

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 04-40

WHEREAS, the Central Texas Regional Mobility Authority ("CTRMA") is pursuing the development of the US 183-A turnpike project; and

WHEREAS, the CTRMA has approved work authorizations for its General Engineering Consultant ("GEC") to pursue work necessary for the development of US 183-A; and

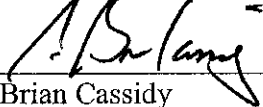
WHEREAS, these previously approved work authorizations include WA No. 3.1 (approved via Resolution No. 03-46) covering project office operations, administrative support, and core staff services related to project development; and WA No. 3.3 (approved via Resolution No. 03-46) covering public outreach activities; and

WHEREAS, the GEC has requested the approval of amendments to each of the above-referenced work authorizations in order to extend the time to complete the work authorized thereunder while identifying additional work which may need to be performed;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors approves amendments to US 183-A Work Authorization No. 3.1 and to US 183-A Work Authorization No. 3.3 to extend the time for completion of each to October 27, 2004.


Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 25th day of August, 2004.

Submitted and reviewed by:



C. Brian Cassidy
General Counsel for the Central
Texas Regional Mobility Authority

Approved:



Robert E. Tesch
Chairman, Board of Directors
Resolution Number 04-40
Date Passed 08/25/04



Memorandum

To: Mike Heiligenstein

From: Richard Ridings

Date: August 20, 2004

Subject: Central Texas Regional Mobility Authority (CTRMA)
General Engineering Consultant (GEC)
Work Authorization 3.1 – Supplement 1
Work Authorization 3.3 – Supplement 1

The CTRMA retained the services of HNTB as the General Engineering Consultant (GEC) and signed a five year contract on September 15, 2003. At the request of the CTRMA, Work Authorizations (WA) detailing the scope of services and fees for key activities are implemented on a 12 month basis. A complete report on the status of these WA's was made to CTRMA on August 3rd and is attached for your information. To date the CTRMA has authorized five WA's. The expiration dates, amount of fee and balance remaining to date are:

WA #	Expiration Date	Maximum Fee	Balance Remaining to Date
3.1	September 24, 2004	\$ 1,252,457	\$ 376,627
3.2	October 24, 2003	\$ 500,000	\$ 8,186
3.3	September 24, 2004	\$ 350,000	\$ 88,415
3.4	November 5, 2004	\$ 3,488,862	\$ 962,287
3.5	March 31, 2005	\$ 1,987,257	\$ 1,161,248

As you will note, all activities have been performed within/under budget. WA 3.4, which includes right-of-way acquisition for US 183-A, will be essentially completed except for right-of-way when the Comprehensive Development Agreement contract is awarded. The engineering, administration and public involvement activities within WA 3.4 will be transferred to WA 3.1 and 3.3. WA 3.2 will not be extended.

As detailed above, WA 3.1 and 3.3 expire on September 24, 2004. These two authorizations provide for core services of Engineering staff, subconsultants, administration, reception, secretarial services, public involvement and communication activities. In order to continue the services contained in these WA's, the GEC has prepared Supplements to both for the CTRMA's consideration and approval for an additional 12 months. Copies of these Supplements are attached to this correspondence and are summarized as follows:

- Supplement 1 to WA 3.1: Includes the continuation of the GEC's work as an extension of the CTRMA staff. This will include the provision of staff to act as the daily point of contact for the CTRMA, be responsible for overall operations of the field office, and

complete the various administrative functions of the GEC. The budget for this Supplement has been estimated at \$2,089,064.00 and will continue these services for a period of twelve months.

- Supplement 1 to WA 3.3: Includes the continuation of the GEC's Public Involvement support activities for the CTRMA. This will include refinement of the Public Outreach Plan, stakeholder / public meeting support, public official communications support, public involvement communication materials development, media coordination support, and overall coordination of the public involvement activities. The budget for this Supplement has been estimated at \$693,141.00 and will continue these services for a period of twelve months.

Regarding the overall budget status of the GEC, execution of these Supplements will increase the overall GEC maximum fee in the amount of \$2,782,205.00 (increased from \$7,608,576.00 to \$10,390,781.00). To date, the GEC has invoiced \$5,011,813.24 (thru GEC Invoice #11, covering services through July 23, 2004), indicating a current % expended of 65.9%.

