

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

**RESOLUTION NO. 11-077**

**APPROVE A WORK AUTHORIZATION FOR FY 2012 UNDER THE GEC MASTER  
CONTRACT WITH ATKINS NORTH AMERICA, INC., RELATING TO TRUST  
INDENTURE OBLIGATIONS, TOLL OPERATIONS AND MAINTENANCE,  
ROADWAY OPERATIONS AND MAINTENANCE, TECHNOLOGY SYSTEMS  
SUPPORT, FINANCIAL PLANNING SUPPORT, AND GENERAL PROGRAM  
SUPPORT.**

WHEREAS, Atkins North America, Inc. ("Atkins"), as successor entity to Post, Buckley, Schuh & Jernigan, Inc. (d/b/a PBS&J), serves as a general engineering consultant to the Central Texas Regional Mobility Authority ("CTRMA") under the Agreement for General Consulting Civil Engineering Services effective January 1, 2010 (the "Agreement"); and

WHEREAS, Atkins is authorized to provide general support services for CTRMA operations pursuant to the Agreement; and

WHEREAS, Atkins and the Executive Director have discussed and agreed to a proposed work authorization under the Agreement, a copy of which is attached and incorporated into this resolution as Attachment A, that sets forth a scope of services for the continuation of support services related to CTRMA operations through June 30, 2012; and

WHEREAS, the Executive Director recommends approval of the proposed work authorization.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors approves the proposed work authorization in the form or substantially the same form as Attachment A; and

BE IT FURTHER RESOLVED that the work authorization, as approved, may be finalized and executed by the Executive Director on behalf of CTRMA.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 29<sup>th</sup> day of June, 2011.

Submitted and reviewed by:



Andrew Martin  
General Counsel for the Central  
Texas Regional Mobility Authority

Approved:



Ray A. Wilkerson  
Chairman, Board of Directors  
Resolution Number: 11-077  
Date Passed: 6/29/11

ATTACHMENT "A" TO RESOLUTION 11-077

PROPOSED WORK AUTHORIZATION NO. 8  
WITH ATKINS NORTH AMERICA, INC.

[on the following 16 pages]

**EXHIBIT D**  
**WORK AUTHORIZATION**

**Work Authorization No. 8**

This Work Authorization is made as of this 29<sup>th</sup> day of June, 2011, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of January 4<sup>th</sup>, 2010 (the Agreement), between the **Central Texas Regional Mobility Authority** (Authority) and **Atkins North America, Inc.** (formerly Post, Buckley, Schuh & Jernigan, inc.) (GEC). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

*General Engineering Consultant Operations [FY 2012]*

**Section A. - Scope of Services**

A.1. GEC shall perform the following Services:

Please reference Attachment A – Services to be Provided by the GEC

A.2. The following Services are not included in this Work Authorization, but shall be provided as Additional Services if authorized or confirmed in writing by the Authority.

Not applicable.

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

Please reference Attachment A – Services to be Provided by the GEC

**Section B. - Schedule**

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

Services defined herein are expected to be substantially complete by June 30, 2012. This Work Authorization will not expire until all tasks associated with the Scope of Services are complete.

**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 \$594,508.00, based on Attachment B -Fee Estimate. Compensation for Direct Expenses under this Work Authorization which are incurred as part of normal business operations (i.e., internal document reproduction, internal plotting, travel and parking associated with local meetings, etc.) will be reimbursed on a Lump-Sum basis in the amount of \$6,480.00 (with \$540.00 to be invoiced monthly based on an assumed twelve month Work Authorization

duration). 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:

Please reference Attachment A – Services to be Provided by the GEC

**Section E. - Other Provisions**

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

Not applicable.

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: Atkins North America, Inc.

By: Mike Heiligenstein

By: RICHARD HURST

Signature: 

Signature: 

Title: Executive Director

Title: VICE PRESIDENT / DIVISION MGR

Date: 6-29-11

Date: 6/23/11

**CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**WORK AUTHORIZATION NO. 8**

**ATKINS**

**ATTACHMENT A**

**SERVICES TO BE PROVIDED BY GEC**

**GENERAL**

This scope of services includes professional services and associated deliverables required by the Central Texas Regional Mobility Authority (the Authority) through June 30, 2012.

The scope of services to be performed by Atkins as the Authority's General Engineering Consultant (the GEC) will include, but not be limited to, those professional services and deliverables required to assist the Authority in financial planning support, toll operations and maintenance support, contract procurement and management support, technology support, general program support, trust indenture support, roadway operations and maintenance support, and any additional activities as requested.

