



## REQUEST FOR QUALIFICATIONS/PROPOSALS

Civil Engineering Services

March 2025

Contract Number: C-2024-0218

**OVERALL SCOPE:** The Woodlands Township is requesting proposals from Consultants and/or other qualified vendors, who are pre-certified by TxDOT for identified services, to provide The Woodlands Township civil engineering services and project management services for a 4.6-mile shared-use path from the Harper's Landing community in The Woodlands to SH 242 and then continue from I-45 to FM 1488. The project (official name: SH 242 SUP - Connecting The Woodlands through Active Transportation) has been awarded through the TxDOT 2023 Transportation Alternatives grant program. All work must conform to various Federal and State requirements including but not limited to [23 CFR Part 172](#).

### ABOUT THE WOODLANDS TOWNSHIP:

The Woodlands Township is a special purpose district, a political subdivision located in unincorporated areas of Montgomery and Harris Counties, 27 miles north of Houston, Texas. The Township provides quasi-governmental & municipal type services to approximately 115,000 residents and over 35,000 single-family residences and is projected to grow to approximately 125,000 by the year 2025. The Woodlands is approximately 44 square miles in size.

### NOTICE TO PROSPECTIVE VENDORS

- The Woodlands Township reserves the right to reject any or all proposals, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional proposals and to reject the Proposal of any Proposer if the Township believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Proposal is not responsive or the Proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Township.
- The Township also reserves the right to waive all informalities and defects in the submittals and the process not involving price, time of submittal or changes in the Work, and to negotiate contract terms with the Successful Proposer. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.
- Please be advised that in accordance with State of Texas Local Government Code Chapter 176, Bidder must submit Form CIQ (Attachment A) with the bid submission.
- In compliance with State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by the Board of Directors of The Woodlands Township must complete Form 1295

- “Certificate of Interested Parties” – and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).
- The Township may, by written notice to the successful proposer, cancel the agreement without liability to the Township if it is determined by the Township that gratuities in the form of entertainment, gifts, or otherwise, were offered or given by the proposer, or any agent, or representative of the proposer, to any officer or employee of the Township with a view toward securing an agreement or securing favorable treatment with respect to the awarding or amending or the making or any determinations with respect to the performing of such an agreement. In the event this agreement is canceled by the Township pursuant to this provision, the Township shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by proposer in providing such gratuities.
- During this process, proposer shall not contact any Township staff except those designated in the text of this RFQ/P or subsequent addendums or correspondence. Any questions or concerns should be addressed in writing to Chris Nunes, Chief Operating Officer via email, [cnunes@thewoodlandstowship-tx.gov](mailto:cnunes@thewoodlandstowship-tx.gov) prior to March 20, 2025, at 10 am. Please reference RFQ/P name and page number. Non-compliance with this provision may result in rejection of the proposal. Any material information given to one proposer concerning a question will be furnished by an addendum to all proposers who have been issued an RFQ/P.
- Please submit your submission to The Woodlands Township by March 27, 2025, at 1:00 pm at 2801 Technology Forest Blvd, The Woodlands Texas, 77381. Attention: Chris Nunes, Chief Operating Officer.
- Submissions should be mailed or hand delivered. Submissions submitted via email will not be accepted. It is the responsibility of the responder to ensure that the submission(s) is received by the date and the time specified. All costs incurred in the preparation of a submission responding to this RFQ/P will be the responsibility of the responder and will not be reimbursed by The Woodlands Township.
- The Township accepts no liability for the costs and expenses associated with this RFQ/P process incurred by the proposers. Each proposer cannot make any claims whatsoever for reimbursement from the Township for the costs and expenses associated with the procurement process.
- No work can be performed/billed on this project until The Woodlands Township receives and approves an Advance Funding Agreement from the Texas Department of Transportation (TxDOT) for the referenced project and the vendor receives a Notice to Proceed from The Woodlands Township.
- Disadvantaged Business Enterprises and Small Businesses (DBE)- To ensure that DBEs, as defined in 49 CFR Part 26, and small businesses have an equal opportunity to participate in TxDOT assisted contracts. The Township encourages these businesses to respond to all government contracts whether or not the contract is federally assisted, or an individual contract DBE participation goal has been set. If these businesses cannot respond as a prime, then they are encouraged to contact the larger companies to inquire about being a sub-contractor. The DBE goal for this project has been set at 15% of the total work to be completed by the Proposer.

#### **ENHANCED SCOPE**

The Township desires to obtain the services of a qualified Consultant and/or other qualified vendors, who are pre-certified by TxDOT for identified services, to provide The Woodlands Township civil engineering services to perform work including but not limited to: final design, permitting (Montgomery County, TxDOT, Union Pacific Railroad), construction document development, bid process management, and construction administration/management, as identified for the identified project. TxDOT will be letting the bid and providing construction administration services for this project. Consultant shall take the lead in

communication with TxDOT to ensure the project and processes meet all applicable standards, guidelines, and specifications. Work shall be completed under the various standards set forth by TxDOT for projects funded through the Transportation Alternatives Program.

Work may include but is not limited to:

1. Design

- a. Provide all services necessary to take the project from the initial conceptual design and layout through final design/layout and construction documents.
- b. All deliverables shall be provided in a timely manner and in accordance with the project timeline.
- c. Task includes but is not limited to:
  - i. Kick-off Conference. The Selected Consultant shall initially meet with Township staff to review the project's concept, program, and scope. Meeting shall be held in person at a Woodlands Township facility.
  - ii. Prior to the meeting, the Selected Consultant shall review the following documents/plans, as provided by The Woodlands Township:
    1. Conceptual design and layout developed by Quiddity (Attachment B).
    2. Grant submittal (Attachment C).
    3. Transportation Alternatives Grant Program Information (Attachment D).
    4. Property easements (Attachment E).
      - a. Note: The Township is responsible for securing all easements/conveyance of pathway easement assignments. There may be a need for survey work if a metes and bounds description is required.
  - iii. Deliver the final design for review/approval by The Township. The Township shall have two (2) weeks to review the final design.
  - iv. Provide to The Township an Opinion of Probable Cost (OPC) for the project broken out by critical facets of the project.
  - v. Obtain approval of the final design/layout with regulatory agencies (TxDOT, Montgomery County, and Union Pacific Railroad).
  - vi. Facilitate a public input process on the project, if required by TxDOT.
  - vii. Attend The Woodlands Township Board of Directors meeting, as requested.

2. Permitting

- a. Prepare documents for any and all permits or approvals, as needed.
- b. Coordinate approvals of regulatory agencies (TxDOT, Montgomery County, and Union Pacific Railroad).
  - i. See Attachment F-Harper's Landing Side Path-UPPR Diagnostic Meeting
- c. Deliver required permits to The Woodlands Township.

3. Survey and Materials Testing

- a. Provide survey services, as needed, in accordance with standards set forth by the Texas Board of Professional Engineers and Land Surveyors.
- b. Provide material testing, as needed, through a laboratory accredited by the AASHTO Accreditation Program or a comparable laboratory accreditation program approved by the FHWA or other comparable laboratory accreditation bodies.