Regarding the budget status of the TxDOT Toll Equity Grant amount of \$12.7 million, per Pena Swayze & Company, approximately \$5.2 million of this Grant was expended thru July 2004. This amount contains various charges associated with the development of the US 183-A Turnpike project, including GEC activities, toll & revenue study being conducted by Vollmer & Associates, Golden Cheeked Warbler mitigation credits, the TIFIA Application fee, and miscellaneous CTRMA administration and legal fees.

Based on the foregoing information, the GEC requests that a resolution be presented during the August 25, 2004 CTRMA Board Meeting which will allow for Board approval of Supplement 1 to WA 3.1 in the amount of \$2,089,064.00 (for the continuation of the GEC's administrative activities as an extension of CTRMA staff) and Supplement 1 to WA 3.3 in the amount of \$693,141.00 (for the continuation of the GEC's public involvement support to the CTRMA).

Thank you in advance for your consideration in this matter. If you have any questions or require additional information, please advise.

Attachments (3)

**Central Texas Regional Mobility Authority (CTRMA)
General Engineering Consultant**

Contract/Budget Summary

- **Work Authorization 1 - \$15,000 contract maximum**
 - Status: Complete

- **Work Authorization 2 - \$15,000 contract maximum**
 - Status: Complete

- **Work Authorization 3.1 - \$1,252,457 contract maximum**
Scope: Maintain Core GEC Staff
Duration: September 2003- September 2004
 - Status: Currently tracking below budget \$847,367 expended or 68% of contract maximum thru 7/23/04. It is anticipated that the associated scope will be completed under budget. Additional budget and time extension will be needed by September to continue this scope.

- **Work Authorization 3.2 - \$500,000 contract maximum**
Scope: Stop Gap Technical Services
Duration: 30 Days (October 2003)
 - Status: This work authorization is substantially complete \$494,097 expended or 99% of contract maximum thru 7/23/04.

- **Work Authorization 3.3 - \$350,000 contract maximum**
Scope: Public Involvement
Duration: September 2003- September 2004
 - Status: \$261,272 expended or 75% of contract maximum thru 7/23/04. Currently tracking at budget but new funds and a time extension will be needed to continue work after September.

- **Work Authorization 3.4 - \$3,488,862 contract maximum**
Scope: RFCQ/Engineering Studies/ROW Acquisition/Survey/Environmental
Duration: Nov 5, 2003 – Nov 4, 2004
 - Status: \$2,471,884 expended or 71% of contract maximum thru 7/23/04. Currently tracking above budget due to rapid implementation / completion of several key tasks contained in this WA. Most of the scope contained in this work authorization was completed in April & May as part of the release of the CDA RFDP (5/5/04). Based on the expenditures incurred to date, it is anticipated that the associated scope will be completed within budget. A time extension will be needed in November to complete ROW in early 2005.

8/3/2004

**Central Texas Regional Mobility Authority (CTRMA)
General Engineering Consultant**

- **Work Authorization 3.5 - \$1,987,257 contract maximum**

Scope: RFDP/ WPAP/ Public Involvement

Duration: March 31, 2004 – March 31, 2005

- Status: \$734,426 expended or 37% of contract maximum thru 7/23/04. Currently tracking above budget due to much of the efforts contained in this scope being expended in the first five months of the WA (i.e., the CDA procurement process which is scheduled to be completed in mid-September, 2004. Based on the expenditures incurred to date on the CDA process, it is anticipated that this work will be completed within budget.

- Currently contracted for a total of \$7,608,576 thru September 2004 and \$4,839,046 or 64% has been expended.
- \$3,013,099 has been expended by subconsultants. This represents 62% of the total expenditures thru September 2004. The following is a summary of subconsultant budgets and expenditures:

