

HOUSTON-GALVESTON AREA COUNCIL

Scope of Work

The South Montgomery County Mobility Plan

South Montgomery County is a rapidly growing part of the greater Houston-Galveston region in terms of population and employment. As such, the Houston-Galveston Area Council (H-GAC) has established a partnership with Montgomery County, The Woodlands Township, the City of Shenandoah, Oak Ridge North, The Woodlands Road Utility District #1 and TxDOT to examine current and future mobility needs in what will be known as the South Montgomery County Mobility (SMM) Plan.

The SMM planning process involves performing a sub-regional mobility study that will improve mobility and access to jobs, homes and services in the study area (Exhibit A, page 14) by analyzing current and future conditions (e.g., population, employment, other relevant demographics, roadway network, and economic development). Current traffic bottlenecks and facilities with high congestion levels and/or adverse or unsafe conditions will be identified, including roadways with design deficiencies, deteriorated physical condition and/or inadequate capacity, as well as those which require improved traffic control and management. The study will review projected future population and employment growth along with expected growth in vehicular traffic. Using H-GAC's travel forecasting models or other traffic forecasting tools, the performance of both the current roadway network and expected future roadway network will be evaluated based on assignments of current and future travel. This will affirm and potentially expand the list of existing deficiencies, identify the purpose and need for future expansions, extensions and improvements, estimate the cost and public benefits for all multi-modal investments.

This process shall conclude with a sub-regional mobility plan that includes recommended revisions to the thoroughfare plans, a prioritized list of short-, intermediate- and long-term recommended improvements, potential funding opportunities, along with recommended lead agency or project sponsor(s) and tiered implementation strategies with emphasis on all modes of transportation for Montgomery County, The Woodlands Township, the City of Shenandoah, Oak Ridge North and the Woodlands Road Utility District #1.

A critical component of the study will be an iterative analysis of how various transportation recommendations impact development, pedestrian function, bicycling and traffic operations within the study area.

TASKS AND DELIVERABLES

TASK 0 - PROJECT MANAGEMENT AND COORDINATION

The Consultant's project manager, in coordination with H-GAC's project coordinator and/or team lead, will be responsible for directing and coordinating all activities associated with the mobility study. H-GAC's team lead will be the primary contact for the Consultant.

0.1 Steering Committee

A Steering Committee will be established by H-GAC to guide the technical development of the study. The Steering Committee will be composed of representatives from Montgomery County, The Woodlands Township, the City of Shenandoah, Oak Ridge North, TxDOT, Harris County, the Woodlands Road Utility District #1 and H-GAC staff and will consist of no more than 10 members, excluding H-GAC staff.

The Steering Committee will:

- meet as needed during the contract
- receive, review and provide input on the study
- provide technical oversight on major activities associated with the study
- develop a preliminary vision statement
- develop the goals, objectives and performance measures
- recommend stakeholders
- set expectations for the stakeholder meetings including format, process and outcomes

The final decision on project deliverables and content will remain with H-GAC. A kick-off meeting scheduled and driven by the Consultant, will be held to develop a preliminary vision statement, goals, objectives and the timeline for the SMM Plan.

The Consultant will be responsible for recording the meetings by minutes and distributing them to the Committee and H-GAC for review. Depending on the meeting's agenda, the Consultant project manager will be present for every meeting, with no more than two additional members of the Consultant, as approved by H-GAC's project coordinator and team lead. The Consultant will provide H-GAC with a summary of each meeting and takeaways.

0.1 Scope of Work

The Consultant will attend a meeting to finalize the scope of work and be made aware of H-GAC's invoicing procedure.

0.2 Progress Reports and Invoices

The Consultant will review the project schedule and prepare monthly progress reports for review by H-GAC's team lead. Invoices for all work completed during the period will be submitted monthly for work performed by the Consultant and all sub-consultants, hereinafter referred to as "Consultant".

Invoice packets will include a standard invoice form (provided by H-GAC), monthly progress reports, and adequate receipts (determined by H-GAC with the Consultant) for all reimbursements requested.

Monthly progress reports will include a summary of:

- A. Activities, ongoing or completed, during the reporting period
- B. A detailed narrative description of work performed during the reporting period
- C. A narrative description of activities planned for the coming month
- D. A summary of problems encountered and actions to remedy them
- E. A description of project status, including a tabulation of percent complete by task, management schedule showing study progress
- F. Percentage of total budget used by Disadvantaged Business Enterprise team member(s)

Invoices, progress reports, and supporting documentation shall include travel related expense receipts and any equipment purchase receipts. Time sheets and other direct expense receipts shall be maintained at the billing site for contract monitoring/auditing purposes. A presentation of the requirements for invoices and documentation will be given at the first kick-off meeting by the H-GAC's contract staff.

