

**ATTACHMENT A
SCOPE OF SERVICES**

1.0 SCOPE OF WORK

**IH 69 Two-Way HOV Project
Scope of Work**

Background:

TxDOT's North Houston Highway Improvement Project (NHHIP) is currently in its environmental/conceptual development stage. It is a transformational project that, along with impacts to transit, provides opportunities to implement the METRONext program in the region. Segment 3 of NHHIP is the first of the three segments that is fully funded and furthest along and extends south along IH 69S just past the 527 Spur. As part of METRO's coordination with TxDOT, METRO has jump started the development of Two-Way HOV along IH 69 from Spur 527 to IH 610. The purpose of the early start is to coordinate with TxDOT and provide reliable and effective transit service to allow for effective movement of people in and out of Downtown during the construction of Segment 3 of NHHIP as well as advancing associated long term Two-Way HOV access. This project is also a part of METRONext program of projects and will interact with the Westheimer Signature Service project and University BRT project.

Project Description:

IH 69 Two-Way HOV project is part of the voter approved METRONext plan. The proposed project in METRONext provides a two-way all day HOV connection from Downtown (Spur 527) to Edloe using a combination of barrier separated and diamond lane configurations. To maximize system connectivity, the project has now been proposed to further extend along IH 69 from Edloe, through IH 69 / IH 610 interchange to the existing Westpark / Lower Uptown Transit Center (WLUTC). The project improves access to the current Wheeler Transit Center providing a transfer to the Red Line LRT, future University BRT, and other local transit routes. The purpose of the project is to provide faster, more reliable, all-day service along the IH 69 corridor. Conceptually, the project has three distinct parts: changes to Spur 527, a segment of IH 69 from Spur 527 to Edloe, and a segment of IH 69 from Edloe to the Westpark / Lower Uptown Transit Center.

WSP is scoped to work with METRO and HDR, Inc. to environmentally clear the project and provide all community outreach/ public involvement.

1.0 Project MANAGEMENT

1.1 Work Authorization Management, Quality Assurance and Control

WSP will provide project management activities related to WSP work authorization(s) for the IH 69 Two-Way HOV project, including coordination with METRO and other stakeholders, as necessary.

WSP will provide quality control and quality assurance in preparing documents and submittals to the local, state, and federal agencies.

WSP will prepare and submit monthly invoices and progress reports in accordance with the Scope of Work.

1.2 Planning and Agency Coordination Support

Support for the IH 69 Two-Way HOV project will include review of previous studies, development of a strategy for pre-Project Development activities and environmental clearance for the project, and implementation of pre-Project Development activities as defined by METRO.

WSP will provide the following services to METRO:

1.2.1 Planning support, as required, such as:

- Purpose and need statement

- Alternative(s) definition and review
- Environmental analyses and documentation
- Project definition
- Funding strategy (if requested by METRO)
- Public involvement
- METRO Capital Committee presentations

1.2.2 Assistance in support of METRO's dealings with the Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA), as determined.

1.2.3 Assistance in coordination with local and regional agencies such as TxDOT, City of Houston and other organizations

1.2.4 Provide guidance and strategies in seeking FTA funding (if requested by METRO) and environmental clearances

1.2.5 Assistance in setting up stakeholder meetings at critical project junctions. WSP will prepare invitation letters, prepare meeting materials, and provide meeting minutes.

1.2.6 Other support as needed

1.3 **Project Strategy**

WSP will assist METRO in developing an overall strategy for the project, including a funding strategy and an alternative implementation strategy for a scenario in which the IH 69 Two-Way HOV project advances independently of NHHIP.

1.4 **Detailed Project Schedule**

WSP will prepare a detailed critical path schedule for environmental clearance and related public outreach with METRO's Project Controls. The schedule will include all major environmental milestones. The schedule will be developed to support the implementation of METRO approved Project Strategy.

1.5 **Grant Application**

WSP will provide assistance and expertise required for pursuing a grant (assumed to be CMAQ) with the Houston-Galveston Area Council (H-GAC) for this project. This may include assistance with agency coordination, strategy, technical analysis, grant writing and submittal. WSP will provide other support as identified by METRO.