Subconsultant	Contracted	Expenditures	% Expended
HDR Engineering, Inc	1,741,681	908,134	52%
Surveying and Mapping, Inc	1,096,993	883,549	81%
Cobb Fendley & Associates	330,850	319,810	97%
Sheets and Crossfield	942,575	234,161	25%
HB Media Group	259,724	189,724	73%
Martin & Salinas Public Affairs	150,000	88,233	59%
S D Kallman LP	81,520	80,999	99%
Crespo Consulting Services, Inc	94,516	80,723	85%
aci group, LLC	66,698	64,825	97%
Nancy Ledbetter & Associates	140,276	51,598	37%
Smith Robertson Elliott & Glen LLP	95,000	42,365	45%
Informative Efforts, LLC	36,000	20,731	58%
Grier-Bankett Consulting	44,400	20,365	46%
Jose Guerra, Inc	47,313	18,590	39%
WHM Transportation Engineering	48,424	4,978	10%
Hicks & Company	5,000	4,314	86%
Total	\$ 5,180,970	\$ 3,013,099	52%

**Central Texas Regional Mobility Authority (CTRMA)
General Engineering Consultant**

Upcoming Work Authorizations

- **Work Authorization 4 – Fee TBD**
Scope: Construction and Design Oversight
Duration: 2.5 years (October 2004- March 2007)
Status: Scope and fee being finalized. To be provided for approval by mid August.

- **Work Authorization 5 – Fee TBD**
Scope: Other Regional Mobility Plan Coordination / Studies
Duration: ? year
Status: Need to discuss funding with TxDOT. Scope and fee being finalized. To be provided for approval by late August.

EXHIBIT B

WORK AUTHORIZATION NO. 3.1 – SUPPLEMENT NO. 1

This Supplement No. 1 to Work Authorization No. 3.1 is made as of this 25th day of August, 2004, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of September 15th, 2003 (the Agreement), between the Central Texas Regional Mobility Authority (Authority) and HNTB Corporation (GEC). This Supplement Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

Project Development for US 183A

The following terms and conditions of Work Authorization No. 3.1 are hereby amended, as follows:

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

Please reference Attachment A – Scope of Work

A.2. The following Services are not included in this Supplement No. 1 to Work Authorization No. 3.1, but shall be provided as Additional Services if authorized or confirmed in writing by the Authority.

N/A

A.3. In conjunction with the performance of the foregoing Services, GEC shall provide the following submittals/deliverables (Documents) to the Authority:

N/A

Section B. - Schedule

GEC shall perform the Services and deliver the related Documents (if any) according to the following schedule:

Services defined herein shall be complete within 12 months from the date this Supplement No. 1 to Work Authorization No. 3.1 becomes effective.

Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, the Authority shall pay to the GEC the amount not to exceed \$2,089,064, based on Attachment B – Fee Estimate. This will increase the not to exceed compensation amount for Work Authorization No. 3.1 from \$1,252,457 to \$3,341,521. Compensation shall be in accordance with the Agreement.

C.2. Compensation for Additional Services (if any) shall be paid by the Authority to the GEC according to the terms of a future Work Authorization.

Section D. - Authority's Responsibilities

The Authority shall perform and/or provide the following in a timely manner so as not to delay the Services of the GEC. Unless otherwise provided in this Work Authorization, the Authority shall bear all costs incident to compliance with the following:

N/A

Section E. - Other Provisions

The parties agree to the following provisions with respect to this specific Work Authorization:

N/A

Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

Authority: Central Texas Regional Mobility
Authority

GEC: HNTB Corporation

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

CENTRAL TEXAS RMA**ATTACHMENT A – SCOPE OF WORK****WORK AUTHORIZATION NO. 3.1 – SUPPLEMENT NO. 1****SERVICES TO BE PROVIDED BY THE GENERAL ENGINEERING CONSULTANT (GEC)****GEC Core Staff and Project Administration**

This scope of work includes the continuation of those professional services and associated deliverables required to complete the Project Administration on the US 183-A Turnpike project.

In summary, this scope will entail those services required to assist the Central Texas Regional Mobility Authority (CTRMA) in: provision of GEC core staff; preparing, conducting, attending and/or documenting various meetings with the CTRMA; and completing project management and administration tasks.

