

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

RESOLUTION NO. 04-44

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, in Resolution Non. 04-40 the term of each of WA Nos. 3.1 and 3.3 was extended to October 27, 2004, so as to allow the GEC and the Executive Director time to identify the additional work needed and appropriate compensation authorization for that work prior to the expiration of those initial work authorizations; and

WHEREAS, the GEC and the Executive Director have addressed the required scope of work and related cost and the GEC has requested the approval of supplements to each of the above-referenced work authorizations; and

WHEREAS, the GEC has represented to the Board of Directors that the work reflected in Supplement No. 1 to WA 3.1 (copy attached as Attachment A) and in Supplement No. 1 to WA 3.3 (copy attached as Attachment B) and the cost thereof is necessary and appropriate to pursue the development of the US 183-A project.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors approves Supplement No. 1 to US 183-A Work Authorization No. 3.1 as presented in Attachment A and Supplement No. 1 to US 183-A Work Authorization No. 3.3 as presented in Attachment B, provided that (a) no work may be undertaken that is not within the scope of what TxDOT approves as being reimbursable under the previously awarded toll-equity funds for US 183-A; and (b) any work commenced under the Supplements to US 183-A Work Authorization Nos. 3.1 and 3.3 be subject to the Agreement for General Consulting Civil Engineering Services between the CTRMA and the GEC.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 29th day of September, 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 04-44
Date Passed 09/29/04



Memorandum

To: Mike Heiligenstein

From: Richard Ridings

Date: September 27, 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. Complete reports on the status of these WA's were made to CTRMA at the CTRMA Workshop on August 3, 2004 and at the CTRMA Board Meeting on August 25, 2004. 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 (*2)
3.1	October 27, 2004 (*1)	\$ 1,252,457	\$ 379,587
3.2	October 24, 2003	\$ 500,000	\$ 8,186
3.3	October 27, 2004 (*1)	\$ 350,000	\$ 84,200
3.4	November 5, 2004	\$ 3,488,862	\$ 780,284
3.5	March 31, 2005	\$ 1,987,257	\$ 798,439

Notes:

(*1) Expiration date extended from September 24, 2004 to October 27, 2004 per Board Resolution.

(*2) Balance remaining figures based on invoiced charges through August 20, 2004.

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 acquisition when the Comprehensive Development Agreement (CDA) contract is awarded. WA 3.5 is still in process and will continue through the award of the CDA (and associated WA close-out activities). 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 October 27, 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 month period. 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 Core Staff under this Supplement will include:

- Richard Ridings
- Russell Zapalac
- Loretta Schietinger
- Eric Ploch
- Larry Shumway
- Bill Palmieri
- Alice McConnell
- Robin Dvorak
- Sandra King-Wells

The budget for this Supplement has been estimated at \$1,775,617 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 \$744,630.00 and will continue these services for a period of twelve months. The majority of the fee amount for this Supplement (approximately 90-95%) will be distributed to the public involvement sub-consultants on HNTB's GEC Team.

Regarding the overall budget status of the GEC, execution of these Supplements will increase the overall GEC maximum fee in the amount of \$2,519,790.00 (increased from \$7,608,576.00 to \$10,128,366.00). To date, the GEC has invoiced \$5,658,193.83 (thru GEC Invoice #12, covering services through August 20, 2004), indicating a current % expended of 74.4%.

Based on the foregoing information, the GEC requests that a resolution be presented during the September 29, 2004 CTRMA Board Meeting which will allow for Board approval of Supplement 1 to WA 3.1 in the amount of \$1,775,160.00 (for the continuation of the GEC's activities as an extension of CTRMA staff) and Supplement 1 to WA 3.3 in the amount of \$744,630.00 (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 (2)

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 \$1,775,160, 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 \$3,027,617. 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.

CT REC & US 183A
 HNY Corporation - MANHOUR BREAKDOWN
 September 29, 2004

CTRMA
 WORK AUTHORIZATION NO. 3.1
 SUPPLEMENT NO. 1

GEC Core Staff and Project Administration

Task	Work Description	MANHOURS						TOTAL HRS.	
		(Labor Rates)	A	B	C	D	E		F
		\$ 70.00	\$ 60.00	\$ 50.00	\$ 36.00	\$ 30.00	\$ 20.00		
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 GEC TEAM DIRECT LABOR			1798	4620	460	0	946	4160	11984
% Total by Classification			15.00%	38.55%	3.84%	0.00%	7.89%	34.71%	
Labor Costs		\$ 125,860	\$ 277,200	\$ 23,000	\$ -	\$ 28,380	\$ 83,200	\$ 537,640	
Overhead Costs	153.53%	\$ 193,233	\$ 425,585	\$ 35,312	\$ -	\$ 43,572	\$ 127,737	\$ 825,439	
Total Labor & Overhead		\$ 319,093	\$ 702,785	\$ 58,312	\$ -	\$ 71,952	\$ 210,937	\$ 1,363,079	