1.6 **Purpose and Need Statement**

WSP will assist METRO with developing a project Purpose and Need Statement and will coordinate with HDR as needed for this task.

1.7 **Alternatives Screening**

WSP will work with HDR (as the lead) in an alternatives screening process if the alternatives screening process is required. WSP will provide the environmental conditions as they relate to each alternative.

1.8 **Public Outreach Strategy**

WSP will assist METRO with developing an outreach strategy identifying key elected officials, stakeholders, and property owners in the study area. An outreach program will be prepared with targeted windows of public engagement opportunity corresponding to the key milestones for environmental clearance for the Project

1.9 **Project Class of Action Request**

WSP will assist METRO with developing and submitting a letter to FTA requesting concurrence regarding class of action appropriate for environmental clearance of a selected alternative in accordance with the National Environmental Policy Act (NEPA). The cost estimate provided along with this scope of work assumes a Categorical Exclusion (CE) class of action.

DELIVERABLES

- Draft project strategy document (in conjunction with HDR)
- Purpose and need statement
- Public outreach strategy document
- Detailed environmental clearance schedule
- Class of Action concurrence letter

2.0 Environmental Analysis – NEPA

WSP will lead the environmental documentation, assumed to be a CE, for this TWO-Way HOV project. The CE will be composed of the following resource areas:

- Land use and property impacts
- Environmental Justice
- Right-of-way needs
- Traffic impacts* (Traffic analysis to be provided by HDR)
- Ridership estimates
- Cultural resources
- Biological resources
- Hazardous materials documentation
- Wetlands and Waters of the US
- Noise analysis
- Visual analysis
- Air quality
- Parks
- Construction impacts
- Public involvement, and
- Indirect and cumulative impacts

DELIVERABLES

- Categorical Exclusion checklist and summary for submittal to FTA
- Technical Reports or supporting documentation for submittal to FTA

3.0 Operational planning and Analysis

WSP will work with METRO to explore operating scenarios for this project. Operational scenarios will include combinations of HOV, HOT and transit components. WSP will analyze operational impacts of various scenarios including removal of tolling. Analysis will also include ridership estimates, HOV utilization estimates and multimodal throughput analysis (City of Houston process). WSP will provide a report of the analysis and a recommendation for operations of the two-way HOV lanes.

DELIVERABLES

- Operating Plan Analysis and Recommendation report

4.0 Public AND STAKEHOLDER Involvement

WSP will develop and implement a public involvement program based on the outreach strategy developed for environmental clearance in conjunction with METRO's Public Engagement staff and other departments. This outreach effort will be designed to inform the elected officials, community and agency stakeholders, general public, and affected property owners about the project and to solicit input on the Project to obtain the CE, as well as to create a line of communication between the corridor interests and METRO. The outreach effort will

extend to agency partners and stakeholders including the FTA, FHWA, TxDOT, City of Houston, TIRZs and others

DELIVERABLES

- Digital and printed materials for engagement efforts
- Public involvement summary report

List of All Deliverables

Task	Deliverable
1.0 Project Management	Draft project strategy document (in conjunction with HDR) with and without NHHIP consideration
	Purpose and need statement
	Public outreach strategy document
	Detailed environmental clearance schedule
	Class of Action concurrence letter
2.0 Environmental Analysis	Categorical Exclusion checklist and supporting documentation for submittal to FTA
3.0 Operational Planning and Analysis	Operating Plan Analysis and Recommendation report
4.0 Public and Stakeholder Involvement	Digital and printed materials for engagement efforts
	Public involvement summary report