1.0 GEC Core Staff

The GEC will maintain a core staff at the CTRMA US 183-A field office to serve as an extension of the CTRMA staff on various tasks. In this role, the GEC will act as the daily point of contact for the CTRMA, be responsible for the overall operations of the field office, and complete general tasks associated with the CTRMA's functions. In regard to this task, the GEC will:

- 1.1 Develop and maintain schedules for CTRMA projects and assignments.
- 1.2 Develop correspondence on the CTRMA's behalf to document communications between the CTRMA and various other entities.
- 1.3 Complete technical studies as required to provide the CTRMA with information necessary to make certain decisions.
- 1.4 Produce reports and whitepapers on various topics to provide the CTRMA and others with background and supporting documentation regarding certain topics and/or recommendations.
- 1.5 Coordinate as required with the CTRMA Financial Team.
- 1.6 Coordinate as required with the CTRMA Legal Team
- 1.7 Coordinate as required with the General Public
- 1.8 Provide office administrative functions for the CTRMA's field office.

2.0 Project Meetings

The GEC will ensure proactive communications between the GEC and the CTRMA by attending various meetings; these efforts will also be made to ensure communications within the GEC team. In regard to this task, the GEC will:

- 2.1 Attend and participate in the monthly CTRMA Board Meetings to provide status information to the Board regarding the US 183-A Turnpike project. Sub-tasks include meeting preparation, attendance and documentation / follow-up correspondence.
- 2.2 Attend and participate in the monthly CTRMA Executive Committee Meetings as required. Sub-tasks include meeting preparation, attendance and documentation / follow-up correspondence.
- 2.3 Attend and participate in the monthly CTRMA Planning Committee Meetings as required. Sub-tasks include meeting preparation, attendance and documentation / follow-up correspondence.
- 2.4 Plan, coordinate and conduct weekly project status meetings to include the CTRMA Executive Director, CTRMA staff, and GEC staff. Issues/topics to be updated/addressed at these meetings include discussions on all critical path tasks, identification of action items and associated responsibilities, project schedule, technical / design issues, and specific coordination issues. Sub-tasks include meeting preparation, attendance and documentation / follow-up correspondence.
- 2.5 Hold bi-weekly internal team meetings to include members of the GEC staff. This meeting will be held to coordinate activities, establish required project team resources, and to identify critical tasks to be completed immediately. Sub-tasks include meeting preparation, attendance and documentation / follow-up correspondence.

3.0 Project Management & Administration

The GEC will maintain all project management and administrative procedures for all aspects of the project including management, coordination, project meetings, administration, cost control, and reporting. In regard to this task, the GEC will:

- 3.1 Maintain an internal project cost control system to process and track project costs, including invoicing and payment of costs with CTRMA, TxDOT, HNTB, and the subconsultants. This system will also track and monitor the expenditure of the TxDOT Toll Equity Grant funds.
- 3.2 Prepare monthly invoices and progress reports. The monthly invoices will detail all GEC (prime & subconsultant) direct labor costs, overhead costs, direct expenses incurred for the reporting period and the overall project to date. The

monthly progress reports will include a series of narrative descriptions and graphs detailing tasks accomplished, issues of concern, schedule status, budget status, and future activities. Prior to submittal of this information to the CTRMA, the GEC will also perform a final review and acceptance of the invoices and progress reports. This final review will be conducted by the GEC Project Manager and the Project Engineer responsible for project controls; the final acceptance will be documented on the CTMRA Certification cover sheet prior to submittal to the CTRMA.

- 3.3 Prepare, administer and coordinate subcontracts with the GEC subconsultants. This will include preparation, administration & coordination of subconsultant work authorizations; meetings & correspondence with subconsultants; review / approval of subconsultant monthly invoices and progress reports to assure the payment requested is consistent with the progress made; documentation and processing of subconsultant monthly invoices for payment by the CTRMA; and maintenance of a budget tracking system (actual vs. planned) for all subconsultants.
- 3.4 Identify and develop additional Work Authorizations as required by the CTRMA. It is anticipated that five (5) additional Work Authorizations will be required in the immediate future (prior to December 31, 2004) which will include tasks associated with the following:
- Execution of the Regional Implementation Plan (including the eight Amendments approved by both the CTRMA Board of Directors and the Capital Area Metropolitan Planning Organization) which includes the following facilities:
 - US 183A: San Gabriel to SH 45 North
 - SE 45: SE US 183 to IH 35
 - US 290 phase of the "Y" in Oak Hill
 - US 183 / SH 71: IH 35 to the Airport
 - LP 1 US 290 to William Cannon and 2 DC's*
 - SH 45: LP 1 to FM 1626 (4 lanes)
 - SH 71 phase of the "Y" in Oak Hill
 - LP 360 RM 2244 to south of Walsh Tarlton
 - US 290: US 183 to SH 130
 - LP 360: LP 1 to US 290
 - Development of the CTRMA Toll Policy associated with the Regional Implementation Plan.
 - Implementation of a Context Sensitive Solution program for the Regional Implementation Plan.
 - Management and oversight of the selected Comprehensive Development Agreement (CDA) team for the US 183-A Turnpike.