C GEC & US183A
 HNA Corporation - MANHOUR BREAKDOWN
 September 29, 2004

CTRMA
 WORK AUTHORIZATION NO. 3.1
 SUPPLEMENT NO. 1

Direct Expenses	Cost	Remarks
Office Space (12 months)	\$ 63,619	Based on current monthly rate of \$5,301.62
Other Administration Expenses (12 months)	<u>\$ 144,000</u>	Assumes \$12,000.00 per month
Total Direct Expenses	\$ 207,619	
Total Labor & Overhead	\$ 1,363,079	
Total Direct Expenses	\$ 207,619	
Subtotal Project Costs	\$ 1,570,698	
Project Profit 15.00%	\$ 204,462	
Total	<u>\$ 1,775,160</u>	

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 \$744,630, 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 \$1,094,630. 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 revision (general)

The current CTRMA website will be revised to incorporate modifications required to achieve a more user friendly interface. It will serve 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.

4.2 Web-site revision (toll tag portal)

The GEC will create a dedicated portion of the web-site to be utilized for the processing of toll tags. This portion of the web-site will allow for the purchase of toll tags, the payment of toll fees, and the payment of toll fines. The GEC will be responsible for the design of both content and graphics for this portion of the web-site; all information will be reviewed and approved by the CTRMA prior to inclusion on the web-site.

4.3 Web-site hosting / maintenance

A dedicated web-site will be maintained as a central repository for background data and up-to-date information about the project. The GEC will also host the web-site's operation.

4.4 Newsletter

A monthly newsletter will be continued 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.

4.5 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:

4.5.1 Presentation boards

4.5.2 Brochures / fact sheets

4.5.3 Postcards

4.5.4 Meeting materials

4.5.5 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
- Revised web-site
- 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

CTRMA GEC & US 183A
 HNTB Corporation - MANHOUR BREAKDOWN
 September 29, 2004

CTRMA
 WORK AUTHORIZATION NO. 3.3
 SUPPLEMENT NO. 1

Public Involvement for US 183-A

<u>Task</u>	<u>Work Description</u>	<u>(Labor Rates)</u>	MANHOURS						TOTAL HRS
			A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 36.00	E \$ 30.00	F \$ 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			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 revision (general)		40	80	160				280
4.2	Web-site revision (creation of portal for toll tag sales / processing)		40	80	240				360
4.3	Web-site hosting / maintenance (assume 52 weeks total)		80	160		416			656
4.4	Newsletter (assume 12 total)		24	96		288			408
4.5	Other printed materials								
4.5.1	Presentation Boards (assume 30 total)		30	120		240			390
4.5.2	Brochures & fact sheets (assume 2 total)		4	32		80			116
4.5.3	Postcards (assume 2 mailings total)		4	16		48			68
4.5.4	Meeting Materials (assume 20 meetings total)		4	20		80			104
4.5.5	Miscellaneous		40	40		120			200

Attachment - Fee Estimate

C1 - A GEC & US 183A
 HNTB Corporation - MANHOOR BREAKDOWN
 September 29, 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						
		\$	70.00	\$	60.00	\$	50.00	\$	36.00	\$	30.00	\$	20.00	
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
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 GEC TEAM DIRECT LABOR	614	1300	400	2176	208	0	4698
% Total by Classification	13.07%	27.67%	8.51%	46.32%	4.43%	0.00%	

Labor Costs	\$	42,980	\$	78,000	\$	20,000	\$	78,336	\$	6,240	\$	-	\$	225,556	
Overhead Costs	153.53%	\$	65,987	\$	119,753	\$	30,706	\$	120,269	\$	9,580	\$	-	\$	346,296
Total Labor & Overhead		\$	108,967	\$	197,753	\$	50,706	\$	198,605	\$	15,820	\$	-	\$	571,852
Direct Expenses		Cost		Remarks											
Media Materials		\$	60,000												
Reproduction / Meeting Materials		\$	20,000												
Travel		\$	2,000												
Miscellaneous		\$	5,000												
Total Direct Expenses		\$	87,000												
Total Labor & Overhead		\$	571,852												
Total Direct Expenses		\$	87,000												
Subtotal Project Costs		\$	658,852												
Project Profit	15.00%	\$	85,778												
Total		\$	744,630												