The progress reports must include work performed by all firms associated with the Consultant. The Consultant will be required to submit to the H-GAC team lead one consolidated progress report, accompanied by supporting documentation for all reimbursement requests.

0.3 Control/Scheduling

At the beginning of the project the Consultant will prepare a graphic schedule indicating tasks, milestones, deliverables, and Steering Committee review requirements. The Consultant should take into account the number of presentations required to complete this contract and receive full payment. Scheduling of the presentations may take significant time and could extend the life of the contract beyond active work.

0.4 Sub-Consultant Management and Meetings

The Consultant will prepare subcontracts for Sub-consultant(s), monitor sub-consultant staff activities and adherence to schedules, and review and recommend approval of sub-consultant invoices. The Consultant will schedule and participate in management meetings with sub-consultant staff throughout the project, as necessary.

0.5 Quality Assurance/Quality Control

The Consultant will provide continuous quality assurance and quality control throughout the life of the study. The prime Consultant shall provide H-GAC staff periodic opportunities to perform their contract monitoring duties of all consultant team agencies.

Monthly Deliverables:

- Monthly invoice packets including progress reports, documentation, related expense receipts and any equipment purchase receipts.
- Timesheets and other direct expense receipts shall be maintained at the billing site for contract monitoring/auditing purposes. A presentation of the requirements for invoices and documentation will be given at the first kick-off meeting by H-GAC's contract staff.
- Schedule (Copies for Steering Committee and for contract file)
- Sub-Consultant Contracts, within 30 days of each execution

TASK 1 - PUBLIC OUTREACH

1.1 Stakeholder Meetings

Stakeholder meetings will be held periodically throughout the project. Stakeholder meeting invitations will include elected officials, city and neighborhood representatives, business and community leaders, and other entities or specific groups that are recommended by the Steering Committee, with final approval from H-GAC. The Consultant will conduct and provide support personnel and exhibits for meetings with stakeholders. The Consultant will be responsible for handling most of the logistics for the meetings. This includes materials, timing to coordinate with potentially conflicting schedules, and responsibilities for each party. H-GAC will be responsible for securing facilities for the meetings. The Consultant will provide H-GAC with a summary of each meeting and takeaways.

1.2 Public Involvement Plan

The Consultant will develop a Public Involvement Plan (PIP) which will include strategies to incorporate the general public, steering and stakeholder committees, elected officials and the local media in the planning process. Outreach activities such as sub-committees, working groups, public meetings, stakeholder interviews, focus groups, surveys, workshops and a project website to enhance ongoing public participation in the planning process should also be included and will be executed by the Consultant. The PIP should be phased so that the input derived from the first phase of public involvement can be incorporated into the SMM Plan analysis. The second phase of public involvement will present the results of the planning process and the SMM Plan recommendations. During this process, the Consultant will provide briefings and presentations to the Conroe-The Woodlands UZA Advisory Committee, Montgomery County Commissioner's Court, The Woodlands Township Board of Directors, the City Councils of Shenandoah and Oak Ridge North, H-GAC's Technical Advisory Committee (TAC), H-GAC's Transportation Policy Council (TPC), and other local governments and agencies, as appropriate. A minimum of two public meetings will be required: one at the beginning and one near the end of the planning process.

As a function of the PIP, the Consultant will co-produce with H-GAC and adhere to a publicity plan. This plan will serve as a schedule for delivering public involvement materials to relevant parties. The schedule will provide for notifying the necessary entities of upcoming public outreach activities, reminding stakeholders of upcoming events, informing elected officials of relevant project details and happenings, and producing copy (written content) for regular updates on H-GAC outreach newsletters, H-GAC websites, local media outlets, such as advertisements, legal notices, etc., and relevant social media accounts. An example of the publicity plan, which will be developed in coordination with H-GAC Public Outreach staff, is available for review.

1.3 Project Web Site

H-GAC will develop and host a project web site throughout the duration of the study effort. The Consultant will be responsible for submitting deliverables and other content, when available, to the H-GAC project coordinator and team lead for posting to the project web site.