- Development and management of feasibility studies for the facilities contained in the Regional Implementation Plan.

DELIVERABLES FOR THE GEC CORE STAFF AND PROJECT ADMINISTRATION:

- Schedules for CTRMA projects and assignments
- Correspondence for the CTRMA
- Technical Studies
- Reports and Whitepapers
- Documents associated with the CTRMA Board meetings
- Documents associated with the CTRMA Executive Committee meetings
- Documents associated with the CTRMA Planning Committee meetings
- Documents associated with the CTRMA Staff status meetings
- Documents associated with the internal GEC Team meetings
- Monthly invoices
- Monthly progress reports
- Work Authorization related to the execution of the Regional Implementation Plan
- Work Authorization related to the development of the CTRMA Toll Policy
- Work Authorization related to the implementation of a Context Sensitive Solution program
- Work Authorization related to the management & oversight of the CDA Development Team for the US 183-A Turnpike
- Work Authorization related to the development & management of feasibility studies of those facilities contained in the Regional Implementation Plan.

RMA GEC & US 183A
 HNTB Corporation - MANHOOR BREAKDOWN
 August 25, 2004

CTRMA
 WORK AUTHORIZATION NO. 3.1
 SUPPLEMENT NO. 1

GEC Core Staff and Project Administration

Task	Work Description	MANHOORS						TOTAL HRS
		(Labor Rates) \$	A 70.00	B \$ 60.00	C \$ 50.00	D \$ 36.00	E \$ 30.00	
1.0 GEC Core Staff								
1.1	Scheduling		20	120				140
1.2	Correspondence		20	120				140
1.3	Technical Studies		80	480			260	820
1.4	Reports / White Papers		80	480			260	820
1.5	Coordination w/ Financial Team		200	240				440
1.6	Coordination w/ Legal Team		200	240				440
1.7	Coordination w/ General Public		40	240				280
1.8	Office Administration		400	1200			4160	5760
2.0 Project Meetings								
2.1	CTRMA Board Meetings (12 total)		192	216				408
2.2	CTRMA Executive Committee Meetings (12 total)		96	48				144
2.3	CTRMA Planning Committee Meetings (12 total)		96	48				144
2.4	CTRMA Weekly Status Meetings (52 total) (includes 7 people; 2 hour meeting)		234	416	208		104	962
2.5	GEC Bi-weekly Coordination Meetings (26 total) (includes 7 people; 1 hour meeting)		52	104	52		26	234
3.0 Project Management / Administration								
3.1	Maintain internal project control system (12 months)			48				48
3.2	Prepare, review & approve monthly invoices & progress reports (12 total)		48	96				144
3.3	Administer subconsultant contracts (12 months total)			324			96	420
3.4	Identify & prepare additional Work Authorizations (5 total)		40	200	200		200	640

TOTAL HNTB DIRECT LABOR	1798	4620	460	0	946	4160	11984
% Total by Classification	15.00%	38.55%	3.84%	0.00%	7.89%	34.71%	
HNTB Labor Costs	\$ 125,860	\$ 277,200	\$ 23,000	\$ -	\$ 28,380	\$ 83,200	\$ 537,640
Overhead Costs	\$ 257,132	\$ 566,320	\$ 46,989	\$ -	\$ 57,980	\$ 169,978	\$ 1,098,399
Total Labor	\$ 382,992	\$ 843,520	\$ 69,989	\$ -	\$ 86,360	\$ 253,178	\$ 1,636,039