4. Construction Document Development

- a. Upon notice of approval of the final design from The Woodlands Township and TxDOT, develop a complete set of bid and construction documents, specifications, and drawings which meet TxDOT and the Transportation Alternatives program requirements, standards and specifications.
  - b. Provide Township and TxDOT opportunities to review the construction documents at the 30%, 60%, and 90% stage of development.
    - i. Consultant shall provide The Township and/or TxDOT at least two (2) weeks to review.
  - c. Attend submittal review meetings with Township staff (up to 2-3 meetings), which can be conducted virtually (Microsoft Teams or Zoom).
  - d. Coordinate value-engineering process, if required.
    - i. Facilitate review/approvals from TxDOT for potential changes to the scope as a result of increased cost.
  - e. Deliver the following:
    - i. Provide one (1) paper copy of the complete construction documents (plans, specifications, site rendering, etc.) to The Woodlands Township and TxDOT.
    - ii. Provide digital copies of all construction documents on CD/Jump drive (example - .doc, .dwg, .xls file types) to The Woodlands Township and TxDOT.
5. Bid Process Management
- a. Coordinate with TxDOT the bid process for this project as outlined by TxDOT and Transportation Alternatives (TA) program.
  - b. Manage Request for Information (RFI) from prospective bidders and develop responses for specific questions related to the construction drawings.
  - c. Coordinate with TxDOT a value engineering process for submitted bids.
  - d. Attend The Woodlands Township Board of Directors meeting for award of bid, if required.
6. Construction Administration and Management
- a. Provide support for the management and administration of the project's construction from groundbreaking through project initiation through close out.
  - b. Attend, as needed, construction meetings with TxDOT and selected contractor(s).
  - c. Provide written clarification regarding drawing and specification questions from TxDOT and selected contractor(s).
  - d. Provide recommendations to TxDOT and The Woodlands Township which addresses changed or unknown conditions that may appear during construction.
  - e. Review and make recommendations to TxDOT and The Woodlands Township on shop drawings, product submittals, test results, and other submittals.
  - f. Review change orders and extra work orders for the contractor and make recommendations for their approval to TxDOT and The Woodlands Township's Project Manager.
  - g. Assist in the development of a project completion punch list for TxDOT and Contractor.
  - h. Coordinate "As-Built" plans and specifications. "As-Built" plans and specifications shall be submitted as a hard copy and on CD/Jump drive (example - .doc, .dwg, .xls file types) in a compatible format.
7. Submittals may include:
- a. Construction Documents – including plans, specifications, and cost estimate.
  - b. Value Engineering, if needed.
  - c. Shop Drawings, materials and samples submittals reviews.
  - d. Project completion "Punch List."
  - e. Construction Project Close-Out Checklist.

- f. Letter of certification of project completion.

## **PROJECT TIMELINE**

- Release Request for Qualifications: February 13, 2025
- Clarifying questions Due: March 20, 2025- 10:00 am
- Proposal Due Date: March 27, 2025- 1:00 pm
- TxDOT-Review of Proposals/Recommendation to Board of Directors: April 2025
- The Woodlands Township Board of Directors review RFQ/P's: April 23, 2025
- TxDOT-Review of Engineering Agreement: May 2025
- The Woodlands Township/Contractor-Execution of Agreement: June 2025
- Develop construction documents: July 2025-December 2025
- Project Bidding: January-March 2026
- Tentative Award of Bid: April 2026
- Contracting with selected vendor: May 2026
- Commence construction: June 2026
- Complete construction: April 2027

## **FEES**

The Woodlands Township will negotiate with the selected Consultant a fee for the services identified in this RFQ/P. Project fees shall be billed on a time and materials basis on a per project basis. If negotiations fail with the Consultant chosen by the Board of Directors, negotiations will then commence with the next highest rated Consultant and so forth.

## **SUBMITTAL FORMAT**

Each submittal shall be typewritten, single spaced, and submitted on 8 ½" x 11" white paper. Two (2) copies of the submittal must be provided including one unbound copy suitable for photocopying and/or scanning. A submittal shall not exceed 20 pages in length, excluding cover page, table of contents, tabs, résumés (limit to one page per person) and attachments.

## **SUBMITTAL REQUIREMENTS**

Submittals shall be firm for a period of 120 days following Submittal Date. Consultants will be judged not only on their experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in the RFQ/P document and Selection Criteria. Any cost or expense incurred by the Respondent that is associated with the preparation of the submission, or the selection process shall be borne solely by the Respondent. All submissions become property of The Woodlands Township upon receipt and will not be returned. All submissions will be kept confidential through the negotiation process. Once the contract has been awarded, all information held by The Woodlands Township will be subject to the State of Texas Open Records Act. Submission submittals shall contain the following information, which is further outlined in **Items A through F:**

### **A. COVER LETTER**

One page cover letter of interest that includes the Consultant's understanding of the requirements related to the RFQ/P, a synopsis of the prime Consultant and sub-consultants/contractors (if any), the team's qualifications, the project manager, and primary contact. The letter must be brief and formal from the proposer that provides information regarding the Consultant's interest in and ability to perform the requirements of this RFQ/P.

**B. PROJECT TEAM**

Identify the project principal, the project manager, key staff and sub consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

Elements that will be considered by the panel when reviewing your submittal:

- ☐ Qualifications and relevant individual experience.
- ☐ Provide copies of applicable certifications and licenses of key staff.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience with projects of similar size and scope as individuals and as a team.
- ☐ Key staff involvement in project management and on-site presence.
- ☐ Time commitment of key staff over the course of the duration of the project.
- ☐ Qualifications and relevant sub consultant experience.
- ☐ Narrative on how DBE goals will be addressed by the proposer.

**C. CONSULTANT CAPABILITIES**

Elements that will be considered:

- ☐ Services Consultant provides (engineering, survey, material testing, etc.).
  - o Note- All services do not need to be provided directly by the proposer.
- ☐ Are the lines of authority and coordination clearly identified?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., sub consultants' role delineated).
- ☐ Current and projected workload.

**D. PRIOR EXPERIENCE**

Use this portion of your submittal to describe relevant experience with the project type described in the RFQ/P document and various services to be provided. Elements that will be considered by the panel when reviewing your submittal:

- ☐ Experience of the key staff and firm with projects of similar scope and complexity.
- ☐ Demonstrated success on past projects of similar scope and complexity.
- ☐ Development of conceptual designs.

**E. PROJECT APPROACH**

For the project and services outlined in the RFQ/P document, describe how you plan to accomplish the following project control and management issues:

- ☐ Budget Methodology/Cost control.
- ☐ Schedule- Manage the required work to meet the established schedule-see above.

**F. REFERENCES**

Please submit for this project a minimum of three (3) and a maximum of five (5) references (with contact information) for similar projects.

**SELECTION CRITERIA (100 Points Possible)**

The Woodlands Township will conduct a comprehensive, fair, and impartial evaluation of all submissions received:

- A- Cover Letter- 0 Points.
- B- Project Team- 20 Points- Management, team organization, and skill of key team members.
- C- Consultant Capabilities- 15 Points- Services consultant provides in house/subcontracted, current and projected workload.
- D- Prior Experience- 30 Points- Experience of key staff, experience with civil engineering for the identified project in the Scope.
- E- Project Approach- 30 Points- Project approach and understanding of objectives and constraints.
- F- References- 5 Points.

## INTERVIEWS

After the written submissions are received and initially evaluated, The Woodlands Township may require one or more of the Candidates to provide an oral presentation as a supplement to their statements. Any Candidates required to interview should be prepared to discuss and substantiate any area of their qualifications. The Woodlands Township is under no obligation to grant interviews to any Candidate receiving a copy of this RFQ/P and/or submitting a written statement in response to the RFQ/P. During interviews, if any, verbal questions and explanations will be permitted. The Woodlands Township reserves the right to exclude any persons from interviews as it deems in its best interest.

## SELECTION:

The Woodlands Township will review the submissions based on the selection criteria noted above through a selection committee which shall include but is not limited to the Chief Operating Officer, Director of Parks and Recreation, Assistant Director of Parks and Recreation, and Project Manager. The highest scoring submissions will be recommended to The Woodlands Township Board of Directors for this project. TxDOT shall review and approve recommendation prior to it being forwarded to The Township Board of Directors. If the Township is unable to enter into an agreement with the Consultant that has the highest scoring submissions, then negotiations will commence with the second highest scoring Consultant, and so on.

## SUBMITTAL DEADLINE

Specific requirements for submittals are outlined in the Request for Qualifications. In order to facilitate review, two (2) copies of submittals must be provided including one unbound copy suitable for photocopying and/or scanning.

Submittals must be sent to:

Chris Nunes, CPRE, Chief Operating Officer  
The Woodlands Township  
2801 Technology Forest Blvd.  
The Woodlands, Texas 77381

Deadline for receipt (mailed or hand delivered) is March 27, 2025, at 1:00 pm at which time they will be opened. Please mark outside of sealed packaged **“Sealed Response to REQUEST FOR QUALIFICATIONS for Civil Engineering-Connecting The Woodlands through Active Transportation C-2024-0218.”** Late submittals will be rejected without consideration. The Woodlands Township assumes no responsibility for costs related to the preparation of submittals.

