

## Burnet Transportation Master Plan

May 2025

The Goodman Corporation (TGC) understands the City of Burnet (City) is proposing to develop a Transportation Master Plan (Plan). The Plan will guide transportation requirements for development, cast a vision for the future transportation network, and identify supportive policies, programs, and projects to support implementing the Plan. Recommended changes to the City's Code of Ordinances and draft policy language will be presented for adoption to address the highest priority issues. The proposed Plan will include a thoroughfare and collector plan to supplement state facilities, including road alignments and cross sections to provide for relief on congested thoroughfares and to help alleviate cut-through traffic. In addition, this proposal includes public engagement, and identification of high priority sidewalks to improve safe routes to school for potential future grant applications.

Based on this understanding, TGC will provide the services specifically set forth below, divided into 6 tasks to complete the Plan:

Task 1: Project Management and Administration

Task 2: Needs Assessment & Code Review

Task 3: Roadway Map & Cross Sections

Task 4: Documentation

Task 5: Public Engagement

Task 6: Safe Routes to School Analysis and Priority Sidewalk Projects

### Task 1 – Project Management and Administration

TGC anticipates conducting monthly meetings for the duration of the project virtually, with the exception of up to 3 meetings in person, inclusive of the kickoff meeting.

TGC will present the draft Plan to the Planning and Zoning Commission. The presentations will be prior to City Council for adoption of the TMP Update. Each of the two (2) meetings with the Planning and Zoning Commission and City Council will include up to two (2) team members from TGC.

TGC will prepare progress reports monthly to be submitted with invoices for the duration of the project, anticipated to be nine (9) months.

**Deliverable:** Meeting agendas, notes, progress reports, and monthly invoicing

**Excluded tasks:** Additional meetings with boards, commissions, or Council beyond those included in Task 1

## **Task 2 – Needs Assessment and Code Review**

TGC will coordinate with the City or outside agencies to obtain available GIS data for base mapping. The GIS files will be in ESRI ArcGIS Pro format and projected in NAD 83 State Plane, Central Texas Zone coordinates. In addition, the Consultant will coordinate with the City on any available traffic count information from the past three (3) calendar years and substitute with information from TxDOT's statewide planning map, where available.

TGC, via subconsultant, will collect up to (8) eight 24-hour bi-directional speed and volume counts to supplement available data for determining roadway classifications on the thoroughfare and collector plan in Task 3.

TGC will coordinate with the City to create an inventory of existing roadways (arterials and collectors only). The inventory will be completed using aerial photography. This existing inventory database is anticipated to show the number of lanes, drainage conditions (open ditch or curbed), potential for widening, and presence of existing sidewalks. TGC anticipates spending one day (two employees) in the City verifying the existing network. As part of this field work, an existing needs assessment will be developed. The needs assessment will identify potential new connections, capacity expansions, and opportunities for new pedestrian or bike facilities.

TGC will develop a database of crash information for the past (3) three years for the entire City's street network including both frequency and severity information based on the TxDOT Crash Reporting Information System (CRIS). This information may be used in development of recommendations at both intersections and in prioritization of projects, if those optional tasks are authorized.

TGC will review transportation policies and codes that apply to the development of transportation systems in the City, limited to chapters 94, 98, and 106 of the City Code of Ordinances. TGC will compile a list and reference each policy or ordinance that is applicable to transportation requirements in the City. Inconsistencies and gaps in the list will be identified. Based on the results of the evaluation, TGC will meet with City staff to compare evaluations and recommendations. These policies will be identified in the Transportation Master Plan document, but not resolved or developed for replacement of Code, Standard Details, or specifications.

**Deliverables:**

- Data Collection, including GIS data coordination, existing traffic counts, crash data & collection of daily speed and traffic counts via subconsultant at up to eight (8) locations
- Roadway Inventory
- Needs Assessment for capacity enhancements, sidewalk gaps, and new connections
- Crash database development and heat map for use in potential future grant applications
- Policy Review & recommended updates, including draft language for City ordinances

**Task 3 – Roadway Map & Cross Sections**

Based on the Needs Assessment in Task 2, TGC will review the context and function of existing roadways to verify the classifications are appropriate for the existing and projected travel volumes, where the roadways connect, and adjacent land uses. TGC will evaluate potential future collectors and upsizing of existing facilities based on current traffic volumes and capacities and perform a sketch planning exercise for potential future facilities. The sketch planning exercise will take into account active developments, topographic constraints, and crossings of existing features like floodplains, creeks, and railroads. The resulting product of this exercise will be a Roadway Map consisting of existing and future major thoroughfares and collector streets to facilitate orderly growth and proper connectivity and capacity with development growth in the City and its ETJ. The goal of this Roadway Map will be to help alleviate congestion in the City and provide alternative routes to state facilities to mitigate existing cut-through traffic challenges.