Project Management Matrix

Activity	METRO Lead	Consultant / Third Party Lead	Consultant Firm / Third Party	METRO Leadership
Project Director	Clint Harbert	Sina Raouf	WSP	Shri Reddy
Project Manager	Taylor Marcantel	Ujari Mohite	WSP	Clint Harbert
Strategic Planning / Project Development	Taylor Marcantel	Ujari Mohite	WSP	Clint Harbert
Environmental (NEPA)	Taylor Marcantel	Bin Wang	WSP	Edmund Petry
Advanced Conceptual Engineering	Kalvin Williams	Jim Schroeder	HDR	Bridgette Towns
Traffic Analysis	Mannar Tamirisa	HDR	HDR	Bridgette Towns
Public Involvement Strategy	Tanya McWashington	Shannon Otermont	Langrand	Jerome Gray
Public Involvement Support	Tanya McWashington	Leslie Hollaway	HECS	Jerome Gray
Final Design	Mustaque Rumi	TBD	TxDOT	Bridgette Towns
Construction	Bilal Salahuddin	TBD	TxDOT	Casey McKay
Program Controls	Win-Li	Ujari Mohite	WSP	Frank Gunter

Preliminary Project Schedule by Calendar Year Quarter

Activity	2022				2023				2024			
	1	2	3	4	1	2	3	4	1	2	3	4
Planning Initiation / Project Definition												
Environmental Clearance Concurrence Letter												
CE – NEPA Clearance												
Concept Development												
Public and Stakeholder Involvement					★		★					

★ Public Meetings

Preliminary Cost Estimate

Tasks	Responsibility	Key Individuals	Cost
Task 1 Project Management			\$150,000.00
1.1 Work Authorization Mgmt. and QA/QC	WSP	Ujari Mohite	\$20,000
1.2 Planning & Agency Coordination	WSP	Ujari Mohite	\$20,000
1.3 Project Strategy	WSP	Sina Raouf	\$5,000
1.4 Detailed Project Schedule	WSP	Bin Wang	\$2,500
1.5 Grant Application	WSP/ TEI	Ujari Mohite /Sierra/Geoff Carleton	\$20,000
1.6 Purpose and Need Statement	WSP	Bin Wang	\$20,000
1.7 Alternatives Screening	WSP	Bin Wang	\$40,000
1.8 Public Outreach Strategy	WSP	Ujari Mohite	\$20,000
1.9 Project Class of Action Request	WSP	Ujari Mohite	\$2,500
Task 2 Environmental Analysis			\$299,500
2.0 Project Admin/Management	WSP	Bin Wang	\$80,000
2.1 LPA Selection	WSP	Ujari Mohite	\$40,000
2.2 Environmental Analysis	WSP	Bin Wang	
Community Impacts and Env. Justice	WSP / Cox McLain	Susan Patterson	\$15,000
Historical	Cox McLain	Emily Reed	\$14,000
Archeological	Cox McLain	Ryan Hale	\$5,000
Land use	Cox McLain	Logan Knowles	\$10,000
Biological	Cox McLain	Marissa Buschow	\$2,500
Water Resources	Cox McLain	Andy Newman	\$5,000
Air Quality	Terry A. Hayes Associates Inc.	Anders Sutherland	\$5,000
HazMat	Cox McLain	Brian Cowan	\$25,000
Noise & vibration	Cross Spectrum	Dave Towers	\$50,000
Visual	Cox McLain	Ashley McLain	\$6,000

Tasks	Responsibility	Key Individuals	Cost
Parks - 4(f)	Cox McLain	Emily Reed	\$3,000
Safety & Security	WSP	Lurae Stuart	\$3,000
Indirect & cumulative	Cox McLain	Susan Patterson	\$6,000
Draft CE	WSP	Bin Wang	\$30,000
Traffic	HDR (separate contract)	Scott Barker	n/a
Task 3 Operational Analysis and Planning			\$30,000
3.1 Operational Scenario Analysis	WSP	Scot Sibert	\$25,000
3.2 Operating Plan Analysis and Recommendation report	WSP	Scot Sibert	\$5,000
Task 4 Public and Stakeholder Involvement			\$90,000
4.1 Public Involvement	WSP/ Langrand / Halloway	Ujari Mohite	\$70,000
4.2 Stakeholder Engagement	WSP/ Langrand / Halloway	Ujari Mohite	\$15,000
4.3 Public Involvement Summary Report	WSP/ Langrand / Halloway	Ujari Mohite	\$5,000
Total			\$569,500
SBE (57%)			