

Scope of Services for Phase 2B Supplemental County-Wide Thoroughfare Plan Adoption

December 2024

Overview

During Phase 2 of the Collin County Future Mobility Study, Collin County and the consultant team updated the County's Thoroughfare Plan (TP) within the study area of SE Collin County. The County has also identified additional recommended updates to the TP for locations located outside of the study area and needs to move forward with combining all of the TP changes and formally adopting these changes for the entire county.

Project Objective

This supplement covers efforts to combine all county-wide TP changes, conduct public involvement activities to communicate changes to the public and facilitate a public hearing prior to formal adoption of the TP updates county-wide. Supportive tasks, such as project management and quality control, will continue for the duration of the supplemental schedule.

General Approach

This supplemental work provides for the development of recommended updates to the county-wide Collin County TP. Burns & McDonnell shall provide the following services to the County regarding the TP updates:

- ▶ Gather pdf or kmz files of recommended changes provided by the County for proposed changes elsewhere in the county.
- ▶ Develop comprehensive KMZ and GIS files of all TP updates proposed county-wide.
- ▶ Develop documentation and visualization of proposed TP updates, which will be used to coordinate with municipalities for awareness, the public at information meetings, and the Collin County Commissioner's Court for formal adoption.
- ▶ Conduct public information sessions as part of the formal adoption process.
- ▶ Attend public hearing prior to formal adoption of the TP.

Project Details

Task 1	Project Management and Quality Control
Task 2	Data Collection and Analysis
Task 3	Arterial Assessment and Evaluation
Task 4	Public and Stakeholder Outreach

Task 1: Project Management and Quality Control

- ▶ The Engineer shall provide project management and oversight and coordinate project related technical issues with the County for the duration of this Contract based on the scope provided.
 - Update contract deliverables list
- ▶ Project Invoicing
 - o The Engineer shall prepare and submit to the County invoices for all work performed under this supplemental scope. The Engineer shall invoice in accordance with the rate schedule and function codes authorized in the contract.

▶ Coordination Calls/Meetings

The Engineer shall schedule and conduct up to four (4) progress update meetings or conference calls with the County and the core project team. Meetings to include one kick-off, one interim mtg to show County how thoroughfares are depicted and drafts of public mtg materials, one for final review of TP and pub mtg materials before meetings, and one to review final new TP.

- o The Engineer shall use these conference calls and meetings to determine critical path milestones, and to identify and mitigate risks to project schedule, budget, or objectives. The Engineer shall include selected minor task leads, content specialists, and project participants to provide comprehensive communications on meeting topics.
- o The Engineer shall schedule and conduct up to five (5) technical meetings or conference calls with others as needed. The Engineer shall use these conference calls and meetings to discuss, coordinate efforts and make decisions related to technical terms. The Engineer shall include subject matter experts to provide expertise on meeting topics as needed.
- ▶ Project Schedule
 - o The Engineer shall update the project work schedule.
- ▶ Quality Assurance / Quality Control Plan
 - o The Engineer shall review all work to confirm it is performed in accordance with County requirements. The Engineer shall provide a copy of the quality control review of the major work product submittals showing the comments, corrections, and changes made prior to the County review upon request by the County.

Task 2: Data Collection and Analysis

- ▶ The County shall provide the Engineer with data files of proposed changes county-wide to be incorporated with the updates proposed through the Collin County Future Mobility Study for eastern Collin County.
- ▶ The Engineer will meet in person with County personnel to receive the information about the proposed changes.

Task 3: Arterial Assessment and Evaluation

- ▶ The Engineer shall incorporate the proposed TP changes for locations outside of the study area into the electronic files of the study area recommended TP updates.
- ▶ The Engineer shall prepare maps of the county that identify the proposed deletions, modifications, and additions to the thoroughfare plan.
- ▶ The Engineer shall produce KMZ and GIS files of the combined county-wide updates.
- ▶ The Engineer shall update the proposed thoroughfare plan based on comments and feedback received during the Public and Stakeholder Outreach

Task 4: Public and Stakeholder Outreach

► Public and Stakeholder Outreach Plan

- o The Engineer shall identify stakeholders to be notified (i.e., elected officials, agencies, community organizations, etc.), and establish strategies that will be used to engage the public and stakeholders during the thoroughfare plan adoption process.

