



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

July 25, 2018
AGENDA ITEM #13

Authorize the Executive Director to finalize and execute an Agreement for the Payoff and Termination of the Pass-Through Toll Agreement between CTRMA and TxDOT for the U.S. 183/183A Intersection Project

Strategic Plan Relevance: Regional Mobility
Department: Finance
Contact: Bill Chapman, Chief Financial officer
Associated Costs: N/A
Funding Source: General Fund
Action Requested: Consider and act on draft resolution

Summary:

To allow the Executive Director to sign the Payoff and Termination of Pass-Through Agreement for Pass-Through Tolls on the 183A intersection agreement PT 2011-001-01 dated January 10, 2012. The agreement has TxDOT reimbursing the CTRMA \$150,000/year for 10 years. TxDOT is proposing to pay the CTRMA the present value of the remaining balance of \$900,000 at a discount rate of 6%. (approximately \$737,550).

Backup Provided: Draft Resolution
Draft agreement
Original Dec. 2011 Pass-Through Agreement

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

RESOLUTION NO. 18-0XX

**APPROVE EXECUTION OF AN AGREEMENT FOR THE PAYOFF AND TERMINATION OF
THE PASS-THROUGH TOLL AGREEMENT FOR THE 183A INTERSECTION PROJECT**

WHEREAS, on or about January 10, 2012, the Mobility Authority and the Texas Department of Transportation (“TxDOT”) executed that certain “Pass-Through Agreement for Payment of Pass-Through Tolls by the Department” (the “Pass-Through Agreement”) providing for the reimbursement of certain costs related to the 183/183A Intersection Project; and

WHEREAS; pursuant to the Pass-Through Agreement TxDOT was to make periodic payments to the Mobility Authority totaling \$1,500,000.00 over a period of several years; and

WHEREAS, to date, TxDOT has made payments to the Mobility Authority totaling \$600,000; and

WHEREAS, TxDOT’s remaining obligation to the Mobility Authority under the Pass-Through Agreement is \$900,000.00; and

WHEREAS, TxDOT has expressed interest in making an early payment of the remaining amount owed under the Pass-Through Agreement, with an appropriate discount to reflect the early payment; and

WHEREAS, the parties have agreed that a 6% discount factor is appropriate for purposes of this transaction; and

WHEREAS, applying the agreed upon discount rate to the remaining balance owed results in a net present value payoff amount of \$737,500; and

WHEREAS, the parties have negotiated the “Payoff and Termination of Pass-Through Agreement for Payment of Pass-Through Tolls by the Department” attached hereto as Exhibit A to effectuate this transaction;

NOW THEREFORE, BE IT RESOLVED that accepting an early payoff of amounts owed under the Pass-Through Agreement under terms described above is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director may finalize and execute the Payoff and Termination of Pass-Through Agreement for Payment of Pass-Through Tolls by the Department in the form or in substantially the same form as is attached hereto as Exhibit A.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 25th day of July 2018.

Submitted and reviewed by:

Approved:

Geoffrey Petrov, General Counsel

Ray A. Wilkerson
Chairman, Board of Directors

Exhibit A

STATE OF TEXAS §

COUNTY OF TRAVIS §

**PAYOFF AND TERMINATION
OF PASS-THROUGH AGREEMENT FOR PAYMENT OF PASS-THROUGH TOLLS
BY THE DEPARTMENT**

THIS AGREEMENT is made by and between the State of Texas, acting through the Texas Department of Transportation (the "Department"), and Central Texas Regional Mobility Authority (the "Developer"), and becomes effective when fully executed by both parties.

BACKGROUND

The Department and the Developer executed a "Pass-Through Toll Agreement" on, January 10, 2012 Contract No. PT 2011-001-01 ("Pass-Through Agreement"), under which the Department is obligated to make pass-through payments to the Developer in the total cumulative amount of \$1,500,000 as reimbursement of the costs of constructing improvements to the state highway system to construct intersection improvements at the intersection of US 183/183A (the "Project").

The Project has been completed and is open to traffic, and under Section 12 of the Pass-Through Agreement, the Department is obligated to pay to the Developer no less than \$75,000 and no more than \$150,000 annually.

The Department has made the following payments to the Developer pursuant to Section ___ of the Pass-Through Agreement:

Date	Amount
------	--------

Under Section 15 of the Pass-Through Agreement, the Department and the Developer may terminate the Pass-Through Agreement by mutual consent.

The Department and the Developer have determined that it is in the best interest of the parties for the Department to provide a lump sum payment to the Developer in satisfaction of the Department's obligations under the Pass-Through Agreement and to terminate the Pass-Through Agreement.

The Developer has issued obligations that are secured by the Department's pass-through payments owed under the Pass-Through Agreement. The Developer warrants that it is able to use the lump-sum payment in conformance with the requirements of its obligations and applicable law.

Pursuant to Minute Order No. _____ dated _____, the Texas Transportation Commission approved the payoff of the Department's obligations under

Contract No. _____
CSJ No. _____
Federal Highway Administration
CFDA Title: _____
CFDA No.: _____
Not Research and Development

the Pass-Through Agreement in a lump sum payment at a discounted rate of 6% per annum net present value in satisfaction of the Department's obligations under the Pass-Through Agreement and termination of the Pass-Through Agreement.

Pursuant to a _____ dated _____, the Developer approved the payoff of the Department's obligations under the Pass-Through Agreement in a lump sum payment at a discounted rate of 6% per annum net present value in satisfaction of the Department's obligations under the Pass-Through Agreement and termination of the Pass-Through Agreement.

AGREEMENT

The Department and the Developer hereby agree as follows:

1. Payoff

The Department shall pay the Developer the amount of \$_____ (the "Payoff Amount"), being the total cumulative amount of the remaining pass-through payments owed by the Department to the Developer under the Pass-Through Agreement at the maximum amount per year allowed in Section 12 of the Pass-Through Agreement, with each maximum payment discounted at six (6) percent per annum on an actual/actual basis as of _____ ("Payoff Date").