**Attachment A**  
**CIQ Form**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>		
<p><input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>		
<p><b>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</b></p> <p style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p><b>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</b></p> <p style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>		
<p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>		
<p><input type="checkbox"/> <b>Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</b></p>		
<p><b>7</b></p>		
<p>_____ Signature of vendor doing business with the governmental entity</p>		<p>_____ Date</p>



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**Attachment B**  
**Conceptual Design and Layout Developed by Quiddity**

[https://www.thewoodlandstowship-tx.gov/DocumentCenter/View/19579/Attachment-B--  
Quiddity-Plans-SH242-Pathway](https://www.thewoodlandstowship-tx.gov/DocumentCenter/View/19579/Attachment-B--Quiddity-Plans-SH242-Pathway)

**Attachment C**  
**Grant Submittal**



# 2023 Transportation Alternatives (TA) Call for Projects

**Preliminary Application (PA)**  
**Deadline to Submit PA: January 27, 2023**

## Project Sponsor

[Link to PA Instructions](#)

### 1. Contact information

Local Government/Project Sponsor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Other partnering entities: \_\_\_\_\_

### 2. Identify population area (based on project location)

An eligible project sponsor may represent a sub-area within its jurisdictional boundaries. Example: a County sponsors a project located within the boundaries of a City, Census Designated Place, Village, or Unincorporated Area – use the smaller population area where the project is located. For population numbers, use [Census data](#) from the [2020 Decennial Census](#).

Location Name: \_\_\_\_\_ Population size: \_\_\_\_\_

### 3. Is the project within the boundaries of a [Metropolitan Planning Organization \(MPO\)](#)? ☐ Yes ☐ No

If the project is within a MPO boundary, is the project within a Census Urbanized Area greater than 200,000, designated as a [Transportation Management Area](#)? ☐ Yes ☐ No

## Project Information

### 4. Project name: \_\_\_\_\_

Be concise and logical.

### 5. Eligible project type

Projects may include multiple project types; select all types that apply. (See instructions for details.)

- |   |   |
|---|---|
| <input type="checkbox"/> Bikeway improvements                                 | <input type="checkbox"/> Other bicycle, pedestrian, or micromobility infrastructure installations   |
| <input type="checkbox"/> Shared use path improvements                         | <input type="checkbox"/> Boulevard improvements to enhance pedestrian, bicyclist and transit access |
| <input type="checkbox"/> Pedestrian improvements                              | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Improvements for non-motorized transportation safety |   |
| <input type="checkbox"/> Planning document                                    |   |

### 6. Project location

- |   |   |
|---|---|
| <input type="checkbox"/> On/along a TxDOT maintained roadway        | <input type="checkbox"/> On/along a non-TxDOT roadway |
| <input type="checkbox"/> Not within the right-of-way of any roadway |   |

Project location notes: Projects or components of projects located entirely within school or park property that are for internal circulation only are not eligible for TxDOT's TA funding.

### 7. Provide a Google map link: \_\_\_\_\_

See PA instructions for recommended tutorial links and minimum requirements.

## 8. Preliminary Scope of Work

Briefly describe the project, including **project location, limits, facility type, and width**. Descriptions that exceed the space provided below are not acceptable. (See instructions for details.)

## 9. Project Category

Select the project category the Project Sponsor is interested in pursuing for this application.

<b>COMMUNITY BASED PROJECTS</b> –preliminary engineering and construction activities.	<input type="checkbox"/>
<b>LARGE SCALE ACTIVE TRANSPORTATION INFRASTRUCTURE</b> –preliminary engineering and construction activities for large projects of more than \$5 million in estimated costs.	<input type="checkbox"/>
<b>ACTIVE TRANSPORTATION NETWORK ENHANCEMENTS</b> –light construction/ installation for quick turnaround projects with limited or no design and no right of way acquisition.	<input type="checkbox"/>
<b>ACTIVE TRANSPORTATION NON-INFRASTRUCTURE</b> –planning documents to assist communities of any size develop non-motorized transportation networks	<input type="checkbox"/>

*NOTE: For all projects a minimum 20% local match is required; however, project sponsors may be eligible for a reduction in the local match. See Program Guide for additional information.*

## 10. Project costs

Provide a planning cost estimate for the total estimated cost for the following project activities:

Estimated cost to prepare planning document: (Non-infrastructure projects only) \_\_\_\_\_

Estimated cost to prepare construction plans, specifications, and estimates: \_\_\_\_\_

Estimated cost to prepare environmental documentation: \_\_\_\_\_

Estimated cost to acquire right-of-way: \_\_\_\_\_

Estimated construction cost: \_\_\_\_\_

Attach a copy of the cost estimate. The breakdown of federal, state, and local percentages will be determined in Step 2 of the application process, if authorized to proceed.

## 11. Local match

Identify source(s) of local matching funds: \_\_\_\_\_

Examples include municipal budget, Transportation Development Credits, or donated funds from a third-party.

## 12. Transportation Development Credits

If a project sponsor is in an economically disadvantaged county or its population is less than 200,000 and meets certain economic criteria, they may request the use of Transportation Development Credits that allow for 100% federal TA funds to be applied to the project in lieu of a local match. Refer to the map ([link](#)). Is the project sponsor eligible for Transportation Development Credits (TDCs) for this project? ☐ Yes ☐ No

### 13. Project complexity

Is this project in a locally or regionally approved planning document? (May include City/County/MPO, master/comprehensive, bicycle/pedestrian, capital improvement, or other transportation plans.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Will the project reduce automobile traffic capacity or involve a change in access to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Does the project cross a railroad (RR) or is the project within 100-feet of RR right-of-way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Will the project involve relocation of utilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Will this project involve acquisition of right-of-way or require an easement (including railroad), or relocation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Does the project use land purchased or improved with Land and Water Conservation Funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Does the project use land in: (Check all appropriate boxes) Publicly owned: <input type="checkbox"/> Park(s), <input type="checkbox"/> Recreation area(s), <input type="checkbox"/> Wildlife/waterfowl refuge(s), OR <input type="checkbox"/> Publicly/privately owned historical or archeological sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Does the project occur within or around properties listed on the National Register of Historic Places?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Is the project located within range and/or potential habitat of state or federally protected species?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Is there a likely possibility of encountering hazardous materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Does the project involve placement of fill in wetlands or waters of the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk
Is the project located in the Edwards Aquifer Recharge/Contributing Zone or Coastal Management Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk

# R- CLARIFICATION AND SUPPLEMENTAL INFO

**From:** PTN\_BikePed <[bikeped@txdot.gov](mailto:bikeped@txdot.gov)>

**Sent:** Wednesday, September 6, 2023 4:44 PM

**To:** Chris Nunes <[CNunes@thewoodlandstowship-tx.gov](mailto:CNunes@thewoodlandstowship-tx.gov)>

**Cc:** Madeleine Hirsch <[Madeleine.Hirsch@txdot.gov](mailto:Madeleine.Hirsch@txdot.gov)>

**Subject:** [EXTERNAL]TxDOT 2023 Call for Projects - Request for Clarification and Supplemental Information

Good afternoon, Mr. Nunes:

As a result of TxDOT's Transportation Alternatives evaluation process, we are requesting supplemental project information from Project Sponsors to complete our evaluation process. Because a majority of the proposed projects are in the early stages of project planning/development, supplemental information will be used to determine general feasibility and constructability of a project and does not constitute a comprehensive review of project details and costs. A complete and thorough response to TxDOT's request for clarifications and supplemental information will be necessary for competitive projects to continue to be considered for funding. As stated in the program guide, "The department may request supplemental information, as needed, to conduct project screening and evaluation. **If a project sponsor is nonresponsive or fails to adequately address requests for supplemental information, their application will be considered incomplete and may not be considered for funding.**"

Identified below are the project details requiring clarification.

