

Scope of Services for Phase 2B Supplemental County-Wide Thoroughfare Plan Adoption – Amendment 5

May 2025

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 has moved forward with combining all the TP changes and formally adopting these changes for the entire county. The County and Consultant hosted a series of public information sessions to share the recommended updates.

Project Objective

This supplement covers efforts to respond to public information session comments, incorporate changes into the county-wide TP, and the additional effort assumed to facilitate a public hearing for formal adoption of the county-wide TP. 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:

- ▶ Develop responses to comments from public information sessions.
- ▶ Make updates to TP based on public comments.
- ▶ Develop documentation and materials of proposed TP updates for the public hearing.
- ▶ Attend public hearing for formal adoption of the TP.

Project Details

Task 1	Project Management and Quality Control
Task 2	Arterial Assessment and Evaluation
Task 3	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.
- ▶ Project Invoicing
 - 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.
- ▶ Project Schedule
 - The Engineer shall update the project work schedule.
- ▶ Quality Assurance / Quality Control Plan
 - The Engineer shall review all work to confirm it is performed in accordance with County requirements.

Task 2: Arterial Assessment and Evaluation

- ▶ The Engineer shall provide a list to the County of suggested updates to the proposed thoroughfare plan based on comments and feedback received during the public information sessions. This list will include updates provided to the Engineer from updated city plans.
- ▶ The Engineer shall prepare maps of the county that depict the Collin County approved changes to the thoroughfare plan. KMZ and GIS files will be provided to show the county-wide updates.

Task 3: Public and Stakeholder Outreach

- ▶ Public Information Session Summary and Follow-up
 - The Engineer shall develop a public information session summary to include responses to approximately 500 comments received during the public comment period.
 - The Engineer shall host up to six (6) meetings with stakeholders or property owners. These stakeholders could include coordination with TxDOT to discuss updated planning efforts for FM 455 and FM 6. It could also include meetings with any cities deemed necessary by the county.
- ▶ Public Hearing Support
 - The Engineer shall coordinate with the County to provide an updated TP map and content for the County's and the project website.
 - The Engineer shall develop an email blast notice to inform the public of 1) the availability of the public information session summary and 2) the notification of the public hearing at Commissioners Court.
 - The Engineer shall develop and coordinate a legal notice for the hearing to be placed in the Dallas Morning News prior to the hearing.
 - The Engineer shall attend the public hearing.
 - It is assumed that the Engineer will not provide the County with a summary of the public hearing and responses to comments.

Deliverables



- ▶ Progress Reports and Invoices
- ▶ Updated Project Schedule
- ▶ Updated Collin County Thoroughfare Plan
- ▶ GIS shapefiles & Google Earth kmz files
- ▶ Public Information Sessions Summary including responses to all comments
- ▶ Updates to the project and the County's TP websites
- ▶ Materials to be presented at public hearing for Commissioner's Court adoption