The tasks in this scope of services will not be performed or the funds utilized until directed by the Authority.

**1.0 TRUST INDENTURE SUPPORT**

The GEC shall provide Trust Indenture Support, as specifically requested by the Authority. Tasks under this heading include, but are not limited to, the following:

- 1.1 Prepare quarterly progress reports in connection with the Authority's construction of a project, including current projections with respect to: date on which such Project will be opened for traffic, unless such Project shall have been opened for traffic prior to the date of such report; date on which the construction of such Project will be completed; cost of such Project; and amount of funds required each six (6) months during the remaining estimated period of construction to pay the costs of the Project exclusive of funds provided for construction contingencies, and accompanied by a progress schedule for such construction, and further including, as to construction, comparisons between the actual times elapsed and the actual costs, and the original estimates of such times and costs, all as more specifically described in the Trust Agreements. Schedules and projects of the cost to complete may be provided by others.
- 1.2 Provide bond support services to the Authority, as requested, generally including the following efforts:
  - 1.2.1 In connection with all items payable on account of all obligations incurred for construction or engineering work (other than that performed by the GEC) and for acquisition of materials, equipment or supplies (other than for administrative office purposes) and for labor hired by the Authority to do construction work, and with respect to all items of payment to be made in reimbursing utility, railroad companies or others for obligations incurred by them pursuant to agreement with the Authority, provide a statement signed by the GEC and attached to or made a part of such requisition, certifying that each such obligation has been properly incurred and is then due and unpaid, that such obligation is a proper charge against the "Construction Fund" or similar term, as defined in the Trust Agreements, and that, insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, or such materials, equipment or supplies were actually installed, or delivered at the site of the work for that purpose, or delivered for storage or fabrication at a place or places approved by the GEC, all as more specifically described in the Trust Agreements.

- 1.2.2 Review and provide appropriate comments regarding the Authority's Annual Operating Budget prepared by the Authority, all as more specifically described in the Trust Agreements.
- 1.2.3 Review and provide appropriate comments regarding the Authority's Annual Maintenance Budget prepared by the Authority, all as more specifically described in the Trust Agreements.
- 1.2.4 In connection with any notices, reports, or other instruments provided to the GEC by the Authority, the Trustee or others pursuant to the Trust Agreement, review such notices and promptly provide the Authority with review comments.

## **2.0 FINANCIAL PLANNING SUPPORT**

### **2.1 Operations, Maintenance, and Renewal & Replacement Estimate Updates**

- 2.1.1 Develop and/or maintain operations estimates using either a Sketch Level approach (i.e., an assumed per transaction cost based on average operations costs of similar toll systems) or a Level 1 approach (i.e., estimate actual quantities for the various elements of the toll operations and applying anticipated unit prices to same to develop an opening year cost which can be escalated over time).
- 2.1.2 Develop and/or maintain annual/routine maintenance estimates using either a Sketch Level approach (i.e., an estimated per centerline mile cost based on the facility type which considers the number of lanes, pavement material, and location) or a Level 1 approach (i.e., estimate actual quantities for the various elements of the maintenance efforts and applying anticipated unit prices to same to develop an opening year cost which can be escalated over time).
- 2.1.3 Develop and/or maintain renewal & replacement budget estimates (also known as periodic/non-routine maintenance estimates) using either a Sketch Level approach (i.e., an estimated per lane-mile cost based on renewal & replacement budgets utilized on similar facilities) or a Level 1 approach (i.e., includes the identification of a long-term, periodic maintenance schedule, estimation of quantities for the associated elements, and inflated prices of same to assess the overall cost requirements of the system in the target years).

### **2.2 Project Cost Estimate Updates**

As directed by the Authority, the GEC will provide total project cost estimate updates for the corridors. The GEC will prepare an estimate of probable construction costs which will include quantity/cost estimates for major components of work such as; roadway paving, roadway earthwork, roadway drainage, bridge structures, retaining walls, other structures, signing and marking, lighting, signalization and toll collection systems. The estimate of probable construction costs will be used to estimate total project costs that will also include preliminary engineering, final engineering, right-of-way (ROW) acquisition, environmental compliance/mitigation, construction, utility relocation, construction engineering and inspection (CEI), and appropriate contingencies.