CTRMA GEC & US 183A
 ... Corporation - MANHOOR BREAKDOWN
 August 25, 2004

CTRMA
 WORK AUTHORIZATION NO. 3.1
 SUPPLEMENT NO. 1

	Cost	Remarks
Direct Expenses		
Office Space (12 months)	\$ 63,619	Based on current monthly rate of \$5,301.62
Other Administration Expenses (12 months)	\$ 144,000	Assumes \$12,000.00 per month
Total Direct Expenses	\$ 207,619	
Total Labor & Overhead	\$ 1,636,039	
Total Direct Expenses	\$ 207,619	
Subtotal Project Costs	\$ 1,843,658	
Project Profit	\$ 245,406	
GEC Core Staff and Project Administration Total	\$ 2,089,064	

EXHIBIT B

WORK AUTHORIZATION NO. 3.3 – SUPPLEMENT NO. 1

This Supplement No. 1 to Work Authorization No. 3.3 is made as of this 25th day of August, 2004, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of September 15th, 2003 (the Agreement), between the Central Texas Regional Mobility Authority (Authority) and HNTB Corporation (GEC). This Supplement Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

Public Involvement for US 183A

The following terms and conditions of Work Authorization No. 3.3 are hereby amended, as follows:

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

Please reference Attachment A – Scope of Work

A.2. The following Services are not included in this Supplement No. 1 to Work Authorization No. 3.3, but shall be provided as Additional Services if authorized or confirmed in writing by the Authority.

N/A

A.3. In conjunction with the performance of the foregoing Services, GEC shall provide the following submittals/deliverables (Documents) to the Authority:

N/A

Section B. - Schedule

GEC shall perform the Services and deliver the related Documents (if any) according to the following schedule:

Services defined herein shall be complete within 12 months from the date this Supplement No. 1 to Work Authorization No. 3.3 becomes effective.

Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, the Authority shall pay to the GEC the amount not to exceed \$693,141, based on Attachment B – Fee Estimate. This will increase the not to exceed compensation amount for Work Authorization No. 3.3 from \$350,000 to \$1,043,141. Compensation shall be in accordance with the Agreement.

C.2. Compensation for Additional Services (if any) shall be paid by the Authority to the GEC according to the terms of a future Work Authorization.

Section D. - Authority's Responsibilities

The Authority shall perform and/or provide the following in a timely manner so as not to delay the Services of the GEC. Unless otherwise provided in this Work Authorization, the Authority shall bear all costs incident to compliance with the following:

N/A

Section E. - Other Provisions

The parties agree to the following provisions with respect to this specific Work Authorization:

N/A

Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

Authority: Central Texas Regional Mobility
Authority

GEC: HNTB Corporation

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

CENTRAL TEXAS RMA**ATTACHMENT A – SCOPE OF WORK****WORK AUTHORIZATION NO. 3.3 – SUPPLEMENT NO. 1****SERVICES TO BE PROVIDED BY THE GENERAL ENGINEERING CONSULTANT (GEC)****Public Involvement for US 183-A**

The scope of services for this Work Authorization shall include Public Involvement Services associated with the development of the US 183-A Turnpike.

In summary, this scope will entail those services require to assist the CTRMA in obtaining informed consent for the US 183-A Turnpike project by proactively implementing activities including public meetings and outreach efforts, elected officials briefings and outreach, media relations, audio/visual production, and strategic planning.

1.0 Public Outreach Plan**1.1 Refinement of the Public Outreach Plan**

The Public Outreach Plan for the US 183-A Turnpike project, originally developed under Work Authorization 3.3, will be updated to refine the goals and objectives of the public outreach program, audiences with whom communications should take place throughout the duration of the project, and potential community perspectives about design and construction issues. The plan will also be refined to enhance specific communication tools (print and web) to be used and determine scheduling for production, distribution and occurrences of communication elements. Refinements will also be made to the Communications Protocols to ensure communications with media, elected officials and open record requests are being processed efficiently and to the CTRMA's satisfaction.

2.0 Stakeholder / Public Meetings

- 2.1 The GEC will assist the CTRMA in preparing, conducting and documenting meetings with stakeholders and public that have an interest in the project. The meetings will serve to initiate or maintain relationships with these key individuals and surface any underlying issues about the project that may not be known. Targeted stakeholder groups could include neighborhood associations, business groups, civic organizations, and area public official groups. Sub-tasks include:

2.1.1 Public Meeting Preparations

The GEC will coordinate all arrangements for the public meetings including facilities, refreshments, presentations, exhibits, materials, etc.