Deliverables:

1. Appropriate exhibits and/or displays for meetings using various visualization techniques
2. Documentation for the meetings that will include: photographs of the event, photographs or copies of informational displays, the number of people in attendance at each meeting, copies

of handouts and questionnaires distributed at the meetings, comment cards and letters received, attendance sign-in sheets from each meeting and the contact information used in mailings

3. Minutes of all Steering and Stakeholder Meetings in Microsoft Word format within (10) business days of the meeting date
4. Meeting materials including, but not limited to, informational hand-outs, written materials, sign-in sheets, the printing of meeting hand-outs and the preparation and production of meeting display boards in high resolution color
5. Surveys for public participants to fill out at each meeting as well as provide H-GAC with an electronic version to post on H-GAC's project website
6. Public Involvement Plan (PIP)
7. Publicity Plan

TASK 2 - ASSEMBLY AND REVIEW OF DATA

2.1 Collection of Data, Reports, and Maps

Once data needs and sources are identified, the SMM Plan Consultant will coordinate with The Woodlands Transit (WTT) Plan Consultant to optimize data collection efforts. The Consultants will use the same data, as appropriate, for both studies to ensure uniformity of data analysis. The WTT and SMM Consultants will contact H-GAC, TxDOT, Montgomery County, The Woodlands Township, WRUD#1, City of Shenandoah, Oak Ridge North and other appropriate agencies or organizations to obtain available data. In the event that data is missing, out-of-date or otherwise insufficient, the Consultant will undertake data collection efforts of its own, as approved by the H-GAC team lead and project coordinator. The H-GAC team lead and project coordinator will be responsible for delivering all data sourced from H-GAC to the Consultant. The Consultant will develop a profile that will identify potential gaps in existing infrastructure as well as barriers, constraints and opportunities for improved mobility services. Some of the data to be collected may include, but not limited to:

- A. Current and Future Transportation System Data from public entity stakeholders, such as:
 - 1) Traffic volumes—daily and peak hour (Provided by H-GAC and The Woodlands Township)
 - 2) Roadway and intersection geometrics
 - 3) Intersection turning movements – daily and peak hour (H-GAC and The Woodlands Township)
 - 4) Traffic signal timings and/or plans
 - 5) Median opening locations
 - 6) Rights-of-way (if available)
- B. Demographic information for today and forecast for 2040, including but not limited to population, employment, etc.
- C. Supplement available historical data obtained from area agencies, such as traffic volume counts at major intersections. The Consultant will select existing historical traffic data

- that most appropriately reflects traffic operations during baseline economic conditions. (H-GAC)
- D. Provide turning movement counts for major intersections in the study area. An assessment of the area street system that considers the overall effectiveness and connectivity of the network as a whole, using metrics such as intersection density, overall lane mile density, and link-node ratio
 - E. Land use plans –maps showing existing and proposed land use, building footprints, roadways, major utility ROW and street names
 - F. Pertinent data on existing and planned major utilities and railroad facilities
 - G. Hot spot crash locations using Crash Records Information System (CRIS) data (provided by H-GAC), including pedestrian and cycling accidents, if available.
 - H. Most recent digital aerial orthophotography of the immediate study area (available from H-GAC, TxDOT or other source as appropriate)
 - I. Transportation Plans - Obtain and review previous plans and studies conducted for the study area from TxDOT, METRO, H-GAC, Woodlands Road Utility District, North Houston Association, City of Shenandoah, Oak Ridge North, Conroe, Montgomery County and Harris County.
 - J. Land Use Plans - Obtain maps showing existing and future land use, existing building footprints, major utility ROW, and street names.
 - K. Existing and future development guidelines and restrictions, development densities, etc.
 - L. Bicycle Path/Lanes– obtain maps and plans for existing and future paths/lanes
 - M. Pedestrian Pathways – obtain maps and plans for existing and future paths
 - N. Major attractors, generators and special events
 - O. Travel patterns (zip code work place survey and/or license plate surveys)
 - P. Current and future economic development located in the study area and Conroe.

2.2 Study Goals, Objectives and Performance Measures

The Consultant, in conjunction with the Steering Committee, will establish the goals, objectives and performance measures for the SMM Plan. Goals shall include long-term and short-term mobility goals which will be used to identify system and project performance measures. The performance measures will evaluate the mobility goals impact on congestion (travel speed, reliability and delay), safety (crash reduction), the environment, and the ability to use alternative modes of transportation.

Deliverables:

- 5. Study Area Profile Summary (to include detailed takeaways from past area studies)
- 6. Summary of Study Goals and Objectives
- 7. Summary of Performance Measures

TASK 3 - EVALUATION OF EXISTING CONDITIONS

3.1 Current Conditions

The application of performance measures to the current roadway network will assist the Consultant in the identification and quantification of inadequate system performance. This determination will be used to refine the identification of network deficiencies and prioritize the transportation needs in the study area.