- A.** The Developer will execute and deliver to the Department a receipt and such additional receipts and release documents and instruments as the Department may reasonably request relating to the payoff and termination of the Pass-Through Toll Agreement.
- B.** The Developer warrants that it shall use the Department's lump-sum payment in conformance with the requirements of any bond obligations and applicable law.

2. Termination

Upon delivery of the Payoff Amount from the Department to the Developer on the Payoff Date, all of the Department obligations shall be satisfied in full and the Pass-Through Agreement shall be terminated.

3. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this Agreement on behalf of the entity represented.

Contract No. _____
CSJ No. _____
Federal Highway Administration
CFDA Title: _____
CFDA No.: _____
Not Research and Development

THIS AGREEMENT IS EXECUTED by the Department and the Developer in duplicate.

THE DEPARTMENT

THE DEVELOPER

Signature

Signature

Deputy Executive Director

Typed or Printed Name and Title

Typed or Printed Name and Title

Date

Date

PV Factor

6%

	\$ 150,000.00	0.943	\$ 141,450.00
	\$ 150,000.00	0.890	\$ 133,500.00
	\$ 150,000.00	0.840	\$ 126,000.00
	\$ 150,000.00	0.792	\$ 118,800.00
	\$ 150,000.00	0.747	\$ 112,050.00
	\$ 150,000.00	0.705	\$ 105,750.00
	\$ 900,000.00		\$ 737,550.00
Received July 2018	\$ 600,000.00		\$ 600,000.00
	<u><u>\$ 1,500,000.00</u></u>		<u><u>\$ 1,337,550.00</u></u>



Texas Department of Transportation

DEWITT C. GREER STATE HIGHWAY BLDG. • 125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • (512) 463-8585

January 23, 2012

Mr. Mike Heiligenstein
Executive Director
Central Texas Regional Mobility Authority
301 Congress Avenue, Suite 650
Austin, Texas 78701

Re: Central Texas Regional Mobility Authority Pass-Through Toll Agreement for Payment of Pass-Through Tolls by the Department (TxDOT), Contract No. PT 2011-001-01

Dear Mr. Heiligenstein:

Please find enclosed one (1) executed original Pass-Through Toll Agreement between Central Texas Regional Mobility Authority and the Texas Department of Transportation.

If you have questions, please feel free to call me at (512) 374-5120.

Sincerely,

Scott Stephenson
Senior Contract Attorney

JM: jm

cc: Roger Beall, P.E., TTA
Carlos Lopez, P.E., Austin District Engineer

Enclosure

STATE OF TEXAS §

COUNTY OF TRAVIS §

**PASS-THROUGH AGREEMENT FOR PAYMENT
OF PASS-THROUGH TOLLS BY THE DEPARTMENT**

THIS AGREEMENT is entered between the State of Texas, acting by and through the Texas Department of Transportation, the "Department", and the Developer under Transportation Code, §222.104.

Contracting Parties:

The Department: The Texas Department of Transportation

The Developer: Central Texas Regional Mobility Authority (CTRMA)

BACKGROUND

Texas Transportation Code, §201.103, authorizes the Department to plan and to make policies for the location, construction, and maintenance of a comprehensive system of state highways and public roads. Transportation Code, §222.104, authorizes the Department to enter into pass-through agreements for the purpose of improving the state highway system. The Texas Transportation Commission has implemented this provision by enacting rules to be found at 43 TAC Chapter 5, Subchapter E. On May 26, 2011, the Texas Transportation Commission passed Minute Order Number 112685, authorizing the Developer to construct intersection improvements at the intersection of US 183/183A (the "Project"), the location of which is shown on Attachment A, which is attached to and made a part of this agreement. On July 28, 2011, the Texas Transportation Commission passed Minute Order Number 112755, authorizing the Department to enter a pass-through agreement with the Developer in furtherance of the Project. The governing body of the Developer has authorized entering into this agreement by resolution or ordinance dated December 7, 2011, which is attached to and made a part of this agreement as Attachment G. In consideration of the mutual promises contained in this agreement, the Department and the Developer now agree as follows.

AGREEMENT

1. Effective Date

This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed.

2. Amendments

Amendments to this agreement must be in writing and executed by both parties.

3. Scope of Work

The scope of work is to develop improvements to the 183A intersection of US 183 with auxiliary lanes, left and right turn lanes, turnaround lanes, frontage road improvements and enhanced tie-in of CR 276 to US 183. The scope of work is described in more detail in Attachment B, which is attached to and made a part of this agreement. A Typical Section

Layout and Project Schedule are contained in Attachments E and F, respectively, which are attached to and made a part of this agreement. Before any design, development, or construction work is performed, the Developer shall confirm that Department funding for the Project is included in the Department's Unified Transportation Program and the Statewide Transportation Improvement Program.

4. Sources and Uses of Funds

- A. The total estimated cost of the Project is shown in Attachment C, which is attached to and made a part of this agreement. Attachment C includes expected cash contributions from each source of funding. The Department will pay for only those Project costs of a type that have been approved by the Texas Transportation Commission.
- B. The Department is responsible only for securing the funding specifically identified as the responsibility of the Department and for making that funding available to the Developer as set forth on Attachment C.
 - (i) The Department will reimburse the Developer with pass-through payments in the percentages and resulting amounts (the Department's Proportional Share) identified on Attachment C for the actual costs of labor and materials incurred in construction of the Project as determined by the low bid award of the construction contract (Actual Cost of Construction). The amount of the low bid award will be certified by the Developer in accordance with Section 10, Construction Responsibilities. For purposes of reimbursement under this agreement, construction engineering costs are not eligible construction costs.
 - (ii) Unless and to the extent that this agreement is amended, the Department will not be responsible for funding in excess of the Maximum Pass-Through Reimbursement to Developer identified on Attachment C. The Developer shall be responsible for all costs associated with the Project that are not shown as the responsibility of the Department.
- C. The Department's obligation to reimburse its Proportional Share of the Actual Cost of Construction is subject to the following two exceptions.
 - (i) The Department will reimburse its Proportional Share of the amount by which the Actual Cost of Construction exceeds the Estimated Total Construction Cost identified on Attachment C (cost overrun). The Department's total payment obligation for the Project, however, will not exceed the Maximum Pass-Through Reimbursement amount identified on Attachment C (110% of Allowable Construction Costs).
 - (ii) The Department will reimburse to the Developer the amount by which the Actual Cost of Construction is less than the Estimated Total Construction Cost identified on Attachment C (cost under-run), up to a maximum of 10 percent of the Estimated Total Construction Cost, only if all of the following conditions are met:
 - (a) The total of actual cost and under-run reimbursements by the Department may not exceed the Department's Allowable Construction Costs identified on Attachment C;
 - (b) The amount of cost under-run received by the Developer must either be expended on the Project, or on other mutually acceptable state highway projects located in the Developer's jurisdiction;
 - (c) The amount of cost under-run received by the Developer may be expended on the actual costs of an eligible project's environmental clearance and mitigation,

right of way acquisition, land surveys, engineering, utility relocation, construction, construction engineering and inspection, and financing, but not on overhead or contingent profits; and