### **2.3 Toll Feasibility Analysis Updates**

The GEC will assist the Authority in updating toll feasibility analyses which includes the incorporation of traffic and revenue forecast updates (by others); operations, maintenance, and renewal & replacement estimates; and total project cost estimates to determine the financial feasibility of the corridors.

### **2.4 Financial Advisor Support/Financial Plan Development**



The GEC will provide financial advisor support necessary for the Authority to conduct financial programming of their system. This will include the development of cash flow analyses which contemplate implementation costs and schedules. The GEC will also assist in the identification of priorities to support the determination of alternate program deliver scenarios. The tasks will include:

- 2.4.1 Develop/refine project costs based upon alternative project approaches.
- 2.4.2 Assess funding sources such as state funds, federal formula funds, federal discretionary funds, and tolls.
- 2.4.3 Assess financing techniques such as State Infrastructure Banks, the Transportation Infrastructure Finance and Innovation Act (TIFIA), Advanced Construction, Toll Revenue Bonds, State Cash Flow Bonds, other state bonds.
- 2.4.4 Develop and recommend revenue shortfall mitigation strategies to minimize impacts on scheduled project delivery and prepare a summary of significant cost increases or reductions that will affect the cost of the project.
- 2.4.5 Develop a Funding Contingency Plan should funding for the project as a whole not be available/provided and determine the impact of various design approaches on estimated project costs and project design life. The GEC will:
  - 2.4.5.1 Develop a list of "reasonable" design options for consideration such as lane reductions, interchange and ramp reductions, frontage road elimination and pavement structure modifications.
  - 2.4.5.2 Meet with the Authority to get concurrence regarding design options prior to additional analysis.
  - 2.4.5.3 Analyze and document the financial implications of the various design options considered and include such things as project cost, schedule impact, local economic impact, length of useful life, and impact on financing options.

### **3.0 TOLL OPERATIONS AND MAINTENANCE SUPPORT**

The GEC shall provide Toll Operations and Maintenance Support, as specifically requested by the Authority, to ensure that the appropriate entities, contracts, and management processes are in-place to operate and maintain the Authority's toll collection and management facilities consistent with their policies and associated requirements. Tasks under this heading include, but are not limited to, the following:

- 3.1 Working at the direction of the Authority's Director of Operations, the GEC will assist in the implementation, development, and management of activities related to a Toll Operations and Maintenance Plan for the Authority's System, including toll collection operations, toll system support, toll system maintenance, traffic control, traffic enforcement, and incident management. The basic tasks of the Toll Operations and Maintenance Support include, but are not limited to, the following:
  - 3.1.1 Assist the Authority in the procurement, administration and management of contract toll operations and maintenance service activities and agreements/contracts, as requested by the Authority; and
  - 3.1.2 Prepare updates to the Toll Operations and Maintenance Plan for the Authority's System as development and implementation of additional projects occur, as requested by the Authority.

- 3.2 Support the Authority in the identification and development of best business practices, Business Rules, Policies, Procedures and programmatic approaches, as requested by the Authority.

#### **4.0 ROADWAY OPERATIONS AND MAINTENANCE SUPPORT**

The GEC shall provide Roadway Operations and Maintenance Support, as specifically requested by the Authority, to ensure that the appropriate entities, contracts, and management processes are in-place to operate and maintain the Authority's roadway facilities consistent with their policies and associated requirements. Tasks under this heading include, but are not limited to, the following:

- 4.1 Working at the direction of the Authority's Director of Engineering, the GEC will assist in the development of a procurement, contracting, and oversight management plan related to the operation and maintenance of the roadway elements of the Manor Expressway Phases I and II [corridor from US 183 to east of SH 130].
- 4.2 Prepare updates to the procurement, contracting, and oversight management plan related to the operation and maintenance of the roadway elements of the Manor Expressway Phases I and II [corridor from US 183 to east of SH 130].