2.1.2 Public Meeting Attendance / Facilitation

The GEC will provide staff to assist the CTRMA in conducting public meetings. This will include staff to greet people at the entrance, manage the sign-in sheets, distribute meeting handouts, and provide direction regarding the meeting specifics. Additionally, public involvement professionals from the GEC will facilitate meetings to ensure that they accomplish their objectives and reach clearly defined plans of action.

2.1.3 Public Meeting Documentation / Follow-up

The GEC will be responsible for providing formal documentation of the public meetings. This will include a copy of the sign in sheets and presentation materials, copies of completed comment forms, and a list of the questions asked by the attendees (and associated answers provided by the CTRMA). A list of follow-up action items and associated responsibilities will also be provided as part of this documentation.

2.2 Database / mailing list management

A contact database will continue to be developed / maintained by the GEC. All individuals who contact the project or attend a meeting will be added to the database. The database will serve as the mailing list for project-related materials, and will be augmented and updated as necessary throughout the project.

3.0 Public Officials Communications / Meetings

3.1 Public official communications

The GEC will assist the CTRMA in maintaining regular communications with elected and public officials as appropriate to keep them informed about project activities and progress. A listing of all local elected and appointed officials will be maintained for distribution of communication materials.

3.1.1 Meeting preparation

3.1.2 Meeting attendance

3.1.3 Meeting documentation / follow-up

3.1.4 Miscellaneous correspondence

4.0 Public Involvement Communication / Informational Materials

4.1 Web-site

A dedicated web-site will be maintained as a central repository for background data and up-to-date information about the project. As the project progresses, the site will expand to include project status information. The GEC will be responsible for the design of both content and graphics for the web-site; all information will be reviewed and approved by the CTRMA prior to inclusion on the web-site. The GEC will also host the web-site's operation.

4.2 Newsletter

A monthly newsletter will be continue to be generated to include general information about the status of the project. This document will be available on the CTRMA website, at the CTRMA offices, and upon request; it will also be distributed in response to initial requests for general information on the project.

4.3 Other printed materials

In addition to the newsletter, other printed materials will be produced to communicate various aspects of the project to various audiences, including presentation boards, brochures, fact sheets and postcards. Comment forms, sign-in sheets, speaker request forms, contact logs, and other documents also will be necessary. All materials will include a return address displaying the project office address, e-mail address and fax number. It is anticipated that these other printed materials will include:

4.3.1 Presentation boards

4.3.2 Brochures / fact sheets

4.3.3 Postcards

4.3.4 Meeting materials

4.3.5 Miscellaneous

5.0 Media Coordination

5.1 Media list

A media contact list will continue to be developed / maintained by the GEC. This list will include all media outlets to be used during the duration of the project for distribution of news releases and other materials. The list will include both print and electronic media. The list will be updated regularly as the project proceeds.

5.2 Media releases

At appropriate times during the Project, the GEC will prepare and distribute news releases to the media. All releases will be subject to CTRAM review and approval before being finalized and sent.

5.3 Media appearances/relations

At appropriate times, opportunities may be sought for television and radio coverage of project activities and progress. Additionally, the media may request interviews with CTRMA personnel. The GEC will solicit media coverage, schedule television and radio interviews, prepare interviewees and document all interview activities.

5.4 Media document tracking

The GEC will review local newspapers and periodicals and maintain a file of published articles about the project. Television and radio coverage of project activities also will also be obtained, as available. This information will be transmitted to the project office for review by CTRMA personnel on a regular basis to keep the project team informed about mass media activity; a file will also be maintained by the GEC. Videotapes and cassette tapes of broadcast coverage, as available, will be shared with team members as appropriate.

6.0 Public Involvement Coordination

6.1 Public Involvement Team Meetings

To ensure that all public involvement activities are being completed efficiently and consistently, bi-weekly meetings will be held. These meetings will include all members of the Public Involvement Team to discuss public activities, task assignments, project issues and communication strategies. The GEC will include CTRMA staff in this meeting to ensure that the CTRMA is aware of any significant issues, events or activities having a potential impact to the project.

6.2 Technical Team Coordination

To ensure that all public involvement activities are consistent with the technical aspects of the project, members of the GEC's technical staff will also attend the bi-weekly meetings of the GEC's Public Involvement Team.

