing safety concerns are important in transportation planning but considered additional services from this limed assessment.
- C. Making link-level designations for additional corridors beyond those enumerated above.
- D. Additional coordination meetings with regional partners not expressed above – TxDOT, AAMPO, Guadalupe County, Comal County, VIA, ART, or others.
- E. Roadway section revisions and costs.
- F. Facilitation of town hall scale, or in person public meetings to develop this project.
- G. Making revisions to drawings, specifications or other documents when such revisions are 1) not consistent with approvals or instructions previously given by OWNER or 2) due to other causes not solely within the control of FNI.
- H. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications.
- I. Preparing data and reports for assistance to OWNER in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
- J. Assisting OWNER in preparing for, or appearing at litigation, mediation, arbitration, dispute review boards, or other legal and/or administrative proceedings.
- K. Assisting OWNER in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this AGREEMENT. Such services, if any, shall be furnished by FNI on a fee basis negotiated by the respective parties outside of and in addition to this AGREEMENT.
- L. Visits to the site in excess of the number of trips included for site visits, coordination meetings, or contract completion activities.
- M. Providing basic or additional services on an accelerated time schedule. The scope of this service include cost for overtime wages of employees and consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by the OWNER.
- N. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services agreement.





City of New Braunfels Thoroughfare Plan Sector Assessment 1/5/2021 Detailed Cost Breakdown	Project Fee Summary	
	Basic Services	59,900
	Special Services	-
	Total Project	59,900

Tasks				Expenses										
Phase	Task	Basic or Special	Task Description	Tech Charge	Miles	Meals	Hotel	B&W (sheet)	Color (sheet)	Binding (each)	Lg Format - Bond - B&W (sq. ft.)	Lg Format - Glossy/Mylar - B&W (sq. ft.)	Other	Total Expense Effort
			Work Area 0. Project Management (5% of effort)											\$ -
			Task 00.1 Progress reports and invoices	11										\$ -
			Task 00.2 QA/QC	7										\$ -
			Coordination											\$ -
			Project staff meetings: 8 Short (0.5 * 3) & 5 long (1 x 3)	27	276									\$ 155
			Internal coordination x 4 (.5)	6										\$ -
														\$ -
														\$ -
	1		Issues Identification, Goals & Objectives review, A											\$ -
	1.1		5 x Basemap - Existing FC map with Issues Ident	16										\$ -
	1.2-1.4		Existing Plans, data, review	17										\$ -
	1.5-1.6		plan compiling, conversion/digitization, TxDOT coord	16										\$ -
	1.7		Site visit, documentation	16	118									\$ 66
														\$ -
														\$ -
	2		Analysis of Existing Thoroughfare System											\$ -
	2.1		Data Collect (daily vols, Planned proj/TIA)	10										\$ -
	2.2		Func. Classification Review (and base map annotation)	6										\$ -
	2.3		Ident of Exist/Maj Generators in city (Tgen & mapping)	5										\$ -
	2.4		Bike/ped; Consideration of non-motorized section	13										\$ -
														\$ -
														\$ -
	3		Projected Growth & Needs											\$ -
	3.1		Demographics review of AAMPO TDM inputs and out	24										\$ -
	3.2		Screenlines analysis (x 4) for corridor alternatives	24										\$ -
														\$ -
														\$ -
														\$ -
	4		Thoroughfare Plan Sector Alts Development											\$ -
	4.1		Mapbook Alternatives 1-3	39										\$ -
			Mapbook Alternatives 4, 5	25										\$ -
	4.2		Map (one ANSI-E Sized Format, PDF, any digital files)	22										\$ -
			Cross sections (Custom x 4)	19										\$ -
			P&Z or town hall public meeting attend & presentation	26	158									\$ 88
														\$ -
	5		Plan Memo - summarize priority takeaways or activ											\$ -
			Initial Draft	20										\$ -
			Draft Final (edits to Initial draft)	7										\$ -
														\$ -
	6		Public Adoption											\$ -
	6.1		Coordination for adoption	6										\$ -
	6.2		Council Adoption meeting (In Person)?	22										\$ -
	6.3		P&Z or CC meeting (Virtual x 1) PPT prep and practic	17	158									\$ 88
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City of New Braunfels  
Thoroughfare Plan Sector Assessment  
1/5/2021  
Detailed Cost Breakdown

Tasks				Total
Phase	Task	Basic or Special	Task Description	Total Effort
			<b>Work Area 0. Project Management (5% of effort)</b>	\$ -
			Task 00.1 Progress reports and invoices	\$ 1,922
			Task 00.2 QA/QC	\$ 1,364
			Coordination	\$ -
			Project staff meetings: 8 Short (0.5 * 3) & 5 long (1 x 3)	\$ 4,349
			Internal coordination x 4 (.5)	\$ 932
				\$ -
				\$ -
				\$ -
	1		<b>Issues Identification, Goals &amp; Objectives review, A</b>	\$ -
	1.1		5 x Basemap - Existing FC map with Issues Ident	\$ 2,068
	1.2-1.4		Existing Plans, data, review	\$ 2,243
	1.5-1.6		plan compiling, conversion/digitization, TxDOT coord	\$ 2,065
	1.7		Site visit, documentation	\$ 2,394
				\$ -
	2		<b>Analysis of Existing Thoroughfare System</b>	\$ -
	2.1		Data Collect (daily vols, Planned proj/TIA)	\$ 1,452
	2.2		Func. Classification Review (and base map annotation)	\$ 904
	2.3		Ident of Exist/Maj Generators in city (Tgen & mapping)	\$ 678
	2.4		Bike/ped; Consideration of non-motorized section	\$ 1,983
				\$ -
				\$ -
				\$ -
	3		<b>Projected Growth &amp; Needs</b>	\$ -
	3.1		Demographics review of AAMPO TDM inputs and out	\$ 3,616
	3.2		Screenlines analysis (x 4) for corridor alternatives	\$ 3,616
				\$ -
				\$ -
				\$ -
	4		<b>Thoroughfare Plan Sector Alts Development</b>	\$ -
	4.1		Mapbook Alternatives 1-3	\$ 5,630
			Mapbook Alternatives 4, 5	\$ 3,811
	4.2		Map (one ANSI-E Sized Format, PDF, any digital files)	\$ 2,935
			Cross sections (Custom x 4)	\$ 2,723
			P&Z or town hall public meeting attend & presentation	\$ 4,296
				\$ -
	5		<b>Plan Memo - summarize priority takeaways or acti</b>	\$ -
			Initial Draft	\$ 2,774
			Draft Final (edits to Initial draft)	\$ 1,113
				\$ -
	6		<b>Public Adoption</b>	\$ -
	6.1		Coordination for adoption	\$ 932
	6.2		Council Adoption meeting (In Person)?	\$ 3,508
	6.3		P&Z or CC meeting (Virtual x 1) PPT prep and practi	\$ 2,591
				\$ -
				\$ -
				\$ -
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Total Hours / Quantity				
Total Effort				\$ 59,900