#### **5.0 CONTRACT PROCUREMENT AND MANAGEMENT SUPPORT**

The GEC shall provide support for the acquisition by the Authority of (1) professional services as defined in Section 2254.001 of the Texas Government Code, or any successor statute thereto, relative to the acquisition of architecture, professional engineering, and land surveying; (2) real estate appraisal, negotiation and other right-of-way services; (3) planning services; (4) other contractual services in support of the development of future projects; and (5) procurement of goods and other services from vendors. The basic tasks of the Contract Procurement and Management Support include, but are not limited to, the following:

- 5.1 Preparation of Scope of Services/Contract Documents and special contract provisions, including initial draft, revisions and finalized versions;
- 5.2 Assistance with Request for Qualifications/Proposal(s)/Scope packages and solicitation of proposals/bids, including advertising;
- 5.3 Preparation of estimated staffing requirements and estimates of costs for proposed services;
- 5.4 Preparation of milestone schedules of overall time relationships authorized for the performance of services and coordination between various entities that are to be involved in a project;
- 5.5 Assistance in proposal/bid review, interviewing, evaluations, recommendation/selection, and negotiations, as requested;
- 5.6 Assistance to the Authority in fee negotiations with selected consultants/vendors, including evaluating fee proposals;
- 5.7 Preparation of contractual documents; obtaining TxDOT and FHWA approvals, as appropriate, including contract administration;
- 5.8 Preparation of purchase order documents and administration;
- 5.9 Preparation of Notice-to-Proceed materials;
- 5.10 Reviewing and determining the validity of consultant/vendor claims for extra work, extension of time for performance of services and other claims;



- 5.11 Preparation, issuance and processing of Requests for Qualifications/Proposal(s) for Supplemental Services/Supplemental Agreements/Change Orders to obtain the Authority's internal approvals;
- 5.12 Reviewing, evaluating and approving consultants'/vendors' request for payment;
- 5.13 Monitoring consultant/vendor performance of services to establish adequacy relative to contract intent; and
- 5.14 Preparation of consultant termination agreements or certificates of completion and obtaining release and waiver of liens and claims.

## **6.0 TECHNOLOGY SUPPORT**

The GEC will assist the Authority, as specifically requested, with general technology support and assistance. Technology Support basic tasks include, but are not limited to, the following:

- 6.1 Support the development, implementation, maintenance, and utilization of the Authority's Electronic Document Management System (EDMS).
- 6.2 Support the development, implementation, maintenance, and utilization of the Authority's Web-based Program Summary Reporting Tool (or "Dashboard").
- 6.3 Support other Authority technology initiatives, as requested.

## **7.0 GENERAL PROGRAM SUPPORT**

The GEC shall provide General Program Support, as specifically requested by the Authority. Tasks included under this heading include, but are not limited to, the following:

- 7.1 Attendance at Authority Meetings
  - 7.1.1 GEC's Project Manager or designated alternate will attend all Board of Directors' Meetings and will present agenda items related to the GEC's activities as directed by the Authority. The Project Manager or designated alternate will be available to respond to questions that may be asked by the Board.
  - 7.1.2 Attendance at regularly scheduled and special staff meetings, as requested by the Authority.
  - 7.1.3 Attendance at regularly scheduled project status review meetings, including preparation of action items, budget status updates, and reporting documentation as may be requested by the Authority.
- 7.2 Represent the Authority at regional task teams meetings; Authority technical, staff, and legal counsel meetings; meetings with underwriters and rating agencies; agency coordination meetings; Technical Work Group meetings with TxDOT and/or other parties; and Capitol Area Metropolitan Planning Organization (CAMPO) meetings; and other meetings of governmental or quasi-governmental bodies, as specifically requested by the Authority.
- 7.3 Provide Authority personnel with design, drafting, and technology resources and support, as requested.
- 7.4 Review and comment, as requested, on Studies, Reports, Construction Documents, Permit Applications, and Environmental Documents for projects which may, as determined by Authority, affect the Authority's System.
- 7.5 Provide general support, on the Authority's behalf, related to the preparation and coordination of studies and reports, as requested.

- 7.6 Provide general support related to the Authority's coordination efforts with other Agencies that are associated with the Authority's projects, efforts and operations, as requested.
- 7.7 Provide general support related to the Authority's public information and communications efforts, as requested.
- 7.8 Provide general support related to the Authority's identification, development, and implementation of new Authority initiatives and policies, as requested.
  - 7.8.1 Review and provide appropriate comments regarding the Authority's Annual Maintenance Budget prepared by the Authority, all as more specifically described in the Trust Agreements.
  - 7.8.2 In connection with any notices, reports, or other instruments provided to the GEC by the Authority, the Trustee or others pursuant to the Trust Agreement, review such notices and promptly provide the Authority with review comments.