3.2 Issues and Areas of Interest

Using inputs from Tasks 2 and 3, the Steering Committee and stakeholders will identify and categorize the mobility needs and issues in the study area.

South Montgomery County is experiencing a tremendous population growth and a substantial increase in residential and business development. The Consultant should identify the best options for improving mobility within South Montgomery County as well as strategies to address access to new large developments such as Hughes Landing, ExxonMobil and Springwoods Village.

The following issues are of particular interest to various community leaders and should be addressed:

- A. Provide a regional analysis of existing Precinct 3 roadways**
 - Inventory of all existing roads and bridges
 - owner and maintenance responsibility
 - condition
 - approximate cost to repair, if applicable
 - Evaluation of existing roadway speeds (including school zones)
 - Traffic counts
- B. Impact of future economic development (e.g., ExxonMobil/Springwoods, Hughes Landing, Town Center, etc.) on the existing roadway system**
- C. Connectivity with adjacent developments (e.g., The Woodlands Township to ExxonMobil) and neighborhoods**
- D. Evaluate north-south connectivity**
 - Reliever route(s) for I-45 (Rayford to SH242)
 - FM 2978, Kuykendahl, Gosling, Grogans Mill, Branch Crossing, Hanna, Aldine Westfield, Townsen, Birnham Woods, David Memorial
- E. Evaluate west-east connectivity**
 - FM 1488, Research Forest/Tamina, Lake Woodlands, Woodlands Parkway/Robinson, Riley Fuzzell, Woodson Road
 - Reliever route for SH242 (I-45 to US 59)
 - Reliever route for Robinson Road
 - Road between Riley Fuzzell and I-45
- F. Determine how to complete the existing roadway network**
- G. Confirm the current plan for completing The Woodlands Roadway Master Plan, including the identification and quantification of individual improvement**

projects required and their timing based on current demographics and growth projections.

H. Traffic signal synchronization/adaptive signal technology

I. Evaluate the area's connections to the Grand Parkway

- Direct connector ramps to Hardy Toll Road and I-45(N)
- Access at Kuykendahl, Gosling and new north/south arterials on east side of I-45
- Toll roads connecting Grand Parkway to SH 105 west and east of I-45

J. Evaluate improved access to I-45 at major roadways

- Flyover ramps, ramp reversals, redesign

K. Explore potential intersection improvements

- I-45 at Robinson Road, Rayford/Sawdust, Lake Woodlands, Research Forest/Tamina, SH 242, FM 1488, Grand Parkway, ExxonMobil
- Major intersections on Rayford/Sawdust, Woodlands Parkway, Lake Woodlands, Robinson, Research Forest/Tamina, SH 242, FM 1488, FM 2978, Kuykendahl, Gosling, Grogans Mill, Hanna, Riley Fuzzel
- Grade separations
 - Woodlands Parkway at Woodloch, Six Pines, Gosling, Kuykendahl, etc.
 - Lake Woodlands at Grogans Mill, Gosling, Kuykendahl, etc.
 - Research Forest at Grogans Mill, Gosling, Kuykendahl, etc.
 - Rayford at UPRR tracks
 - Tamina, Woodson and Robinson at UPRR tracks

L. Evaluate “Complete Streets” concepts

M. Identify and develop improvements relating to the reduction of traffic bottlenecks surrounding schools in the morning and afternoon.

N. Evaluate the benefits of access management treatments on Rayford/Sawdust

O. Alternatives when no additional ROW is available

P. Evaluate a new road from I-45 to Gosling as an alternative to Research Forest

Q. Improve known issues on I-45 at Hardy Toll Road and Woodlands Parkway

R. Evaluate bicycle/pedestrian needs and connections

(Note: The Woodlands Township Transit Plan will be evaluating the need and plans for bicycle and pedestrian paths within the Town Center)

S. Develop a Bicycle Plan for Spring Creek Greenway

The preceding list of issues is not exhaustive; it is possible that the Steering and/or the Consultant will discover additional specific issues of interest as the study progresses.

NOTE: The WTT Study will be conducted more or less concurrently with this study. The Consultant is encouraged to participate and collaborate with that effort to an extent reasonable. However, nothing in that effort will be construed to take precedence or priority over any process or recommendation of the SMM Plan.