- (d) The Developer receives the Department's prior written consent for the expenditures.

5. Project Implementation

- A. Unless otherwise specified in this agreement, all actions required of the Developer shall be taken by the Developer's Program Manager, who shall be an individual designated by name by the Developer. The Developer's Program Manager shall be authorized by the Developer to perform all or specified aspects of the Project development and implementation. Evidence of authorization shall be submitted to the Department immediately after the effective date of this agreement. The Developer's Program Manager may delegate responsibility to another person in a writing provided to the Department. The Developer must notify the Department in writing as soon as possible, but no later than three (3) business days after authorizing a change in Program Managers.
- B. If the Developer will perform any work under this agreement for which reimbursement will be provided by or through the Department, the Developer must complete training in *Local Government Project Procedures Qualification for the Texas Department of Transportation* within ninety (90) days after this agreement is fully executed. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course. The Developer shall provide the certificate of qualification to the Department. The individual who receives the training certificate may be an employee of the Developer or an employee of a firm that has been contracted by the Developer to perform oversight of the Project. The Department in its discretion may deny reimbursement if the Developer has not designated a qualified individual to oversee the Project.
- C. Unless otherwise specified in this agreement, all actions required of the Department shall be taken by the Department's District Engineer for the Austin District. The District Engineer will designate an Engineer (the TxDOT Project Manager), who will be assisted by other Department personnel, to oversee and monitor compliance with all responsibilities under this agreement including all phases of project development. The District Engineer may delegate responsibility to the TxDOT Project Manager or another person in a writing provided to the Developer. Whenever this agreement requires an action to be taken by the Department's Executive Director, that responsibility may be delegated to another Department employee who is not below the level of district engineer. On request, the Department will provide the Developer with a copy of the Executive Director's delegation of authority.
- D. The roles, the responsibilities, and the working relationship between the Developer and the Department during the implementation of the Project are defined in Attachment D, Project Implementation, which is attached to and made a part of this agreement.

6. Environmental Assessment and Mitigation

Development of the Project shall comply with all applicable federal and state environmental laws, including the National Environmental Policy Act of 1969, the National Historic

Preservation Act of 1966, the Clean Water Act, the Endangered Species Act, 43 TAC §2.5, and Natural Resources Code, Chapter 191.

- A. The Developer is responsible for the identification and assessment of any environmental problems associated with the development of the Project to the extent permitted by law.
- B. The Developer is responsible for the cost of all environmental permitting, mitigation, remediation, and compliance.
- C. The Developer is responsible for preparing for and providing all public meetings or public hearings required for development of the environmental decision and for summary and analysis of all public meetings or public hearings. When applicable, the Developer is also responsible for certifying that a public hearing has been held in accordance with applicable rules, the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987. Public hearings may not be held before environmental documents are approved for further processing and may not be held before approval of all highway schematics for the particular project.
- D. The Developer is responsible for the preparation of all documents required to obtain an environmental finding on the Project, and any subsequent reevaluations of that finding that may be required.
- E. The Developer shall submit all requests for permits, all reports, and all findings relating to the Natural Resources Code, Chapter 191, through the Department. The Developer shall provide the Department with final drafts of all necessary requests for permits, reports, and findings required by law. The Department is responsible for all coordination under those acts and for making all necessary filings with the appropriate agencies, and the Department will provide copies of those filings to the Developer. Coordination of the environmental document shall be through the AUS District Environmental Coordinator. The Developer is responsible for obtaining all other permits and is responsible for obtaining all permits and approvals resulting from changes that occur after environmental finding is first obtained, except as otherwise required by law or by agreement between the Department and a state or federal agency.
- F. Before construction is begun, the Developer shall provide the Department with written certification that all required permits and commitments are complete. The Developer shall provide the Department with copies of all permit applications and approvals from each regulatory agency with environmental jurisdiction over the Project.
- G. All environmental reports and findings shall comply with the latest version of the Department's manuals and Standards of Uniformity. The Developer shall provide the Department with physical and electronic copies of all environmental documentation in a format approved by the Department.

7. Right of Way and Real Property

- A. The Developer is responsible for the provision and acquisition of all real property needed for the Project, including easements. Right of way widths shall be in accordance with the Austin District's Standard Right of Way Width for the pertinent Roadway Cross Section. All property interests shall be acquired in the name of the State of Texas. The Developer may not acquire right of way until all environmental clearance procedures have been completed and either (1) right of way maps and property descriptions (field notes and plats) have been prepared, or (2) a segment of the right of way map (consisting of one or more contiguous parcels) and the field notes

and plat maps for such parcels have been prepared and certified to fall within the right of way limits of the approved schematic. The Developer must comply with all applicable state and federal laws, regulations, policies, and procedures, including the requirements of the Right of Way Manual Collection of the Department's Online Manual System and Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §4601 et seq. Documentation to support compliance must be maintained by the Developer. The Developer must obtain advance approval from the Department for any variance in established procedures. The Department's Executive Director may exercise discretion in authorizing an alternative procedure if it is sufficient to discharge the Department's responsibilities for acquiring real property. The Department may monitor and audit the Developer's acquisition of right of way on the Project at any time. On request, the Developer shall furnish the Department with satisfactory proof of compliance with applicable state and federal laws, regulations, policies, and procedures. If the Department determines that right of way maps, field notes, parcel plats, appraisals, access designations, acquisition documentation, relocation assistance benefits, or any other acquisition requirement is not in compliance with this agreement, the Developer shall take all necessary steps to achieve compliance. The cost for additional work to achieve compliance shall be borne by the Developer.