**Attachment B - Fee Estimate  
Summary**

CTRMA General Engineering Consultant  
Atkins - Man-hour Breakdown & Fee Estimate  
General Engineering Consultant Operations [FY 2012]

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**ATKINS WORK AUTHORIZATION #8**

**GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]**

<u>TASK</u>	<u>SUBTOTAL</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
	Labor +		
	Overhead +	Direct	
	Profit	Expenses	
1.0 - Trust Indenture Support	\$ 31,327	\$ 200	\$ 31,527
2.0 - Financial Planning Support	\$ 87,621	\$ 400	\$ 88,021
3.0 - Toll Operations & Maintenance Support	\$ 27,794	\$ 200	\$ 27,994
4.0 - Roadway Operations & Maintenance Support	\$ 27,558	\$ 200	\$ 27,758
5.0 - Contract Procurement & Management Support	\$ 65,598	\$ 680	\$ 66,278
6.0 - Technology Support	\$ 133,081	\$ 1,300	\$ 134,381
7.0 - General Program Support	\$ 215,049	\$ 3,500	\$ 218,549
<b>TOTALS</b>	<b>\$ 588,028</b>	<b>\$ 6,480</b>	<b>\$ 594,508</b>

## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

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### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

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#### 1.0 - Trust Indenture Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00	
1.1 Quarterly Progress Reports	48	60			24		132
1.2 Bond Support Services							0
1.2.1 GEC Certifications	8				8		16
1.2.2 Authority's Annual Operating Budget Review & Comment	4						4
1.2.3 Authority's Annual Maintenance Budget Review & Comment	4						4
1.2.4 Authority Notices/Reports/Other Instruments Review & Comment	16	8					24

TOTAL DIRECT LABOR	80	68	0	0	32	0	180
<i>% Total by Classification</i>	<i>44.44%</i>	<i>37.78%</i>	<i>0.00%</i>	<i>0.00%</i>	<i>17.78%</i>	<i>0.00%</i>	
Labor Costs	\$ 5,600	\$ 4,080	\$ -	\$ -	\$ 960	\$ -	\$ 10,640
Overhead Costs	167.66% \$ 9,389	\$ 6,841	\$ -	\$ -	\$ 1,610	\$ -	\$ 17,839
Profit	10.00% \$ 1,499	\$ 1,092	\$ -	\$ -	\$ 257	\$ -	\$ 2,848
<b>Total Loaded Labor</b>	<b>\$ 16,488</b>	<b>\$ 12,013</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,826</b>	<b>\$ -</b>	<b>\$31,327</b>

#### Direct Expenses

Plotting and Reproduction	\$ 200
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ -
<b>Total Direct Expenses</b>	<b>\$ 200</b>

**Total \$ 31,527**

## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

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### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

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#### 2.0 - Financial Planning Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00	
2.1 Operations, Maintenance, and Renewal & Replacement Estimate Updates							0
2.1.1 Operations Estimates	8	24		40			72
2.1.2 Maintenance [annual / routine] Estimates	8	24		40			72
2.1.3 Renewal & Replacement Budget Estimates	8	24		40			72
2.2 Project Cost Estimate Updates	8	24	40	80			152
2.3 Toll Feasibility Analysis Updates	8	40					48
2.4 Financial Advisor Support / Financial Plan Development							0
2.4.1 Alternate Project Approach Cost Estimates	8		40				48
2.4.2 Assessment of Funding Sources	16						16
2.4.3 Assessment of Financing Techniques	16						16
2.4.4 Recommend Revenue Shortfall Mitigation Strategies	8	24					32
2.4.5 Develop Funding Contingency Plan	8	24					32

TOTAL DIRECT LABOR	96	184	80	200	0	0	560
<i>% Total by Classification</i>	<i>17.14%</i>	<i>32.86%</i>	<i>14.29%</i>	<i>35.71%</i>	<i>0.00%</i>	<i>0.00%</i>	
Labor Costs	\$ 6,720	\$ 11,040	\$ 4,000	\$ 8,000	\$ -	\$ -	\$ 29,760
Overhead Costs	167.66% \$ 11,267	\$ 18,510	\$ 6,706	\$ 13,413	\$ -	\$ -	\$ 49,896
Profit	10.00% \$ 1,799	\$ 2,955	\$ 1,071	\$ 2,141	\$ -	\$ -	\$ 7,966
<b>Total Loaded Labor</b>	<b>\$ 19,785</b>	<b>\$ 32,505</b>	<b>\$ 11,777</b>	<b>\$ 23,554</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$87,621</b>