**Project ID: L\_3\_HOU\_Woodlands-1\_SH242SUP**

- Verify the following budget elements: (the [TxDOT TA Cost Estimate Assistance Tool](#) (pages 3 and 4) may be helpful):
  - Concrete Sidewalk unit price is relatively low for current unit prices. eg 6" sidewalk is estimated at \$55/sy, while current rates are \$105-120/sy (See Statewide [Bid Item Averages](#)).
  - Confirm costs associated with RR agreement and flagging operations, RR's typically have very specific and sometimes costly requirements for construction activities within their right of way.
- Verify Schedule
  - Please verify the project timeline includes ROW acquisition, including temporary construction easements and license agreements, if needed.
- It appears that ROW/easements may be needed from several property owners. Please provide documentation of areas requiring ROW acquisition. The TAC rules for the TA program state: "*A project that will require the acquisition of real property through the exercise of eminent domain or condemnation is not eligible for participation in the TA Set-Aside Program.*" In order to be eligible for TA funding, please confirm that the TA project would not be associated with property that will be subject to eminent domain

After reviewing and considering the recommendations outlined above, please confirm by **September 8, 2023**, whether the Woodlands agrees to modify this project's detailed application as recommended above. If the Woodlands agrees, please revise the original detailed application and affected exhibits. Upload the revised **Excel application** and



# R- CLARIFICATION AND SUPPLEMENTAL INFO

complete **updated application package in PDF** format to TxDOT's [Box.com](#) as outlined in TxDOT's [2023 Detailed Application Instructions](#) on pp. 41-42.

Add this email to the back of revised application package as **Attachment R**, identifying where updates to the application are made in response to the bulleted items. If no revisions are made to the application due to a bulleted item, please provide a response under that item. All requested information must be received by TxDOT no later than 5:00 PM on **September 28, 2023**. If an updated resolution is required as part of your application update, please submit the updated resolution with the updated application. If additional time is needed to execute the resolution it can be submitted separately no later than **October 16, 2023**.

If you would like to discuss the above recommendations, please email any questions or contact me as soon as possible to schedule a brief (15 minute) conference call to discuss TxDOT's request for supplemental information on your project.

Thanks,

Noah Heath, AICP  
Transportation Alternatives (TA) Program Manager  
TxDOT - Public Transportation Division  
[Noah.Heath@txdot.gov](mailto:Noah.Heath@txdot.gov)  
(512) 486-5973 (o)  
(361) 876-7184 (m)

---

A Texas Department of Transportation message



\*\*\*\*\*This is an email from an EXTERNAL source. DO NOT click links or open attachments without positive sender verification of purpose. Never enter USERNAME, PASSWORD or sensitive information on linked pages from this email. \*\*\*\*\*

---



# R- CLARIFICATION AND SUPPLEMENTAL INFO

## Response to Request for Supplemental Information/Clarification of Project Details

- Verify the following budget elements: (the [TxDOT TA Cost Estimate Assistance Tool](#) (pages 3 and 4) may be helpful):
  - Concrete Sidewalk unit price is relatively low for current unit prices. eg 6" sidewalk is estimated at \$55/sy, while current rates are \$105-120/sy (See Statewide [Bid Item Averages](#)).

**Response:** Per the TA Cost Estimate Assistance Tool, the Recommended Unit Cost for 6" Concrete Sidewalk is \$80-\$100/sy, which falls in the range of the Statewide Bid Item Averages for the past 3 months. In addition to our 6" Concrete Sidewalk item, we included subgrade preparation as two separate items – Cement and Cement Treatment of Existing Material to a 6" Depth. We have adjusted our 6" Concrete Sidewalk Item to \$73/sy, which when combined with the per sy cost of the subgrade preparation items results in a total unit price for the 6" SUP of approximately \$80.23/sy. This meets the minimum recommendation in the TA Cost Estimate Assistance Tool. The change in unit price is reflected in the revised Itemized Budget, which is included as part of this Attachment R.

- Confirm costs associated with RR agreement and flagging operations, RR's typically have very specific and sometimes costly requirements for construction activities within their right of way.

**Response:** The costs associated with the RR agreement and flagging operations were established based on coordination with UPRR to understand the scope associated with the SUP crossing. They were consistent with the agreement and construction costs presented in the UPRR Public Project Manual.

Since submission of our Detailed Application, we have coordinated further with UPRR and met onsite June 29, 2023, to complete a Diagnostic Meeting per UPRR procedure. The Minutes of that meeting are included as part of this Attachment R. Per the follow-up email response from UPRR on September 9, 2023, included as part of this Attachment R, UPRR identified additional signal work would be needed at the crossing to accommodate the SUP.

We have adjusted our Itemized Budget accordingly to reflect the costs associated with the improvements to the railroad crossing surface and active grade crossing warning system. Flagging operations were left under Section 30 of the Itemized Budget as this pertains to efforts by the SUP contractor within TxDOT ROW. The previous UPRR Crossing Conc Surface Planking item (originally under Section 30 of the Itemized Budget) and the new UPRR Grade Crossing Warning System item are under Section 31 of the Itemized Budget as they pertain to efforts by UPRR's contractor, not the SUP contractor. A new UPRR Design Phase Agreement item was added under Section 32 of the Itemized Budget given the additional signal work needed and associated fee to be paid to UPRR. The previous UPRR Construction Phase Agreement item was increased to account for the additional signal work needed and was moved under Section 32 of the Itemized Budget as a fee to be paid to UPRR. The changes in unit prices are reflected in the revised Itemized Budget, which is included as part of this Attachment R.

# R- CLARIFICATION AND SUPPLEMENTAL INFO

- Verify Schedule
  - Please verify the project timeline includes ROW acquisition, including temporary construction easements and license agreements, if needed.

**Response:** No ROW acquisitions will be required for the project. Any temporary construction easements will be obtained within the timeframe for the project. No license agreements will be required for the project. There are no changes to the Project Timeline previously submitted.

- It appears that ROW/easements may be needed from several property owners. Please provide documentation of areas requiring ROW acquisition. The TAC rules for the TA program state: *"A project that will require the acquisition of real property through the exercise of eminent domain or condemnation is not eligible for participation in the TA Set-Aside Program."* In order to be eligible for TA funding, please confirm that the TA project would not be associated with property that will be subject to eminent domain.

**Response:** Status of Ownership/Assignment of Easements - Over the course of the past six months, The Woodlands Township has worked with a number of special purpose districts, businesses, and county officials to acquire rights to reserves and preserves for the SH 242 SUP project. Per the map included in this Attachment R, the green parcels are where The Woodlands Township has documented where the current landowner will/have assigned a pathway easement/reserve or other instrument to The Woodlands Township for the SUP. Some of the outstanding parcel owners in yellow/orange have indicated they may be willing to provide access, but they do not want to enter into any agreement until the grant is awarded. If these areas cannot be obtained, the SUP alignment can be located within the SH 242 ROW. Please note the northwest corner of IH 45 and SH 242 was already planned to be in the SH 242 ROW due to the width of the parcels in that area. Similar to the areas on SH 242, we have reached out to the parcel owners along S Trade Center between SH 242 and Harper's Landing, and some have indicated a willingness to participate if the grant is awarded. This area lies in Montgomery County Precinct 4 ROW. The respective Commissioner for this area has already signed a letter of intent/support for the SUP to be on his property. Knowing this, we would approach Montgomery County with a request to put the SUP in their ROW if the outstanding parcel owners in purple/orange do not permit the SUP to be on their property.

# R- CLARIFICATION AND SUPPLEMENTAL INFO

## ITEMIZED BUDGET

### 30. Itemized Construction Cost Estimate

a. Please provide the contingency estimate this project cost estimate is using:

10%

*Contingency is only allowable if the project PS&E is less than 60% complete.*

b. Inflation percent increase assumed as part of this project cost estimate is equal to 4%.

c. What year does this cost estimate assume construction begins?

FY 2025

d. Provide a detailed cost estimate of all construction costs - use appropriate units (SY, SF, LF, LS, EA, etc.)