Deliverables:

8. A Technical Report summarizing the existing conditions of the Study Area, with key issues identified
9. A summary of current and planned transportation projects that could impact mobility in the Study Area
10. Summary of existing conditions
11. Summary of community concerns
12. Gap Analysis Summary
13. Summary of mobility needs and issues in the study area

TASK 4 - TRAVEL DEMAND ANALYSIS

Based on the results in Tasks 2 and 3, H-GAC travel demand forecasting staff will develop current and transportation plan forecasts for 2040. The results from the H-GAC Travel Demand Model will be analyzed to identify common and conflicting strategies in the Study Area. This analysis will facilitate in the development of possible mobility solutions. H-GAC modeling inputs, outputs, and applicable networks will be made available to the Consultant.

Deliverables:

14. Summary of the Travel Demand Analysis
15. List of issues based on analysis

TASK 5 - PLAN ALTERNATIVES**5.1 Needs-Based Plan**

The Consultant shall begin by developing a Needs-Based Plan. This plan, developed by extending the goals, objectives and performance measures established in Task 2 and needs established in Task 3 to the entire Conroe-The Woodlands UZA, is financially-unconstrained and is intended to identify a comprehensive list of regional mobility needs. The Consultant, in collaboration with the Steering Committee, will develop the Needs-Based Plan with the understanding that from it a more specific, financially-constrained plan focusing solely on the Study Area will be generated.

5.2 Identify and Define Proposed Improvements

Based on the comprehensive list generated in the Needs-Based Plan, mobility improvements within the study area will be prioritized and the Consultant will identify and propose short, intermediate, and long-term lists of improvements. These lists are expected to be financially-constrained (see Task 5.3) and will be developed as a collaborative interaction with the Steering Committee.

To test the performance of identified improvements, it may be necessary to create multiple scenarios involving different “packages” of improvements so that network effects can be properly considered in the evaluation process. The projects and project packages will be evaluated based on the plan goals, objectives and performance measures developed in Task 2. Packages that do not

suitably address the goals and objectives will be eliminated from further consideration. Eliminated projects or packages will be documented.

Each preferred package of improvements will be developed into a conceptual plan by the Consultant, which will be evaluated from a mobility standpoint. The preferred plan will be modeled by H-GAC's travel demand forecasting staff. Each improvement concept will be ranked by its viability and compatibility with other improvement concepts for achieving acceptable mobility operations and levels of service within the study area. Project scenarios should be defined in sufficient detail so they are suitable for submission as candidates for the 2040 Regional Transportation Plan. If this level of detail is not possible to develop as part of this planning effort, then additional follow-on definitional projects should be defined and proposed

Deliverables:

15. Summary of needs-based plan
16. Summary of proposed improvements (preferred packages)
17. Summary of conceptual plan (program of priority projects)

TASK 6 – RECOMMENDATIONS

The Consultant will identify short- (0-5 years), intermediate- (6-10 years) and long-range (11-20 years) mobility improvements based on the scenarios developed by Steering Committee. The plan will identify transportation investments suitable for consideration within H-GAC's Regional Transportation Plan and Transportation Improvement Program (RTP/TIP) and identify potential local and/or private funding strategies for each investment.

6.1 Cost Effectiveness

The Consultant will evaluate cost-effectiveness to determine if the proposed improvements create sufficient user benefits to justify the investment. The Consultant will evaluate cost effectiveness by determining the monetary benefits associated with the reduction in vehicle delay due to proposed improvements, as well as compare the benefit the implementation cost. Benefits will be determined using the results of the peak hour model and converting the hourly delay values to estimated daily and annual delays, which will then be multiplied by an average cost per hour of delay to achieve annual benefits (dollar-value). Other benefits besides delay (for example, reduction in accidents and injuries created by safety improvements), if reasonably quantifiable, may be considered as well, at the discretion of the Steering Committee.

Deliverables:

17. Recommendations for short-term (0-5 year) mobility improvements
18. Recommendations for mid-term (6-10 year) mobility improvements
19. Recommendations for long-term (10-20 year) mobility improvements
20. Summary of system costs and benefits based on proposed recommendations

TASK 7 - DRAFT PLAN

The draft SMM plan will be presented by the Consultant to the general public, The Woodlands Township Board of Directors, the Montgomery County Commissioners Court, the City Councils of Shenandoah and Oak Ridge North, The Woodlands Road Utility District #1 as well as other stakeholders for comment and input. All comments from meetings will be addressed prior to preparing final document.