The Consultant will evaluate existing cross sections within the right-of-way and analyze the various elements of a street to ensure adequate space is allotted for travel lanes, turn lanes, and sidewalks. Illustrative cross sections will be developed for up to five (5) different roadway cross section types for incorporation into the City Code of Ordinances and Design Standards.

**Deliverables:**

- Roadway Map with Major Thoroughfares & Collector Streets
- Up to five (5) illustrative cross sections

**Task 4 – Documentation**

TGC will incorporate the findings, recommendations, and engagement into a report to become the City's Updated Transportation Master Plan. TGC will submit a draft final document for review by the Client. A copy of the report will be provided in electronic format, including all maps and data tables, in the format specified.

TGC will address one (1) set of review comments and prepare a final document and submit in electronic format for support in an adoption process.

**Deliverables:**

- TMP Report Document (draft and final)

**Task 5 – Public Engagement**

TGC will develop a plan for community and stakeholder outreach and a strategy for communication. The Public Engagement Plan (PEP) will incorporate outreach and engagement methods that foster meaningful participation and provide needed input for the successful development and implementation of the Transportation Master Plan. The PEP will also identify a list of key stakeholders.

A total of up to two (2) public meetings will be planned and facilitated by TGC at City facilities or locations secured by the City. The following touchpoints are anticipated with the community and key stakeholders during the plan development to complement online engagement activities:

- Meeting #1: Identify Needs: A planned community event to gather input on the location specific needs and goals of the community for mobility.
- Meeting #2: Draft Plan & Projects: A planned community event to present the draft Transportation Master Plan, gather public input, and outline the next steps in the process.

TGC will have at least two (2) representatives in attendance at the two (2) in-person events identified above, supplemented by City staff.

**Deliverables:**

- Public Engagement Plan (draft and final document)
- Up to two (2) public meetings

**Excluded tasks:**

- Additional stakeholder or public meetings not included in Task 5
- Online engagement tools or websites
- Social media management or posts
- Securing facilities or payment for use of space rentals

**Task 6 – Safe Routes to School Analysis and Priority Sidewalk Projects**

TGC will evaluate the City's existing pedestrian network to identify existing barriers and areas where the network is incomplete within a 1/2-mile radius of schools within the City and ETJ. High demand areas will be determined based on staff, committee, and stakeholder feedback and the Needs Assessment performed in Task 2. A map of priority sidewalk connections will be developed based on this analysis.

Up to five (5) priority projects will be developed inclusive of sidewalks. Project profiles will include purpose, need, scope, GIS-based map of project limits and planning level costs for potential future funding opportunities.

**Deliverables:**

- Priority Sidewalk Projects Map
- Project Profiles for up to five (5) for Priority Projects

**Project Schedule**

Months									
Task	1	2	3	4	5	6	7	8	9
1					*		*		*
2									
3					*				
4									
5			**			**			
6									

\* Planning & Zoning or City Council Meetings or Workshops

\*\* Public Meetings

### Project Budget

Tasks 1-6 progress payments will be provided monthly per the table below. Invoices, including progress reports, will be provided each month. The costs within this scope are inclusive of all direct and indirect costs (e.g., travel, overhead, printing).

Task	Description	Cost
1	Project Management and Administration	\$7,500
2	Needs Assessment & Code Review	\$20,000
3	Roadway Map & Cross Sections	\$15,000
4	Documentation	\$7,500
5	Public Engagement	\$10,000
6	Safe Routes to School Gap Analysis & Priority Sidewalks	\$15,000
	<b>Total Authorized</b>	<b>\$75,000</b>

#### Accepted for City of Burnet

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 Signature

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 Date

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#### Accepted for The Goodman Corporation

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 Signature

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