[Click here for TxDOT's Average Low Bid Unit Prices](#) (or visit:

[https://tableau.txdot.gov/views/BidItemAverageCost/BidItemAvgCostDashboard?%3Aembed=y&%3AisGuestRedirectFromVizportal=y&%3Aorigin=card\\_share\\_link](https://tableau.txdot.gov/views/BidItemAverageCost/BidItemAvgCostDashboard?%3Aembed=y&%3AisGuestRedirectFromVizportal=y&%3Aorigin=card_share_link))

Work Activities	Quantity	Unit	Unit Price	Amount
PREPARING ROW	8	AC	\$8,000.00	\$64,000
PREPARING ROW (TREE) (5" TO 12" DIA)	220	EA	\$800.00	\$176,000
PREPARING ROW (TREE) (12" TO 24" DIA)	90	EA	\$1,200.00	\$108,000
REMOVING CONC (PAV)	285	SY	\$60.00	\$17,100
REMOVING CONC (MEDIANS)	600	SY	\$45.0	\$27,000
REMOVING CONC (DRIVEWAYS)	2,018	SY	\$25.0	\$50,450
REMOVING CONC (CURB OR CURB & GUTTER)	450	LF	\$5.0	\$2,250
REMOVING CONC (SIDEWALK OR RAMP)	220	SY	\$20.0	\$4,400
FURNISHING AND PLACING TOPSOIL	795	CY	\$30.0	\$23,850
BLOCK SODDING	7,223	SY	\$8.0	\$57,784
CEMENT	501	TON	\$150.0	\$75,150
CEMENT TREAT (EXIST MATL) (6")	33,707	SY	\$5.0	\$168,535
DRILL SHAFT (30 IN)	820	LF	\$220.0	\$180,400
CL C CONC (ABUT)	43	CY	\$1,500.0	\$64,500
RAIL (TY PR11)	360	LF	\$200.0	\$72,000
RC PIPE (CL III) (24 IN)	1,800	LF	\$90.0	\$162,000
SET (TY II) (24 IN) (RCP) (4:1) (P)	12	EA	\$2,000.0	\$24,000
MOBILIZATION	1	LS	\$300,000.0	\$300,000
BARRICADES, SIGNS AND TRAFFIC HANDLING	16	MO	\$4,500.0	\$72,000
BIODEG EROSN CONT LOGS (INSTL) (18")	1,750	LF	\$7.0	\$12,250
BIODEG EROSN CONT LOGS (REMOVE)	1,750	LF	\$3.0	\$5,250
TEMP SDMT CONT FENCE	21,670	LF	\$3.8	\$81,263
TEMP SDMT CONT FENCE (REMOVE)	21,670	LF	\$1.0	\$21,670
CONC CURB (DOWEL)	180	LF	\$15.0	\$2,700
DRIVEWAYS (CONC)	2,018	SY	\$90.0	\$181,620
CONC SIDEWALKS (6")	28,893	SY	\$73.0	\$2,109,189
CURB RAMPS (TY 7)	23	EA	\$2,000.0	\$46,000
CURB RAMPS (TY 20)	1	EA	\$1,750.0	\$1,750
CURB RAMPS (TY 21)	7	EA	\$2,500.0	\$17,500
CURB RAMPS (TY 22)	4	EA	\$3,500.0	\$14,000
CONC MEDIAN	600	SY	\$80.0	\$48,000
ALUMINUM SIGNS (TY A)	336	SF	\$20.0	\$6,720
IN SM RD SN SUP&AM TY10BWG(1)SA(P)	84	EA	\$600.0	\$50,400
REFL PAV MRK TY I (W) 24" (SLD) (100 MIL)	1,872	LF	\$10.0	\$18,720
RE PM W/RET REQ TY I (Y) 6" (SLD) (100 MIL)	395	LF	\$2.0	\$790
PAV SURF PREP FOR MRK (6")	395	LF	\$0.3	\$119
PAV SURF PREP FOR MRK (24")	1,872	LF	\$2.0	\$3,744

(Continued on next page)

Subtotal: **\$4,271,103**

## R- CLARIFICATION AND SUPPLEMENTAL INFO

### Itemized Construction Cost Estimate (Page 2 of 3)

[illegible]

## R- CLARIFICATION AND SUPPLEMENTAL INFO

### Itemized Construction Cost Estimate (Page 3 of 3)

[illegible]

# R- CLARIFICATION AND SUPPLEMENTAL INFO

## 31. Additional Construction-Related Costs:

Appropriate costs for this section might include: construction engineering and inspection, construction-phase project administration, contract administration, land survey for right of way demarcation, materials testing, permitting, or geotechnical work. Items ineligible for reimbursement include associated with right-of-way acquisition (e.g., appraisal, parcel survey, title transfer) or legal services.

Work Activities	Quantity	Unit	Unit Price	Amount
CONSTRUCTION ENGINEERING & INSPECTION	1	LS	\$420,000.00	\$420,000
MATERIALS TESTING	1	LS	\$180,000.00	\$180,000
UPRR CROSSING CONC SURFACE PLANKING	80	LF	\$2,000.00	\$160,000
UPRR GRADE CROSSING WARNING SYSTEM	1	LS	\$250,000.00	\$250,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
			Total:	\$1,010,000

## 32. Preliminary Engineering (PS&E and Environmental) Costs

Identify proposed preliminary engineering costs to be incurred by the project sponsor after project selection and after authorization to proceed.

Label attachment(s) as **P - Preliminary Engineering (PS&E and Environmental) Costs** - No more than 2 pages.

Work Activities	Cost/Value
SCHEMATIC	\$120,000
ENVIRONMENTAL	\$40,000
SURVEY	\$140,000
GEOTECHNICAL	\$75,000
ACCESSIBILITY REVIEW & INSPECTION	\$2,000
PS&E	\$600,000
BID ASSISTANCE	\$10,000
LIMITED CONSTRUCTION PHASE SERVICES	\$120,000
UPRR DESIGN PHASE AGREEMENT	\$25,000
UPRR CONSTRUCTION PHASE AGREEMENT	\$45,000
Total:	\$1,177,000

# R- CLARIFICATION AND SUPPLEMENTAL INFO

## BUDGET SUMMARY

**33. Project Budget Summary** (many lines automatically populate)

Total Itemized Construction Cost Estimate (topic 30 total, from Budget Page 3)	1.	\$5,371,603
Contingency Costs (line 1 X contingency percentage)	2.	\$537,160
Inflation Adjustment (line 1 X 4% X assumed years until construction)	3.	\$438,323
Total Additional Construction-Related Costs (topic 31 total, from Budget Page 4)	4.	\$1,010,000
Total Construction Cost Estimate [Sum of lines 1 through 4]	5.	\$7,357,086
TxDOT Direct State Costs for project oversight (15% of line 1)	6.	\$805,740
Total Preliminary Engineering Cost (topic 32 total, from Budget Page 4)	7.	\$1,177,000
Total Project Cost Estimate [Sum of lines 5 through 7]	8.	\$9,339,827
Optional Local Match Increase*	20%	of line 8
TxDOT Optional Discretionary Funds**	0.0%	-

**TDCs:** If a project sponsor is eligible to use TDCs, these credits will be applied to the project in lieu of the local match. See Cost Participation Summary below.

**\*Local Match:** Project sponsors may increase the required Local Match above 20% by adjusting the Local Match percentage in the box above. If the project is eligible for Transportation Development Credits (amount shown in number 9 below), then the federal share will be fixed at 100% federal participation in lieu of local match.

**\*\*TxDOT Discretionary Funds:** In a minority of cases, TxDOT Districts may participate financially in projects to reduce the local match. "Optional Local Match Increase" percentage and "TxDOT Optional Discretionary Funds" percentage must total 20%. See Detailed Application Instructions for more information.

Eligibility for Transportation Development Credits

Select Project Sponsor from dropdown. If Project Sponsor is not listed, then it was determined to be ineligible for Transportation Development Credits.

(select) ▼

Eligible Transportation Development Credits	9.	\$0
---	----	-----

	Participation				
	Percent	Preliminary Engineering Costs	Construction Costs (plus contingency and inflation)	Direct State Costs	Total Project Costs
Federal	80.0%	\$ 941,600	\$ 5,885,669	\$ 644,592	\$ 7,471,861
State	0.0%	\$ -	\$ -	\$ -	\$ -
Local	20.0%	\$ 235,400	\$ 1,471,417	\$ 161,148	\$ 1,867,965
Total	100%	\$ 1,177,000	\$ 7,357,086	\$ 805,740	\$ 9,339,827

# R- CLARIFICATION AND SUPPLEMENTAL INFO

## COST PARTICIPATION SUMMARY

Total Federal Participation	80.0%	\$7,471,861
Total State Participation	0.0%	\$0
Total Local Participation	20.0%	\$1,867,965

## PROJECT COMMITMENT

The applicant confirms understanding of the following requirements by checking boxes and signing below.