- B. The Developer is responsible for any required relocation assistance along the route of the right of way as may be determined to be eligible under the relocation assistance program. The relocation assistance plan must provide reasonable time frames for orderly relocation of residents and businesses being displaced by the Project. All costs associated with the relocation assistance, including payments to residents and businesses, will be assumed by the Developer.

8. Utilities

If the Project requires the adjustment, removal, or relocation of existing utilities, the Developer shall be responsible for determining the scope of utility work and notifying the appropriate utility company to schedule adjustments. The Developer shall be responsible for the adjustment, removal, or relocation of utility facilities in accordance with applicable state and federal laws, regulations, rules, policies, and procedures, including Transportation Code, §203.092; 43 TAC §21.31 et seq. (Utility Accommodation); and 23 CFR Chapter 1, Part 645. The Developer shall be responsible for all costs associated with additional adjustment, removal, or relocation during the construction of the Project unless this work is provided by the owners of the utility facilities at the owners' expense. Before a construction contract for the Project is let, a utility certification must be made available to the Department stating that all utilities needing to be adjusted for completion of the construction activity have been adjusted.

9. Architectural and Engineering Services

The Developer has responsibility for the performance of architectural and engineering services, including the responsibility of ensuring that all environmental permits, issues, coordination, mitigation, and commitments are adequately addressed in design of the Project and carried out during construction of the Project. The engineering plans shall be developed in accordance with the latest version of the Department's manuals. The Department's Executive Director may exercise discretion in authorizing alternative criteria

or granting exceptions to this requirement on a case-by-case basis if a particular criterion could not reasonably be met because of physical, environmental, or other relevant factors and if the proposed design is a prudent engineering solution. The procurement of professional services must be competitive and shall comply with Government Code Chapter 2254, Subchapter A and all federal requirements including those described in 23 CFR Part 172 and those relating to participation by Disadvantaged Business Enterprises (DBEs), the Americans with Disabilities Act, and environmental matters. Access to the facility shall be in compliance with the Department's access management policy.

10. Construction Responsibilities

- A.** The Developer shall advertise for construction bids, issue bid proposals, receive and tabulate the bids, and award and administer the contract for construction of the Project. Administration of the contract includes the responsibility for construction engineering, material acceptance testing, and construction quality acceptance, and for issuance of any change orders, supplemental agreements, amendments, or additional work orders that may become necessary after the award of the construction contract. The bidding process must be competitive and must comply with all applicable federal and state laws. The Project and bidding process must be authorized by the Department and Federal Highway Administration before it is advertised for letting. Within ten (10) days after the award of the construction contract, the Developer shall provide to the Department a certified statement that describes the total amount of the award and identifies the bid amount for each of the major component parts.
- B.** The Developer has the responsibility of overseeing all construction operations, including the responsibility of ensuring that all environmental permits, issues, coordination, mitigation, and commitments are adequately addressed, of assessing potential environmental effects of contract revisions, and of obtaining environmental permits, issues, coordination, mitigation, and commitments that may be required by contract revisions.
- C.** Contract revisions including change orders shall comply with the latest version of all national and state administrative criteria and manuals. No contract revision may be made without the prior written approval of the Department's Executive Director if it would affect prior environmental approvals, significantly revise the scope of the Project or the geometric design, or change the cost to the Department. Procedures governing approval are contained in Attachment D.
- D.** The Department may conduct any and all oversight activities it deems reasonably necessary or advisable to ensure compliance with this agreement and all state and federal requirements. The TxDOT Project Manager or designee may attend the Developer's construction status meetings and long-term strategy meetings, and may visit the Project periodically and as reasonably necessary to comply with oversight requirements.
- E.** When the Project is complete, the Developer shall issue and sign a "Notification of Completion" certifying that all work has been completed in accordance with the requirements of this agreement, all governmental approvals, and applicable law. Within thirty (30) days after receipt of this notification, the Department will perform a final inspection and provide to the Developer a list of items, if any, to be completed prior to acceptance by the Department. Once the items have been addressed to the satisfaction of the Department, the Department will issue a "Letter of Acceptance" to the

Developer. Within six (6) months after the Department has issued the "Letter of Acceptance," the Developer shall file with the Department a set of as-built plans that incorporate any contract revisions. These plans shall be signed, sealed, and dated by a professional engineer licensed in Texas, who shall certify that the Project was constructed in accordance with the plans and specifications.

- F. The Developer is responsible for providing adequate inspection to ensure its contractor's compliance with the provisions of this agreement. At any time the Department may audit the construction process to ensure the adequate inspection of construction and may conduct its own inspection of construction.
- G. The parties to this agreement shall comply with federal construction requirements cited in 23 CFR Part 635 and with requirements cited in 23 CFR Part 633, and shall include the latest version of Form FHWA-1273 in the contract bidding documents. If force account work will be performed, a finding of cost effectiveness shall be made in compliance with 23 CFR 635, Part B.
- H. The parties to this agreement shall comply with federal construction materials testing requirements cited in 23 CFR 637, Part B.
- I. The Developer shall be responsible for purchasing, installing, and maintaining the traffic counter equipment for the term of the agreement at the specified Project count sites as shown in Attachment A, Location Map of Project. The Developer shall provide permanent site traffic counter equipment in accordance with the Department specifications. The Developer shall provide installation, preventive, and remedial maintenance, inspection, testing, and repair of traffic data collection equipment including labor, equipment, materials, and parts. The Developer shall provide the above described service including installation of new components and repairs at specified locations. The Department's local district office shall be responsible for collecting the traffic data and then providing this data to the Department's Transportation Planning and Programming Division (TPP) for verification. The number of vehicles traveling on the Project during a year will be based on actual traffic data, to the extent the data is available, or the Department's traffic estimates, which shall be performed in good faith and shall be conclusive and not subject to litigation in any forum. For traffic counter equipment malfunctions or breakdowns, a three (3) month traffic data average will be used. The Developer shall confirm the traffic count provided by the Department, and upon agreement of the traffic count, shall give sixty (60) days prior notification of payment, by letter or invoice, to the local district office. The local district office will then verify and approve the invoice and prepare a reimbursement pay form to be submitted to the Department, Finance Division, Accounting Management Section, at least thirty (30) days before the payment is due to the Developer.