Deliverables:

21. SMM Draft Plan that contains:
 - Area description, mobility issues, goals and transportation priorities of the study area, including the performance measures
 - A discussion of any concepts considered but eliminated for not addressing the study goals and objectives
 - A summary of recommended mobility projects along with project descriptions, costs, benefits, and potential funding sources for each of the political entities
 - The list of recommended projects should be prioritized in cooperation with the Steering Committee
 - Specific recommendations for short, mid-term and long-range transportation investments that helps the study area achieve SMM goals
 - Summary of system performance resulting from implementing of the SMM
 - A financial proposal that outlines realistic funding sources and public and private investment leveraging opportunities
 - Explanation of methodology and evaluation criteria used
22. Presentation materials needed for public meetings (shall include illustrations using various visualization techniques)

TASK 8 - IMPLEMENTATION AND FUNDING

The Consultant will develop an implementation strategy for each of the SMM Plan's recommendations indicating the priority level, project sponsor(s) and availability of funding. Priority will be provided to those potential sources highlighted by the Steering Committee, referenced in the preliminary funding source work completed earlier in the study.

Implementation tasks for each project will be identified. The plan will identify transportation investments suitable for consideration within H-GAC's Regional Transportation Plan and Transportation Improvement Program (RTP/TIP) and identify potential local and/or private funding strategies for each transportation investment.

The Consultant will work with H-GAC to develop "implementation workbooks" for each participating jurisdiction, that provide a realistic approach to implementing the SMM plan for short, medium, and long-range needs. This tool will include timelines for phasing and implementation of recommendations each project and measure the effects of implementing the various components of

the Plan using performance measures agreed upon by H-GAC and the participating local governments. The workbooks will be created for Montgomery County, The Woodlands Township, the City of Shenandoah, Oak Ridge North and the Woodlands Road Utility District #1. It will be the responsibility of the local jurisdiction to adopt and monitor implementation.

Deliverables:

23. Timeline for phasing implementation of the recommended plan
24. User-friendly and visually-friendly implementation workbooks for each SMM partner
25. SMM Plan and all associated maps, implementation tools, and any other work products including:
 - List of projects and policy changes, sorted by implementing entity
 - Fiscal analysis containing supporting documentation of methodologies used in calculations
 - Cross listing of potential funding categories for each project

TASK 9 - FINAL REPORT AND ADOPTION OF PLAN

The Consultant will prepare the final report that reflects the recommended improvement prioritization and implementation strategies. The report will provide a description of the study effort associated with identification, definition, development, and refinement of improvement concepts. The report will also include a discussion of any concepts eliminated for not addressing the study goals and objectives. The methodology and evaluation criteria will be explained. A section documenting the traffic and multimodal analyses, including the development of the traffic simulation models for the short-term solutions analysis, will be included. Appendices should reference the previous planning work the Consultant has used, as well as the contributed takeaways from each method of public outreach throughout the course of the study, and how issues/disagreements were addressed and resolved among the project partners.

The report should include a summary of recommended projects along with project descriptions, costs, benefits, and potential funding sources for each of the political entities. The list of recommended projects should be prioritized by need in cooperation with the Steering Committee.

The Steering Committee, stakeholders, participating communities and H-GAC staff will seek the approval and adoption of the final SMM Plan by Montgomery County, The Woodlands Township Board of Directors, the City Councils of Shenandoah and Oak Ridge North, and the Woodlands Road Utility District #1.

The Consultant should take into account the number of presentations required to complete this contract and receive full payment. Scheduling of the presentations may take significant time and could extend the life of the contract beyond active work. Scheduling these presentations may be the responsibility of the Consultant depending on direction from H-GAC. The presentation will not be considered until the SMM Plan has been adopted by each participating entity and any necessary face-to-face follow-up meeting between the Consultant, H-GAC, and relevant parties have been completed.

Deliverables:

23. Recommended package
24. A maximum of ten (10) ground level and/or bird's eye level artistic renderings and/or computer generated photo simulations of improvement concepts to help the public visualize recommended improvements of significance
25. Suggested strategies to influence development toward achieving the desired scenario
26. Recommended projects to improve mobility in the Study Area for each participating entity.
27. Identify potential funding sources for each project recommended
28. Base maps showing the location, layout, and typical sections for each concept considered (One high resolution, reproducible digital copy)
29. Final Report, including maps or other drawings and exhibits of each concept recommended (One high resolution, reproducible digital copy)
30. Executive Summary
26. Documentation of communities' agreement to implement strategies in the SMM Plan
27. PowerPoint presentation summarizing the SMM Plan and its key recommendations
28. Presentations will be made to:
 - Montgomery County Commissioners Court
 - Harris County Commissioners Court
 - The Woodlands Township
 - City of Shenandoah
 - Oak Ridge North
 - H-GAC Transportation Policy Council (TPC)
 - H-GAC Technical Advisory Committee (TAC)
 - H-GAC Board of Directors-Projects Review Committee
29. Final Report documents;
 - Twenty-five (25) bound copies of the Final Report
 - Executive Summary and any Appendices
 - Ten (10) CD-ROM copies of all deliverables, shape files, images, photographs, graphics, data, text files, and Microsoft Word documents used to produce the report, etc.