- ☒ This is a reimbursement program. If the project sponsor implements any stage of the project, then they must finance that phase until reimbursement funds are available. Invoices must be submitted with proper documentation on a regular basis (typically monthly, but no less than quarterly).
- ☒ If TxDOT implements any phase of the project on behalf of the project sponsor, then any local match would be due in full to TxDOT prior to commencement of each phase (i.e. preliminary engineering or construction). Project selection does not guarantee that TxDOT will implement a project on behalf of any recipient.
- ☒ Until authorized by TxDOT with a notice to proceed, the project sponsor should not enter into a contract or incur costs for any aspect of the project for which the project sponsor is seeking federal participation. Otherwise, the project sponsor risks incurring costs that will not be reimbursed.
- ☒ The project sponsor understands they are responsible for providing a local match (cash) to cover 20% of the total project cost (including TxDOT Direct State Costs) unless eligible for Transportation Development Credits (TDCs). For project sponsors eligible for TDCs, these credits will be applied as additional federal funds in lieu of local match. Depending on approved local match option, TxDOT will reimburse a portion or all of the total expenses on each invoice submitted with proper documentation of expenses.
- ☒ The project sponsor must be prepared to fund any project costs in excess of the amounts indicated in the budget entered into this detailed application and/or the amount awarded by the commission (i.e., project cost overruns).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
TxDOT District Signature (if applicable)

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

Refer to TxDOT's 2023 TA Detailed Application Instructions for submittal instructions.



# R- CLARIFICATION AND SUPPLEMENTAL INFO



## HARPER'S LANDING SIDE PATH – UPRR DIAGNOSTIC MEETING

### Meeting Information

<b>Date:</b>	06/29/2023	<b>Time:</b> 1:00 pm – 2:30 pm
<b>Location:</b>	S Trade Center Parkway and UPRR Crossing, DOT 430362X (Palestine Sub, Milepost 201.17)	
<b>Attendees:</b>	James Smith (Benesch), Kenneth Luebeck (Benesch), Keegan Niles (UPRR), Chris Nunes (TWT), John McGowan (TWT), Kristin Landry (Quiddity)	
<b>Purpose:</b>	Harper's Landing Side Path – UPRR Diagnostic Meeting	

### Minutes

#### I. Side Path Project Background

- a. The Woodlands Township (TWT) 2016 Pedestrian and Bicycle Master Plan – path was included as a recommendation
- b. TWT focused on I-45 to Harper's Landing for 2+ years
- c. Originally intended to be an extension of TxDOTs 242 Project path
- d. Public concern through TxDOT's process - 5' off road not per community standard
- e. TxDOT modified project and removed path entirely
- f. TxDOT encouraged TWT submission of grant
- g. Grant application submitted in June, expect to hear in October
- h. Working on easements/letters now
- i. Goes back to 2016 Pedestrian and Bicycle Master Plan
- j. UPRR crossing a big part of providing community connectivity

#### II. Side Path Project Proposed Improvements

- a. 4.66 miles of 8- to 12-foot wide shared use path along SH 242 from FM 1488 to S Trade Center Pkwy and along S Trade Center Pkwy from SH 242 to Harper's Landing
- b. Proposed side path at UPRR crossing (see attached layout) to be designed per UPRR Engineering Standards Guidance for Sidewalk Improvements

#### III. UPRR Crossing Details

- a. Crossing Assessment Program (CAP) Data: unsafe motorist 6/ 0 vehicle on track; rough crossings 6/ block crossing 2
- b. Proactive approach to look at safety
- c. Tier 3: 9 trains/day, local 3 days/week
- d. 60 mph max
- e. ADT 6800
- f. RMCC Data: <5 years - 1 vehicle on track report, 18 unsafe maneuvers, 27 crossing complaints (fixed asphalt), broken gate reports
- g. 25 blocked crossing reports – likely local switch operations, train stopping to check potential issue

#### IV. UPRR Project Concerns

- a. Want pedestrians to have sufficient warning
- b. Asked if any traffic accidents had been reported
- c. Concern about pedestrians walking through stopped train

# R- CLARIFICATION AND SUPPLEMENTAL INFO



- TWT added that community has lived with this train forever
- Most use anticipated from the community

## V. Site Observations

### SW Quadrant

- a. Maintenance item: Stop bar missing at crossing, appears to have been covered up with new asphalt
  - Needs to comply with TMUTCD
  - Item to coordinate with Montgomery County (owner of roadway)
- b. Immediate maintenance item: Advance warning railroad pavement markings and signage incorrect and need to be reviewed
  - Follow MUTCD
    - Railroad pavement markings shall be placed adjacent to the W10-1 advance warning signs
    - W10-1 signs are placed at 586' from gate and the MUTCD minimum for 30 mph is 100' from gate
  - Item to coordinate with Montgomery County

### NW Quadrant

- a. Diagnostic team recommends a pedestrian flasher due to proposed layout and train operations at this crossing
  - UPRR detail for that
  - Post mounted
  - Follow MUTCD Chapter 8
  - Locate on left side in advance of crossing
- b. Diagnostic team recommends "look" signage and striping, etc. be considered for added safety
- c. Drainage conditions will need to be addressed
  - Existing defined ditch to be filled in, area regraded, and culvert extended to accommodate path alignment
  - Culvert extension to existing concrete riprap slope paving may eliminate need for additional erosion protection at new downstream end of culvert
  - Coordinate with Montgomery County
  - Determine needs for drainage study with UPRR and Montgomery County

### NE Quadrant

- a. Maintenance item: Stop bar missing at crossing, appears to have been covered up with new asphalt
  - Needs to comply with TMUTCD
  - Item to coordinate with Montgomery County
- b. Immediate maintenance item: Advance warning railroad pavement markings and signage incorrect and need to be reviewed
  - Follow MUTCD
    - Railroad pavement markings shall be placed adjacent to the W10-1 advance warning signs
    - W10-1 signs are placed at 481' from gate and the MUTCD minimum for 30 mph is 100' from gate
  - Item to coordinate with Montgomery County
- c. Diagnostic team recommends "look" signage and striping, etc. be considered for added safety

# R- CLARIFICATION AND SUPPLEMENTAL INFO



- d. Diagnostic team recommendation based on proposed plan that there is no need to modify the existing traffic control gate
- e. Drainage conditions will need to be addressed
  - Existing undefined ditch to be filled in, area regraded, and culvert extended to accommodate path alignment
  - Concrete riprap slope paving may need to be added at the downstream end of culvert to provide erosion protection
  - Coordinate with Montgomery County
  - Determine needs for drainage study with UPRR and Montgomery County
- f. Potential private utility obstructions: Appears there is sufficient space for path alignment with 13' width between box and power pole

## SE Quadrant

- a. No maintenance issues

## Overall Crossing

- a. Immediate maintenance item: White lane striping/yellow center striping missing near crossing
  - Item to coordinate with Montgomery County
- b. No crossing license exists per research
  - Item to coordinate with Montgomery County
- c. To accommodate proposed layout of shared use path, UPRR anticipates modifying the existing crossing as follows:
  - New track panel, miscellaneous switch rail, and additional concrete crossing boards
  - Exact scope to be determined when final plans are submitted

## **VI. Next Steps**

- a. UPRR has scope needed to look at pedestrian crossing preliminary scope recommendations
  - Identify need to do anything with signal, expect can operate as intended
  - Determine impact of adding pedestrian flasher to signals/electrical
  - Confirm switch can remain with a few minor modifications
- b. Final UPRR scope to be determined once final plans are submitted and approved
- c. UPRR meets with Montgomery County and can coordinate maintenance issues identified

## **VII. Anticipated Schedule**

- a. 2-3 days for construction
- b. 2-day closure request
- c. Signal design 6 months
- d. Agreement with road owner 4-6 months
- e. Work order 4-6 months and start construction
- f. Overall 18-month time frame

# R- CLARIFICATION AND SUPPLEMENTAL INFO

**Kristin L. Landry PE**

---

**From:** Smith, James <JASmith@benesch.com>  
**Sent:** Saturday, September 9, 2023 10:45 PM  
**To:** Kristin L. Landry PE  
**Cc:** Luebeck, Kenneth; 'cnunes@thewoodlandtownship-tx.gov'; 'jmcgowan@thewoodlandtownship-tx.gov'  
**Subject:** RE: UP Diagnostic Meeting for DOT 430362X (Palestine Sub, Milepost 201.17) - Minutes for Review

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kristin,

Thank you for providing the final notes. I have reviewed and have no further comment.

Signal Improvements: I have reviewed the proposed scope and diagnostic discussions with the UP-signal team. It does appear that signal work will be needed at the crossing due to the below.