11. Maintenance

The Department shall be responsible for maintenance of the Project after completion of the work.

12. Repayment

- A. The Department will reimburse the Developer by paying an annual amount equal to \$0.016 for each vehicle that travels on the Project during the previous year. Under no circumstances will the annual payment be less than \$75,000 or more than \$150,000, and under no circumstances will the total payment under this Paragraph during the

course of this agreement exceed \$1,500,000 unless approved by the Texas Transportation Commission and formalized in an amendment to this agreement. The number of vehicles traveling on the Project during a year will be based on actual traffic data, to the extent the data is available, or the Department's traffic estimates in accordance with Section 10, Construction Responsibilities.

- B. For purposes of repayment under this agreement, "Substantial Completion" is defined as all travel lanes open to traffic as approved by the Department, and no further work is remaining that requires lane closures affecting the mobility of the traveling public. When the Project is Substantially Complete, the Developer may issue and sign a "Notification of Substantial Completion" certifying that all work has been substantially completed in accordance with the requirements of this agreement, all governmental approvals, and applicable law. Within thirty (30) days after receipt of this notification, the Department will perform an inspection and provide to the Developer a list of items, if any, to be completed prior to approval by the Department. Once the items have been addressed to the satisfaction of the Department, the Department will issue a "Letter of Approval for Payment" to the Developer. In lieu of a Notification of Substantial Completion, the Developer may proceed directly to a Notice of Completion in accordance with Section 10, Construction Responsibilities.
- C. The first payment shall be made within sixty (60) days after the first anniversary of the Project's Substantial Completion and the Department's issuance of a Letter of Approval for Payment, or in the event that a Letter of Approval for Payment was not issued, then within sixty (60) days after the first anniversary of the Project's completion and the Department's issuance of a Letter of Acceptance. Annual payments shall continue within sixty (60) days after each succeeding anniversary of the Letter of Approval for Payment or the Letter of Acceptance as applicable.
- D. The number of annual payments and the amount of the final payment will be consistent with payment of the total reimbursement amount determined in accordance with Section 4, Sources and Uses of Funds. Payment under this agreement beyond the end of the current fiscal biennium is subject to availability of appropriated funds.

13. Mutual Cooperation

The Department and the Developer shall use all reasonable efforts to meet all deadlines specified in this agreement. The Department and the Developer shall use best efforts to provide each other with all necessary documents, information, and approvals in a prompt and timely fashion.

14. Default

If either party fails to comply with its obligations under this agreement and such failure continues for a period of thirty (30) days or more after written notice of the breach from the other party, the party failing to comply will be in default and the other party may proceed with its remedies under Section 15, Termination and Section 16, Remedies.

15. Termination

This agreement terminates automatically when the Department has reimbursed the Developer in full. In addition, the agreement may be terminated:

- A. in writing with the mutual consent of the parties;
- B. by either party because of a material breach by the other party; or

C. by the Department if the Developer has not commenced construction on the Project (including each individual project if this agreement covers multiple projects) within three (3) years of the date of execution of this agreement.

16. Remedies

This agreement shall not be considered as specifying the exclusive remedy for any default, but either party may avail itself of any remedy existing at law or in equity, and all remedies shall be cumulative.

17. Notices

All notices to either party shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to that party at the following address:

Developer:	Department:
Central Texas Regional Mobility Authority Attn: Executive Director 301 Congress Avenue, Suite 650 Austin, Texas 78701	Texas Department of Transportation Attn: Assistant Executive Director Engineering Operations 125 East 11 th Street Austin, Texas 78701-2483

All notices shall be deemed given on the date delivered in person or deposited in the mail. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

18. Development Contracts, Subcontracts, and Assignment

- A. Within ten (10) days after execution of this agreement, the Developer shall provide the Department with a fully executed copy of any agency contract or project development contract between the Developer and a private entity for the design, financing, maintenance, operation, or construction of the Project (a Development Contract). For a Development Contract between the Developer and a private entity entered into after execution of this agreement, the Developer shall provide to the Department an executed copy within fifteen (15) days after the Development Contract is executed. A Development Contract must be subject to all applicable terms and conditions of this agreement.
- B. A subcontract by the Developer, its agent, or a subcontractor in excess of \$10,000 shall contain all applicable terms and conditions of this agreement and shall be submitted to the Department for review and approval prior to its execution.
- C. Except as otherwise provided by law or this Paragraph, neither party shall assign any interest in this agreement. In the event that the Developer pledges or assigns its right to receive any revenues derived from this agreement in connection with a loan or with the issuance of bonds, the pledge or assignment shall not operate as an assignment of an interest in this agreement. In that case the Developer shall provide the Department with copies of the loan or bond documentation no less than ten (10) days before the loan is executed or the bonds are issued. Under no circumstances will the Department be liable in any way for debt in any form incurred by the Developer, and any loan or bond

documentation will state clearly that the Department has no obligation of repayment of the loan or bonds.

- D. No Development Contract, subcontract, or assignment will relieve the Developer of its responsibility under this agreement.

19. Ownership of Property

After completion or termination of this agreement, all documents prepared by the Department shall remain the property of the Department. All data prepared under this agreement shall be made available to the Department without restriction or limitation on further use. All documents produced or approved or otherwise created by the Developer shall be transmitted to the Department in the form of photocopy reproduction on a monthly basis as required by the Department. Except as otherwise provided in this agreement, the originals shall remain the property of the Developer. The Developer shall grant the Department an irrevocable, perpetual, nonexclusive license to use all intellectual property acquired or developed under this contract.