#### Direct Expenses

Plotting and Reproduction	\$ 200
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 200
<b>Total Direct Expenses</b>	<b>\$ 400</b>

**Total \$ 88,021**



## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

#### 3.0 - Toll Operations & Maintenance Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)							TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00		
3.1 Operations Plan Support								0
3.1.1 Procurement & Contract Management Support		40	40		40			120
3.1.2 Plan Update Support		40						40
3.2 Best Business Practices / Policies Support		24						24

TOTAL DIRECT LABOR		0	104	40	0	40	0	184
<i>% Total by Classification</i>		<i>0.00%</i>	<i>56.52%</i>	<i>21.74%</i>	<i>0.00%</i>	<i>21.74%</i>	<i>0.00%</i>	
Labor Costs	\$ -	\$ 6,240	\$ 2,000	\$ -	\$ 1,200	\$ -	\$ 9,440	
Overhead Costs	167.66% \$ -	\$ 10,462	\$ 3,353	\$ -	\$ 2,012	\$ -	\$ 15,827	
Profit	10.00% \$ -	\$ 1,670	\$ 535	\$ -	\$ 321	\$ -	\$ 2,527	
<b>Total Loaded Labor</b>	<b>\$ -</b>	<b>\$ 18,372</b>	<b>\$ 5,889</b>	<b>\$ -</b>	<b>\$ 3,533</b>	<b>\$ -</b>	<b>\$27,794</b>	

#### Direct Expenses

Plotting and Reproduction	\$ -
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 200
<b>Total Direct Expenses</b>	<b>\$ 200</b>

**Total \$ 27,994**

## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

#### 4.0 - Roadway Operations & Maintenance Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)							TOTAL HRS
	A	B	C	D	E	F		
	\$ 70.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00		
4.1 Roadway O&M Mgmt Plan for Manor Expwy - Development	40	40		40			120	
4.2 Roadway O&M Mgmt Plan for Manor Expwy - Updates		16		40			56	

TOTAL DIRECT LABOR	40	56	0	80	0	0	176
<i>% Total by Classification</i>	22.73%	31.82%	0.00%	45.45%	0.00%	0.00%	
Labor Costs	\$ 2,800	\$ 3,360	\$ -	\$ 3,200	\$ -	\$ -	\$ 9,360
Overhead Costs	167.66% \$ 4,694	\$ 5,633	\$ -	\$ 5,365	\$ -	\$ -	\$ 15,693
Profit	10.00% \$ 749	\$ 899	\$ -	\$ 857	\$ -	\$ -	\$ 2,505
<b>Total Loaded Labor</b>	<b>\$ 8,244</b>	<b>\$ 9,893</b>	<b>\$ -</b>	<b>\$ 9,422</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$27,558</b>

Direct Expenses	
Plotting and Reproduction	\$ -
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 200
<b>Total Direct Expenses</b>	<b>\$ 200</b>

**Total \$ 27,758**

## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

#### 5.0 - Contract Procurement & Management Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00	
5.1 Preparation of Scope of Services / Contract Documents		16	40		24		80
5.2 Assistance with Requests for Qualifications / Proposals		16	40				56
5.3 Preparation of Staffing Requirements and Estimates			16				16
5.4 Preparation of Milestone Schedules			16				16
5.5 Assistance with Proposal / Bid Reviews		24	40				64
5.6 Assistance with Fee Negotiations		24	40				64
5.7 Preparation of Contract Documents / Contract Administration			16		24		40
5.8 Preparation of Purchase Order Documents			16				16
5.9 Preparation of Notice to Proceed Materials			8				8
5.10 Review Claims for Extra Work / Time Extensions		16					16
5.11 Preparation of Scope / Contract Documents for Supplemental Services			16		12		28
5.12 Review Consultants' / Vendors' Requests for Payment		16					16
5.13 Monitoring Consultant / Vendor Performance		16					16
5.14 Preparation of Contract Closeout Documentation			8				8

TOTAL DIRECT LABOR	0	128	256	0	60	0	444
% Total by Classification	0.00%	28.85%	57.66%	0.00%	13.51%	0.00%	
Labor Costs	\$ -	\$ 7,680	\$ 12,800	\$ -	\$ 1,800	\$ -	\$ 22,280
Overhead Costs	167.66% \$ -	\$ 12,876	\$ 21,460	\$ -	\$ 3,018	\$ -	\$ 37,355
Profit	10.00% \$ -	\$ 2,056	\$ 3,426	\$ -	\$ 482	\$ -	\$ 5,963
<b>Total Loaded Labor</b>	<b>\$ -</b>	<b>\$ 22,612</b>	<b>\$ 37,687</b>	<b>\$ -</b>	<b>\$ 5,300</b>	<b>\$ -</b>	<b>\$65,598</b>