1. The Railroad Signal just north of the crossing will likely need to be moved. For this signal to operate properly with the use of the switch, it must be a certain distance from the edge of the crossing for the electrical systems to work. The sidewalk will be extending the crossing towards the signal reducing that distance, necessitating its adjustment.
2. After review of the existing equipment at the crossing. The placement of a new Railroad signal at proper distance, along with the addition of a pedestrian flasher will require the replacement of the crossing's cabin and gates to accommodate this change. The field wiring and the communication of these new devices with the existing infrastructure can't be accomplished with the current type of equipment and signal house. The Diagnostic Team did determine that the existing gate locations were sufficient, so the new crossing devices will be placed similarly.

Surface Improvements: Preliminary scope of the crossing replacement.

1. Crossing Panel (rail, ties and concrete boards for full length of crossing and sidewalk)
2. Additional rail for new railroad signal connection to the track
3. Miscellaneous rail for switch to tie in crossing panel. Existing switch will not need to be replaced based on the current assessment.

As discussed, this is a preliminary scope. Final UP scope of the project will be determined once we have final civil plans and UP has completed its signal design. However, hopefully this gives you a better idea of the UP work necessary to accommodate the proposed civil work at this crossing.

UP public project manual does have preliminary budgeting numbers for standard signal and surface improvements, for your reference. I will note the Railroad signal replacement north of the crossing is not accounted for in "Typical Active Grade Crossing Warning" costs. So likely the cost for the signal work at this location will be a little higher than the numbers shown in the manual.

If you have any questions or would like to discuss, please feel free to email or call.

# R- CLARIFICATION AND SUPPLEMENTAL INFO

Thanks,

**James Smith, PE**

Public Project Manager

[jasmith@benesch.com](mailto:jasmith@benesch.com)

direct: 817-754-1424 mobile: 936-727-1545



---

**From:** Kristin L. Landry PE <[klandry@quiddity.com](mailto:klandry@quiddity.com)>

**Sent:** Wednesday, September 6, 2023 1:31 PM

**To:** Smith, James <[JASmith@benesch.com](mailto:JASmith@benesch.com)>

**Cc:** Luebeck, Kenneth <[KLuebeck@benesch.com](mailto:KLuebeck@benesch.com)>; 'cnunes@thewoodlandtownship-tx.gov'

<[CNunes@thewoodlandtownship-tx.gov](mailto:CNunes@thewoodlandtownship-tx.gov)>; 'jmcgowan@thewoodlandtownship-tx.gov'

<[JMcGowan@thewoodlandtownship-tx.gov](mailto:JMcGowan@thewoodlandtownship-tx.gov)>

**Subject:** RE: UP Diagnostic Meeting for DOT 430362X (Palestine Sub, Milepost 201.17) - Minutes for Review

Hi James,

I'm checking in on the below request. We are starting to get some communication related to the evaluation of the grant applications, and it is possible they could reach out to us soon and request updates on the UPRR coordination process for our project submission.

When can we expect to get confirmation on preliminary UPRR scope for the pedestrian crossing? We noted the following per the meeting minutes.

- UPRR has scope needed to look at pedestrian crossing preliminary scope recommendations
  - Identify need to do anything with signal, expect can operate as intended
  - Determine impact of adding pedestrian flasher to signals/electrical
  - Confirm switch can remain with a few minor modifications

Your assistance would be appreciated.

Thanks,



**Kristin Landry**

Senior Project Manager

---

**Email:** [klandry@quiddity.com](mailto:klandry@quiddity.com)

**T:** 713-353-7258

# R- CLARIFICATION AND SUPPLEMENTAL INFO

Title: **SH 242 SUP - Pathway Easement/Reserve Status**

Suggest reordering:

Existing Side Path

Proposed Side Path

Green: Pathway Easement/Reserve Agreed To

Yellow: Pathway in TxDOT ROW if Pathway Easement/Reserve Not Agreed To

Purple: Pathway in Montgomery County (MC) ROW if Pathway Easement/Reserve Not Agreed To

Orange: Pathway in TxDOT/MC ROW if Pathway Easement/Reserve Not Agreed To

FYI, this is going to be printed to an 8.5x11 size

## 242 Side Path Proposed

Existing Side Path

Proposed Side Path

Pathway in TxDot/MC ROW if not agreed to

Pathway in TxDot ROW if pathway easement not agreed to

Pathway Easement/Assignments agreed to

Pathway in Montgomery County ROW if pathway easement not agreed to



Disclaimer: This information has been prepared by The Woodlands Township. The Woodlands Township makes no representations or warranties regarding its accuracy and assumes no liability for its use. 9/2023



**Attachment D**  
**Transportation Alternatives Grant Program Information**

<https://ftp.txdot.gov/pub/txdot/ptn/bicycle/2023-ta-program-guide.pdf>

**Attachment E**  
**Property Easements**

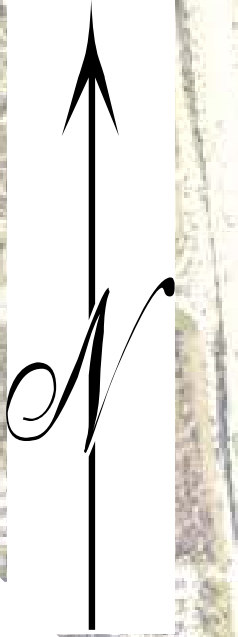


## 242 Side Path Proposed

- Existing Side Path
- Proposed Side Path
- Pathway in TxDot/MC ROW if not agreed to
- Pathway in TxDot ROW if pathway easement not agreed to
- Pathway Easement/Assignments agreed to
- Pathway in Montgomery County ROW if pathway easement not agreed to



Disclaimer: This information has been prepared by The Woodlands Township. The Woodlands Township makes no representations or warranties regarding its accuracy and assumes no liability for its use. 9/2023





**Attachment F**  
**Harper's Landing Side Path-UPPR Diagnostic Meeting**



# HARPER'S LANDING SIDE PATH – UPRR DIAGNOSTIC MEETING

## Meeting Information

<b>Date:</b>	06/29/2023	<b>Time:</b> 1:00 pm – 2:30 pm
<b>Location:</b>	S Trade Center Parkway and UPRR Crossing, DOT 430362X (Palestine Sub, Milepost 201.17)	
<b>Attendees:</b>	James Smith (Benesch), Kenneth Luebeck (Benesch), Keegan Niles (UPRR), Chris Nunes (TWT), John McGowan (TWT), Kristin Landry (Quiddity)	
<b>Purpose:</b>	Harper's Landing Side Path – UPRR Diagnostic Meeting	

## Minutes

### I. Side Path Project Background

- The Woodlands Township (TWT) 2016 Pedestrian and Bicycle Master Plan – path was included as a recommendation
- TWT focused on I-45 to Harper's Landing for 2+ years
- Originally intended to be an extension of TxDOT's 242 Project path
- Public concern through TxDOT's process - 5' off road not per community standard
- TxDOT modified project and removed path entirely
- TxDOT encouraged TWT submission of grant
- Grant application submitted in June, expect to hear in October
- Working on easements/letters now
- Goes back to 2016 Pedestrian and Bicycle Master Plan
- UPRR crossing a big part of providing community connectivity

### II. Side Path Project Proposed Improvements

- 4.66 miles of 8- to 12-foot wide shared use path along SH 242 from FM 1488 to S Trade Center Pkwy and along S Trade Center Pkwy from SH 242 to Harper's Landing
- Proposed side path at UPRR crossing (see attached layout) to be designed per UPRR Engineering Standards Guidance for Sidewalk Improvements

### III. UPRR Crossing Details

- Crossing Assessment Program (CAP) Data: unsafe motorist 6/ 0 vehicle on track; rough crossings 6/ block crossing 2
- Proactive approach to look at safety
- Tier 3: 9 trains/day, local 3 days/week
- 60 mph max
- ADT 6800
- RMCC Data: <5 years - 1 vehicle on track report, 18 unsafe maneuvers, 27 crossing complaints (fixed asphalt), broken gate reports
- 25 blocked crossing reports – likely local switch operations, train stopping to check potential issue

### IV. UPRR Project Concerns

- Want pedestrians to have sufficient warning
- Asked if any traffic accidents had been reported
- Concern about pedestrians walking through stopped train



- TWT added that community has lived with this train forever
- Most use anticipated from the community