20. Developer Resources

All employees of the Developer shall have adequate knowledge and experience to enable them to perform the duties to which they are assigned. The Developer certifies that it currently has adequate qualified personnel in its employment to perform the work required under this agreement or will be able to obtain adequate qualified personnel from sources other than the Department. On receipt of written notice from the Department detailing supporting factors and evidence, the Developer shall remove from the Project any employee of the Developer who is incompetent or whose conduct becomes detrimental to the work. Unless otherwise specified, the Developer shall furnish all equipment, materials, supplies, and other resources required to perform the work.

21. Responsibilities of the Parties

Each party acknowledges that it is not an agent, servant, or employee of the other party. Each party is responsible for its own acts and deeds and for those of its agents, servants, or employees.

22. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations, and with the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement. When requested, the Developer shall furnish the Department with satisfactory proof of this compliance. The Developer shall provide or obtain all applicable permits, plans, or other documentation required by a federal or state entity.

23. Legal Construction

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provisions and this agreement shall be construed as if it did not contain the invalid, illegal, or unenforceable provision.

24. Insurance

To the extent that this agreement authorizes the Developer or its contractor to perform any work on Department right of way, before beginning work the entity performing the work shall provide the Department with a fully executed copy of the Department's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on Department right of way. This coverage shall be maintained until all work on the Department right of way is complete. If coverage is not maintained, all work on Department right of way shall cease immediately, and the Department may recover damages and all costs of completing the work.

25. Hold Harmless

To the extent permitted by law, the Developer shall save harmless the Department and its officers and employees from all claims and liability due to materials used or supplied by the Developer or activities of the Developer, its agents, or employees, performed under this agreement, and that are caused by or result from error, omission, or negligent act of the Developer or of any person employed by the Developer. To the extent permitted by law, the Developer shall also indemnify and save harmless the Department from any and all expense, including but not limited to attorney fees that may be incurred by the Department in litigation or otherwise resisting the claim or liabilities that may be imposed on the Department as a result of such activities by the Developer, its agents, or employees.

26. Sole Agreement

This agreement constitutes the only agreement between the parties and supersedes any prior understandings or written or oral agreements concerning the subject matter of this agreement.

27. Compliance with Texas Accessibility Standards and ADA

All parties to this agreement shall ensure that the plans for and the construction of the Project are in compliance with the Texas Accessibility Standards issued by the Texas Department of Licensing and Regulation and with the Americans with Disability Act Accessibility Guidelines issued by the U.S. Architectural and Transportation Barriers Compliance Board.

28. Gratuities

Any person who is doing business with or who may do business with the Department under this agreement may not make any offer of benefits, gifts, or favors to employees of the Department. The only exceptions allowed are ordinary business lunches and items that have received the advanced written approval of the Department's Executive Director.

29. Conflict of Interest

The Developer shall not assign an employee to the Project if the employee:

- A. owns an interest in or is an officer or employee of a business entity that has or may have a contract with the Department relating to the Project;
- B. has a direct or indirect financial interest in the outcome of the Project;

- C. has performed services regarding the subject matter of the Project for an entity that has a direct or indirect financial interest in the outcome of the Project or that has or may have a contract with the Department; or
- D. is a current part-time or full-time employee of the Department.

30. Office of Management and Budget (OMB) Cost Principles

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in OMB Circular A-87 that specify that all reimbursed costs are allowable, reasonable and allocable to the Project.

31. Procurement and Property Management Standards

The parties shall adhere to the procurement standard established in 49 CFR §18.36 and with the property management standard established in 49 CFR §18.32.

32. Audit

- A. The Department may monitor and audit any aspect of the Project at any time.
- B. Upon completion of the Project, the Department or an independent auditor approved by the Department, at the Department's option, may perform an audit of the Project costs. Any funds due to the Developer, the Department, or others shall be paid by the owing party within thirty (30) days after notification that funds are due.
- C. The State Auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this agreement or indirectly through a subcontract under this agreement. Acceptance of funds directly under this agreement or indirectly through a subcontract under this agreement acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit.

33. Retention and Inspection of Books and Records

The parties shall maintain all books, documents, papers, accounting records, and other documentation relating to performance of all aspects of Project development and implementation and all costs incurred under this agreement at an official governmental office of the Department or the Developer, as applicable. The parties shall make those materials available to the Department, the Developer, the State Auditor, the Federal Highway Administration (FHWA), and the U.S. Office of the Inspector General for review and inspection at the retaining party's official governmental office during the term of this agreement and for four (4) years after the date that the Department has reimbursed the Developer in full or thereafter until any impending claims are resolved. Additionally, the Department, the Developer, and the FHWA shall have access to all the governmental records that are directly applicable to this agreement for the purpose of making audits, examinations, excerpts, and transcriptions, including records in the possession of the Developer's agents, to the extent that they relate to expenditures for which reimbursement is requested. At the request of the Department, the Developer shall submit any information required by the Department in the format directed by the Department.

34. Civil Rights Compliance

The Developer shall comply with the regulations of the U.S. Department of Transportation as they relate to nondiscrimination (49 CFR Part 21 and 23 CFR Parts 200 and 230), and with Executive Order 11246, titled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in the Department of Labor Regulations (41 CFR Part 60).

35. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the DBE Program requirements established in 49 CFR Part 26.
- B. The Developer shall adopt, in its totality, the Department's federally approved DBE program.
- C. The Developer shall set an appropriate DBE goal consistent with the Department's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Developer shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.
- D. The Developer shall follow all other parts of the Department's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally -Approved Disadvantaged Business Enterprise by Entity and attachments found at web address http://txdot.gov/business/business_outreach/mou.htm.
- E. The Developer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Developer shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The Department's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Developer of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Developer signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

36. Debarment Certifications

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Developer certifies that it is not currently debarred,

suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this agreement shall require any party to a subcontract or purchase order awarded under this agreement to certify its eligibility to receive federal funds and, when requested by the Department, to furnish a copy of the certification.

