

CONSULTANT SELECTION DESCRIPTION

PROJECT TITLE: RGVMPPO Performance Management Framework Development and Implementation Study

Scope of Services

Performance management is the process of ensuring that a set of activities and outputs meets a set of defined goals in an effective and efficient manner. A high-level perspective of the intent of performance-based planning is necessary to synthesize seemingly disparate inputs.

To develop a unified data-driven project scoring process for all projects for the RGVMPPO the following scope of activities is proposed:

Task 1: Project Administration and Coordination

- Project Management Plan, including communication and QA/QC plan
- Monthly progress reports
- Monthly billing invoices and supporting documentation
- Schedule for project completion and review

Task 2: Process and Data Review

- Review existing planning documents
- Evaluate existing scoring process and program policies
- Interviews with Transportation Policy Board, TAC, Bicycle and Pedestrian Advisory Committee
- **Deliverables:** Process and Data Review Memorandum, Draft Data Management Process

Task 3: Framework and Recommendations Development

- Project prioritization and target setting for Performance Measures
- Address regional, state, and federal goals and targets
- Integration of public feedback in goals/values/mission
- **Deliverables:** Draft Project Performance Indicators Report, Draft Proposed Updates to Categorical Scoring process to include Bipartisan Infrastructure Law (BIL) requirements, and Draft Implementation Toolkit

Task 4: Workshops; Capacity Development, Framework Testing, and Process Deployment

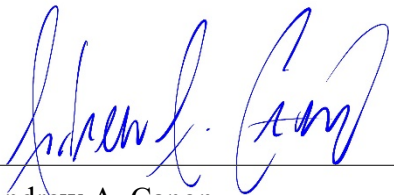
- What the project scoring process should achieve and how to manage changes
- Build staff capacity to maintain process moving forward
- Develop RGVMPPO skillsets to update data inputs and scoring processes and Federal, State and local goals/requirements evolve
- Stakeholder and Planning partner workshops, including sample scorings as opportunities to test processes and procedures
- **Deliverables:** Staff, Stakeholder and Planning Partner workshop curriculum and documentation, mock scoring exercises, Process Deployment Workshop and Documentation, Draft Performance Management Framework Implementation Plan

Task 5: Documentation

- Develop content and supporting graphics for scalable Performance Based Planning & Management Framework.
- Procedures to manage and update performance-based planning processes
- **Deliverables:** Performance Management Framework
 - *Implementation Plan*
 - *User Guides*
 - *Data Management Process*
 - *Project Scoring Review Process*
 - *Project Performance Indicator Review Process*
 - *Performance Management Workshop curricula*
 - *System Performance Report Development Guide*

Contractor
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Evaluation Performed
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RGMPO