## V. Site Observations

### SW Quadrant

- a. Maintenance item: Stop bar missing at crossing, appears to have been covered up with new asphalt
  - Needs to comply with TMUTCD
  - Item to coordinate with Montgomery County (owner of roadway)
- b. Immediate maintenance item: Advance warning railroad pavement markings and signage incorrect and need to be reviewed
  - Follow MUTCD
    - Railroad pavement markings shall be placed adjacent to the W10-1 advance warning signs
    - W10-1 signs are placed at 586' from gate and the MUTCD minimum for 30 mph is 100' from gate
  - Item to coordinate with Montgomery County

### NW Quadrant

- a. Diagnostic team recommends a pedestrian flasher due to proposed layout and train operations at this crossing
  - UPRR detail for that
  - Post mounted
  - Follow MUTCD Chapter 8
  - Locate on left side in advance of crossing
- b. Diagnostic team recommends "look" signage and striping, etc. be considered for added safety
- c. Drainage conditions will need to be addressed
  - Existing defined ditch to be filled in, area regraded, and culvert extended to accommodate path alignment
  - Culvert extension to existing concrete riprap slope paving may eliminate need for additional erosion protection at new downstream end of culvert
  - Coordinate with Montgomery County
  - Determine needs for drainage study with UPRR and Montgomery County

### NE Quadrant

- a. Maintenance item: Stop bar missing at crossing, appears to have been covered up with new asphalt
  - Needs to comply with TMUTCD
  - Item to coordinate with Montgomery County
- b. Immediate maintenance item: Advance warning railroad pavement markings and signage incorrect and need to be reviewed
  - Follow MUTCD
    - Railroad pavement markings shall be placed adjacent to the W10-1 advance warning signs
    - W10-1 signs are placed at 481' from gate and the MUTCD minimum for 30 mph is 100' from gate
  - Item to coordinate with Montgomery County
- c. Diagnostic team recommends "look" signage and striping, etc. be considered for added safety



- d. Diagnostic team recommendation based on proposed plan that there is no need to modify the existing traffic control gate
- e. Drainage conditions will need to be addressed
  - Existing undefined ditch to be filled in, area regraded, and culvert extended to accommodate path alignment
  - Concrete riprap slope paving may need to be added at the downstream end of culvert to provide erosion protection
  - Coordinate with Montgomery County
  - Determine needs for drainage study with UPRR and Montgomery County
- f. Potential private utility obstructions: Appears there is sufficient space for path alignment with 13' width between box and power pole

#### SE Quadrant

- a. No maintenance issues

#### Overall Crossing

- a. Immediate maintenance item: White lane striping/yellow center striping missing near crossing
  - Item to coordinate with Montgomery County
- b. No crossing license exists per research
  - Item to coordinate with Montgomery County
- c. To accommodate proposed layout of shared use path, UPRR anticipates modifying the existing crossing as follows:
  - New track panel, miscellaneous switch rail, and additional concrete crossing boards
  - Exact scope to be determined when final plans are submitted

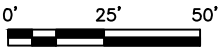
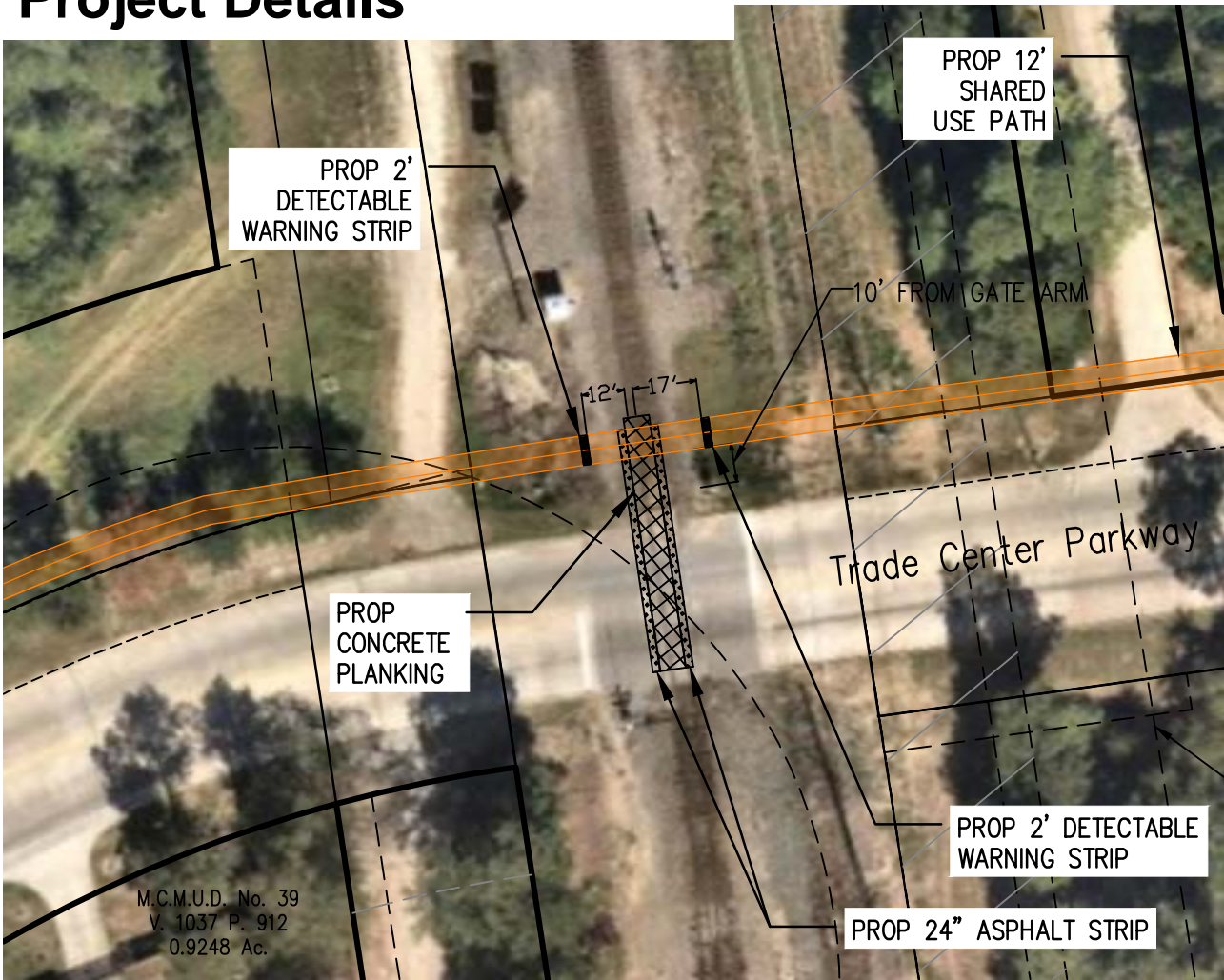
### **VI. Next Steps**

- a. UPRR has scope needed to look at pedestrian crossing preliminary scope recommendations
  - Identify need to do anything with signal, expect can operate as intended
  - Determine impact of adding pedestrian flasher to signals/electrical
  - Confirm switch can remain with a few minor modifications
- b. Final UPRR scope to be determined once final plans are submitted and approved
- c. UPRR meets with Montgomery County and can coordinate maintenance issues identified

### **VII. Anticipated Schedule**

- a. 2-3 days for construction
- b. 2-day closure request
- c. Signal design 6 months
- d. Agreement with road owner 4-6 months
- e. Work order 4-6 months and start construction
- f. Overall 18-month time frame

# B- Project Details



PROPOSED DESIGN PER  
UNION PACIFIC RAILROAD  
ENGINEERING STANDARDS  
GUIDANCE FOR SIDEWALK  
IMPROVEMENTS  
(SEE NEXT SHEET)

San. Sew. Esm't.  
F.N. 2003-102530  
0.0195 Ac.

M.C.M.U.D. No. 39  
V. 1037 P. 912  
0.9248 Ac.



PHOTO LOOKING EASTBOUND AT RAIL CROSSING



Texas Board of Professional Engineers and Land Surveyors Reg. No. 10046100  
1575 Sawdust Road, Suite 400 The Woodlands, Texas 77380-281.351.4039

PROPOSED RAIL  
SURFACE CROSSING  
IMPROVEMENTS