37. Lobbying Certification

In executing this agreement, each signatory certifies to the best of that signatory's knowledge and belief that:

- A.** No federal appropriated funds have been paid or will be paid by or on behalf of the parties to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B.** If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal contracts, grants, loans, or cooperative agreements, the signatory for the Developer shall complete and submit the federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C.** The parties shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all subrecipients shall certify and disclose accordingly. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

38. Federal Funding Accountability and Transparency Act Requirements

- A.** Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms:
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and
<http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.
- B.** The Developer agrees that it shall:
 - (i) Obtain and provide to the Department a Central Contracting Registry (CCR) number (Federal Acquisition Regulation, Part 4, Sub-part 4.1100) if this award provides for more than \$25,000 in Federal funding. The CCR number may be obtained by visiting the CCR web-site whose address is: <https://www.bpn.gov/ccr/default.aspx>;
 - (ii) Obtain and provide to the Department a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the Federal government to

- track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet on-line registration website <http://fedgov.dnb.com/webform>; and
- (iii) Report the total compensation and names of its top five (5) executives to the Department if:
- (a) More than 80% of annual gross revenues are from the Federal Government, and those revenues are greater than \$25,000,000 annually; and
 - (b) The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

39. Single Audit Report

- A.** The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in OMB Circular A-133.
- B.** If threshold expenditures of \$500,000 or more are met during the Developer's fiscal year, the Developer must submit a Single Audit Report and Management Letter (if applicable) to the Department's Audit Office, 125 E. 11th Street, Austin, TX 78701 or contact the Department's Audit office at http://www.txdot.gov/contact_us/audit.htm.
- C.** If expenditures are less than \$500,000 during the Developer's fiscal year, the Developer must submit a statement to the Department's Audit Office as follows: "We did not meet the \$500,000 expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D.** For each year the project remains open for federal funding expenditures, the Developer will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

40. Signatory Warranty

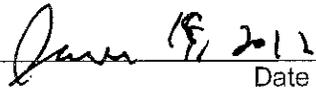
Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

THIS AGREEMENT IS EXECUTED by the Department and the Developer in duplicate.

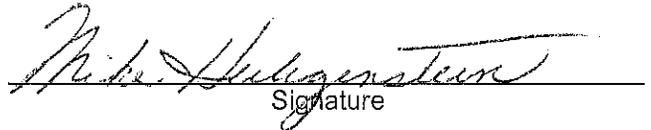
THE DEPARTMENT


Signature

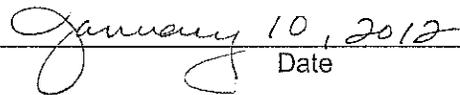
Executive Director
Texas Department of Transportation


Date

THE DEVELOPER

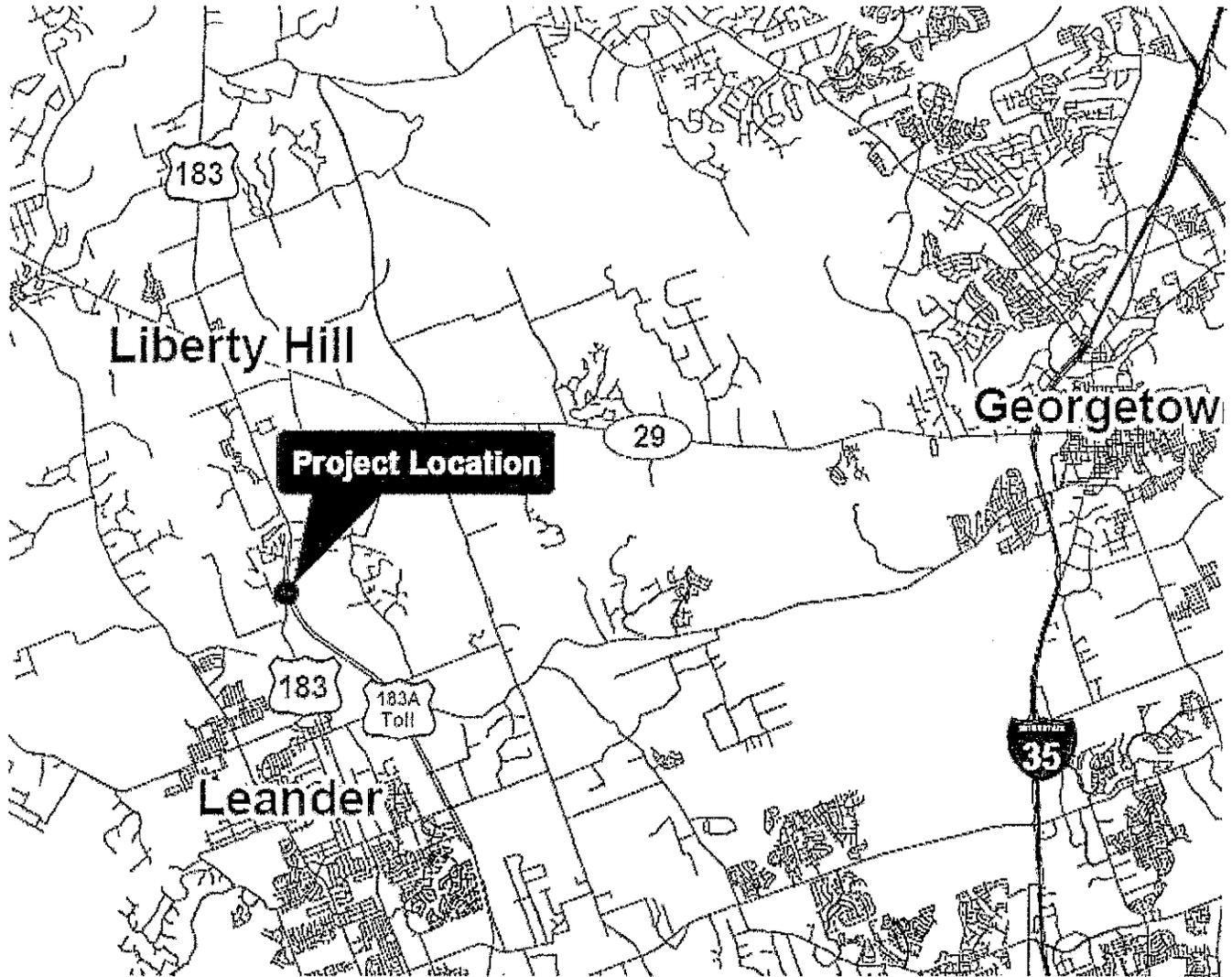

Signature

Mike Heiligenstein
Executive Director
Central Texas Regional Mobility Authority


Date

ATTACHMENT A

Location Map of Project



ATTACHMENT B

Scope of Work

US 183/183A

The intersection of US 183 and 183A is the northern terminus for the existing 183A Toll Road. The expanded 183A facility is planned as a tolled freeway facility with continuous frontage roads. The future frontage road sections exist north of the US 183/183A intersection as the current lanes of US 183. The intersection was designed as a temporary junction with further improvements planned when future phases of 183A expansion are completed.