<b>Direct Expenses</b>	
Plotting and Reproduction	\$ 300
Mail and Deliveries	\$ 80
Misc Expenses	\$ -
Travel and Field Expenses	\$ 300
<b>Total Direct Expenses</b>	<b>\$ 680</b>

**Total \$ 66,278**

## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

#### 6.0 - Technology Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)							TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00		
6.1 Electronic Document Management System (EDMS) Support		80			240	240	560	
6.2 Web-based Program Support Reporting Toll / "Dashboard" Support		80	40	80	80	120	400	
6.3 Other Technology Initiatives Support		40	40	80	120	120	400	

TOTAL DIRECT LABOR	0	200	80	160	440	480	1360
<i>% Total by Classification</i>	<i>0.00%</i>	<i>14.71%</i>	<i>5.88%</i>	<i>11.76%</i>	<i>32.55%</i>	<i>35.29%</i>	
Labor Costs	\$ -	\$ 12,000	\$ 4,000	\$ 6,400	\$ 13,200	\$ 9,600	\$ 45,200
Overhead Costs	167.66% \$ -	\$ 20,119	\$ 6,706	\$ 10,730	\$ 22,131	\$ 16,095	\$ 75,782
Profit	10.00% \$ -	\$ 3,212	\$ 1,071	\$ 1,713	\$ 3,533	\$ 2,570	\$ 12,098
<b>Total Loaded Labor</b>	<b>\$ -</b>	<b>\$ 35,331</b>	<b>\$ 11,777</b>	<b>\$ 18,843</b>	<b>\$ 38,864</b>	<b>\$ 28,265</b>	<b>\$133,081</b>

#### Direct Expenses

Plotting and Reproduction	\$ 200
Mail and Deliveries	\$ 100
Misc Expenses	\$ -
Travel and Field Expenses	\$ 1,000
<b>Total Direct Expenses</b>	<b>\$ 1,300</b>

**Total \$ 134,381**

## Attachment B - Fee Estimate

CTRMA General Engineering Consultant  
 Atkins - Man-hour Breakdown & Fee Estimate  
 General Engineering Consultant Operations [FY 2012]

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### ATKINS WORK AUTHORIZATION #8 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2012]

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#### 7.0 - General Program Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)							TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00		
7.1 Attendance at Authority Meetings	120	120						240
7.2 Represent the Authority at Meetings, as requested	120	120						240
7.3 Provide Design / Drafting / Technology Resources, as requested		80	80	80	80			320
7.4 Review of Studies and Reports		80	80					160
7.5 Prepare/Coordinate Studies								0
7.6 Agency Coordination	96							96
7.7 Public Information & Communications Support	40		120					160
7.8 New Initiative / Policy Development Support	24	24						48

TOTAL DIRECT LABOR	400	424	280	80	80	0	1264
<i>% Total by Classification</i>	<i>31.65%</i>	<i>33.54%</i>	<i>22.15%</i>	<i>6.33%</i>	<i>6.33%</i>	<i>0.00%</i>	
Labor Costs	\$ 28,000	\$ 25,440	\$ 14,000	\$ 3,200	\$ 2,400	\$ -	\$ 73,040
Overhead Costs	167.66% \$ 46,945	\$ 42,653	\$ 23,472	\$ 5,365	\$ 4,024	\$ -	\$ 122,459
Profit	10.00% \$ 7,494	\$ 6,809	\$ 3,747	\$ 857	\$ 642	\$ -	\$ 19,550
<b>Total Loaded Labor</b>	<b>\$ 82,439</b>	<b>\$ 74,902</b>	<b>\$ 41,220</b>	<b>\$ 9,422</b>	<b>\$ 7,066</b>	<b>\$ -</b>	<b>\$215,049</b>

#### Direct Expenses

Plotting and Reproduction	\$ 500	
Mail and Deliveries	\$ 500	
Misc Expenses	\$ 2,000	Includes DSL service for GEC staff on-site at CTRMA offices.
Travel and Field Expenses	\$ 500	
<b>Total Direct Expenses</b>	<b>\$ 3,500</b>	

**Total \$ 218,549**