DELIVERABLES FOR THE PUBLIC INVOLVEMENT FOR US 183-A:

- Revised Public Outreach Plan
- Documents associated with the Stakeholder / Public Meetings by the CTRMA
- Stakeholder / public contact database / mailing list and updates
- Documents associated with public official communications
- Web-site updates

- Monthly newsletter
- Presentation boards
- Brochures / fact sheets
- Postcards
- Media contact database / mailing list and updates
- Media releases
- Documents associated with media appearances by the CTRMA
- Media document tracking file

Public Involvement for US 183-A

Task	Work Description	(Labor Rates)	MANHOURS						TOTAL HRS					
			A	B	C	D	E	F						
		\$	70.00	\$	60.00	\$	50.00	\$	36.00	\$	30.00	\$	20.00	
1.0 Public Outreach Plan														
1.1	Refinement of Public Outreach Plan		40	80			160							280
2.0 Stakeholder / Public Meetings														
2.1	Meetings (assume 20 meetings)													0
2.1.1	Meeting preparation		10	80			160							250
2.1.2	Meeting attendance / facilitation		80	80			160							320
2.1.3	Meeting documentation / follow-up		20	40			160							220
2.2	Database / mailing list management						96							
3.0 Public Officials Communications / Meetings														
3.1	Public Official Communications (assume 20 meetings; 20 correspondence)													
3.1.1	Meeting preparation			40										40
3.1.2	Meeting attendance (assume GEC at 10 meetings)		40											40
3.1.3	Meeting documentation / follow-up		10	60										70
3.1.4	Miscellaneous correspondence		20	80										100
4.0 Public Involvement Communication / Information Materials														
4.1	Web-site (assume 52 weeks total)		80	160			416							656
4.2	Newsletter (assume 12 total)		24	96			288							408
4.3	Other printed materials													
4.3.1	Presentation Boards (assume 30 total)		30	120			240							390
4.3.2	Brochures / fact sheets (assume 2 total)		4	32			80							116
4.3.3	Postcards (assume 2 mailings total)		4	16			48							68
4.3.4	Meeting Materials (assume 20 meetings total)		4	20			80							104
4.3.5	Miscellaneous		40	40			120							200
5.0 Media Coordination														
5.1	Media list			24										24
5.2	Media releases (assume 4)		8	16			32							56
5.3	Media appearances / relations (assume 8)		16				32							48
5.4	Media document tracking (assume 52 weeks total)									208				208

RMA GEC & US 183A
 HNTB Corporation - MANHOUR BREAKDOWN
 August 25, 2004

CTRMA
 WORK AUTHORIZATION NO. 3.3
 SUPPLEMENT NO. 1

Public Involvement for US 183-A

Task	Work Description	(Labor Rates)	MANHOURS						TOTAL HRS
			A	B	C	D	E	F	
6.0	Public Involvement Coordination								0
6.1	Public Involvement Team Meetings (bi-weekly; 6 people per meeting; 2 hour mtg.)		104	104		104			312
6.2	Technical Team Coordination (bi-weekly; 1 person per meeting; 2 hour mtg.)			52					52

TOTAL HNTB DIRECT LABOR	534	1140	0	2176	208	0	3962
% Total by Classification	13.48%	28.77%	0.00%	54.92%	5.25%	0.00%	

HNTB Labor Costs	\$ 37,380	\$ 68,400	\$ -	\$ 78,336	\$ 6,240	\$ -	\$ 190,356
Overhead Costs	\$ 76,367	\$ 139,741	\$ -	\$ 160,040	\$ 12,748	\$ -	\$ 388,897
Total Labor & Overhead	\$ 113,747	\$ 208,141	\$ -	\$ 238,376	\$ 18,988	\$ -	\$ 579,253
Direct Expenses	Cost	Remarks					
Reproduction / Meeting Materials	\$ 20,000						
Travel	\$ 2,000						
Miscellaneous	\$ 5,000						
Total Direct Expenses	\$ 27,000						
Total Labor	\$ 579,253						
Total Direct Expenses	\$ 27,000						
Subtotal Project Costs	\$ 606,253						
Project Profit	\$ 86,888						
GEC Core Staff / Project Administration Total	\$ 693,141						