OVERALL PLANNING CONSIDERATIONS

1. The overall process to be followed during the project is illustrated in the Exhibit B attachment.
2. The project organization is illustrated in Exhibit C.
3. The Steering Committee and stakeholder meetings will be held at the Montgomery County Precinct 3 office.

EXHIBITS

A: South Montgomery County Mobility Plan Study Area

B: Study Process

C: Project Organization

South Montgomery County Mobility Plan

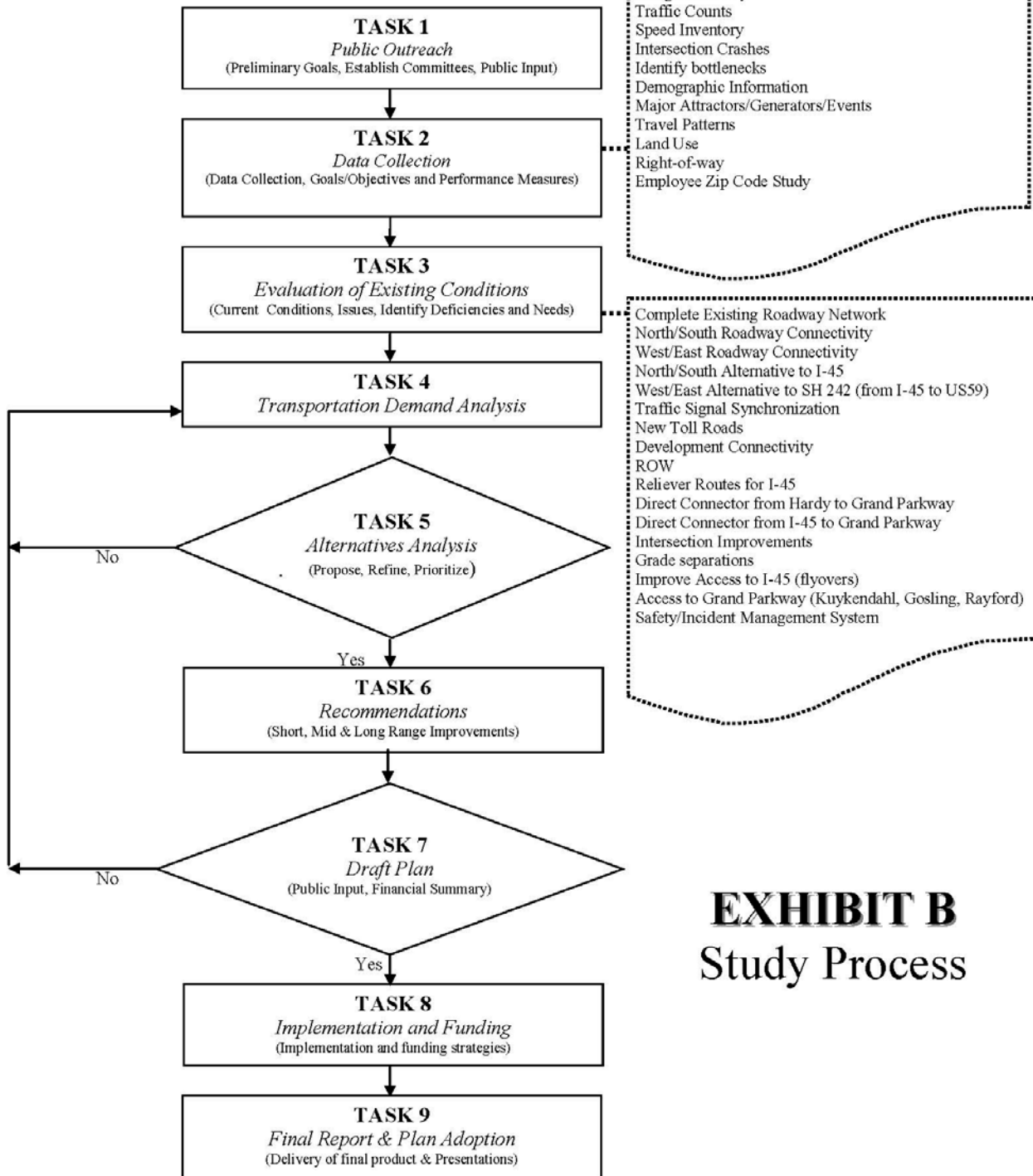
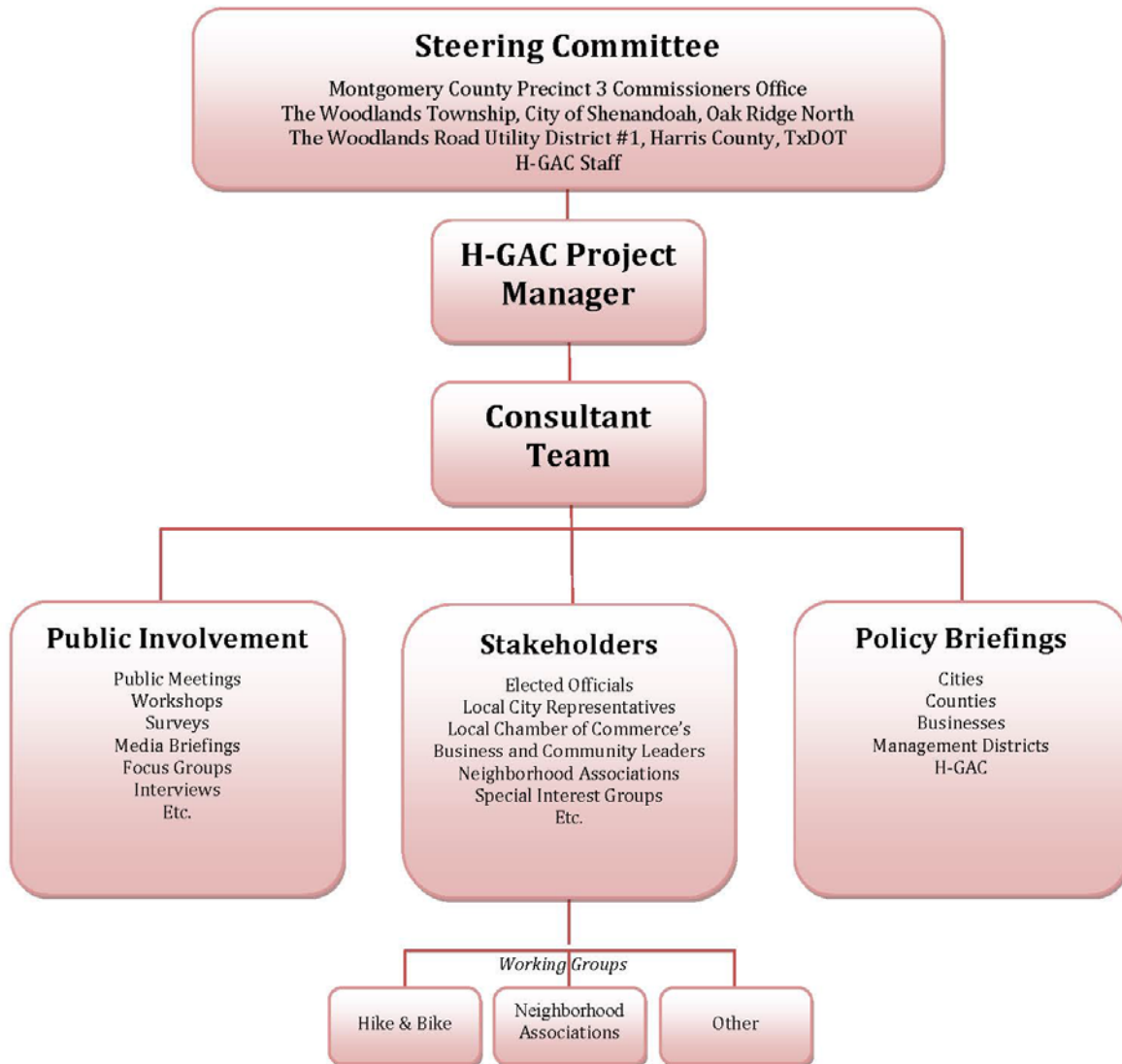


EXHIBIT B Study Process

The South Montgomery County Mobility Plan



5/6/2013

H-GAC