► Stakeholder Outreach

- o The Engineer shall identify stakeholders to be notified of proposed updates to the County's Thoroughfare Plan. This list of stakeholders may include those identified in Phase 2 of the Future Mobility Study, as well as the additional entities listed below:
 - Additional City elected officials and staff:
 - Anna
 - Allen
 - Celina
 - Weston
 - Residents, Businesses and Property Owners immediately adjacent to or within approximately 200' of proposed changes.
 - Independent School Districts within the County (notification only)
- o The Engineer shall host and develop material for up to six (6) meetings with stakeholders or property owners.

► Public Outreach

- o The Engineer shall conduct and make arrangements for up to two (2) public information sessions. One to be held in Anna and one in or near to Lavon. The public information sessions will feature the same content at each location and give members of the public an opportunity to review proposed TP updates. These public information sessions will include an exhibit board explaining the purpose of a TP, large-scale map(s) identifying proposed changes, and computer or iPad stations where the proposed changes may be viewed electronically. Comments shall be collected from attendees and incorporated into the TP updates as warranted.
- o To conduct the in-person and virtual Public Information Sessions, the Engineer shall:
 - Develop and maintain an email and mailing database for property owners, stakeholders, elected officials, agencies and community organizations. Expand stakeholder list to include those located in areas of Collin County outside of original study area.
 - Coordinate and pay for public workshop venues, equipment rental, and translators if requested in advance by an attendee.
 - Develop a notice of the in-person public information session and virtual public information page and submit to the County for review. Notice shall provide an explanation of purpose of the public information session and a short FAQ on the thoroughfare plan (i.e. overall definition, define arterial labels, etc.).
 - Mail notification (English and Spanish) and a map of proposed TP updates to city staff and/or elected officials within the study area five days prior to advertising public information sessions.
 - Mail notification (English and Spanish) to residents, businesses and property owners immediately adjacent or within approximately 200' of proposed updates, at least 15 days in advance of the first in-person public information session.
 - Submit for County review English and Spanish display ad for publication in the Dallas Morning news for public information sessions and virtual public information page. Coordinate and pay for publication to run at least 15 days in advance of the first in-person public information session.
 - Prepare electronic displays and exhibits to be used at the public information session/virtual public information page. Anticipated displays and exhibits include:

- Exhibit boards, including a “welcome” board, boards to explain what a thoroughfare plan is and how the arterials are defined, and a board to provide information on how to comment.
 - Large-scale map exhibits displaying proposed deletions, modifications and additions to the thoroughfare plan.
 - Computer/iPad stations that display an electronic map of proposed TP updates and allow for georeferenced comments to be submitted electronically.
- Arrange a meeting with the County to review all exhibits and other materials prior to the public information sessions.
 - Provide up to four (4) personnel to staff in-person public information sessions, including personnel to perform registration, document proceedings, provide translation services (if requested), and answer questions. Develop and provide an internal FAQ document for staff working at each public information session.
 - Develop a virtual public information page that will provide the same information, materials, exhibits and opportunities to comment as in-person public information sessions. The virtual public information page will be linked to the county's website and will allow the public to review the information at their convenience during each comment period. Proposed changes will not be shown until the day of the in-person information session or Commissioners Court hearing.
 - Develop a hard copy comment form to allow attendees to provide feedback in-person.
 - All public engagement materials will utilize Collin County branding (rather than the Collin County Future Mobility Study).
- o The Engineer shall hold a formal comment period during the period the public information sessions are being held, and for 15 days after the last session. The Engineer shall collect comments via hard copy comment forms at the in-person public information sessions, and electronically via email (contact TBD) and/or an interactive comment map. The Engineer shall develop general responses to comments and address comments/revisions from the County.
 - o The Engineer shall develop public information session summary to include general responses to comments.
 - o The Engineer shall coordinate with the County to provide content on the County's website. A link may be provided on this page to view both the electronic exhibits as well as an interactive map.
 - o The Engineer shall support the development of final documents to be presented at a public hearing before the Commissioner's Court for final adoption.

Deliverables

- ▶ Progress Reports and Invoices
- ▶ Updated Project Schedule
- ▶ Updated Collin County Thoroughfare Plan
- ▶ Maps showing proposed deletions, modifications and additions
- ▶ GIS shapefiles & Google Earth kmz files
- ▶ Public Information Sessions and Virtual Public Information Page Summary
- ▶ Materials to be presented at public hearing for Commissioner's Court adoption