The proposed improvements to the intersection of US 183 and 183A are two fold:

Westside: The west side of the highway improvements will incorporate the southbound US 183 west of the intersection where it splits from US 183/183A onto the original US 183 alignment. Additional auxiliary lanes will be added to a portion of southbound 183A and US 183, including turnaround lanes and right turn lanes. US 183 will be widened west of 183A to facilitate smoother and safer turning movements.

Eastside: The east side of the highway improvements will incorporate the northbound 183A lanes and the US 183 intersection excluding the southbound lanes. A left turn lane will be added at the intersection. The US 183 intersection will be reconstructed with additional lanes between the northbound and southbound lanes, and will feature a more traditional design to allow access across the southbound lanes.

A schematic has not been finalized.

The environmental clearance is in progress.

Necessary right of way has not been acquired.

ATTACHMENT C

TOTAL ESTIMATED COSTS AND SOURCES OF FUNDING

Project Highway Improvement	Estimated Total Project Cost	Estimated Total Construction Cost	Allowable Construction Costs for Payment of Pass-Through Tolls and Percentage of Total Construction Cost (Department's Proportional Share)	Department's Maximum Pass-Through Reimbursement to Developer (110% of Allowable Construction Costs)	Developer Funding	Other Funding Sources
US 183/183A	\$3,200,000	\$2,500,000	60% = \$1,500,000	\$1,650,000	\$1,700,000	\$0
Total	\$3,200,000	\$2,500,000	\$1,500,000	\$1,650,000	\$1,700,000	\$0

ATTACHMENT D

Project Implementation

Overview

This Attachment defines the roles, the responsibilities, and the working relationship between the Developer and the Department during the implementation of the Project.

1. Environmental Studies and Mitigation

- 1.1.** The Developer shall complete all environmental studies and documents required to secure environmental approval, including each of the following items.
 - 1.1.1.** Preparation and completion of environmental studies, including obtaining right of entry to perform such studies. All environmental studies will be performed by environmental specialists who meet the requirements to perform those studies.
 - 1.1.2.** Submission of appropriate documentation (categorical exclusion, environmental assessment, and environmental impact statement, including reevaluation, and supplemental documentation) for Department review and approval. Department review is detailed in section 1.2 below.
 - 1.1.3.** Preparation of any document revisions.
 - 1.1.4.** Submission to the Department of copies of the environmental studies and documentation adequate for distribution.
 - 1.1.5.** Preparation of legal and public notices in accordance with 43 TAC §2.4 for Department review and use.
 - 1.1.6.** Arrangements for appropriate public involvement, including court reporters and accommodations for persons with special communication or physical needs related to the public hearing, if requested. The Department will serve as the Hearing Official at any public hearing with the assistance of the Developer.
 - 1.1.7.** Preparation of public meeting and hearing materials.
 - 1.1.8.** Preparation of any necessary responses to comments.
 - 1.1.9.** Preparation of the public meeting and public hearing summary and analysis, and the comment and response reports.
 - 1.1.10.** Submission to the Department of a verbatim transcript of any public hearing and the original certification of the public involvement process as described in 43 TAC §2.4.
 - 1.1.11.** Preparation of required U.S. Army Corps of Engineers permit applications and associated drawings for impacts to jurisdictional

waters, including mitigation requirements. The Developer will be wholly responsible for any and all mitigation that would be required.

- 1.1.12.** The Developer is responsible for all Project-related environmental permits, issues, and commitments, including any mitigation or remediation that may be required under any law or regulation.
 - 1.1.13.** Submission to the department of documentation showing that all environmental permits, issues, and commitments have been or will be completed, including copies of permits or other approvals required prior to construction in accordance with 23 CFR §771.109.
- 1.2.** As set forth in Exhibit 1, Roles and Responsibilities, the Department will conduct environmental reviews throughout the clearance process in an attempt to receive the environmental approval of the Project.
- 1.2.1.** Except as otherwise required by law or by agreement between the Department and a state or federal agency, the Developer is responsible for coordinating with local governmental entities and applicable agencies throughout the Project planning process to assure compliance with applicable laws. The Developer and Department will make every reasonable effort to resolve disagreements with local governments and with state or federal agencies as they relate to environmental approval of the Project.
 - 1.2.2.** The Developer will coordinate the submission of documents for agency review with the Department.
 - 1.2.3.** The Department is responsible for coordinating all review activities listed in the review schedule defined in Exhibit 2, General Review Schedule. The Department is responsible for working with the lead agency, the cooperating agencies and any affected entities to ensure a timely and thorough coordination process through a specified staff working group. The Developer will be an integral participant throughout the review process to rapidly address comments and concerns necessary to secure clearance within the review schedule.

2. Right of Way Acquisition

- 2.1.** As provided in Section 7, Right of Way and Real Property, of this agreement, the Developer is responsible for the acquisition and provision of any right of way or real property needed for the Project (New Right of Way).
- 2.2.** The Developer will establish and maintain a project tracking system that is acceptable to the Department and that shows the right of way surveying and mapping, appraisal, acquisition, and relocation status of each parcel.
- 2.3.** The Developer and the Department will, upon commencement of each individual highway improvement, agree on the form and format of all required conveyance documents and other right of way related deliverables required by the Department for its permanent files.

- 2.3.1. Within ten (10) days after commencement of work on each individual highway improvement, the Developer will confirm in writing to the Department all agreed-upon terms relating to the acquisition of right of way.
 - 2.3.2. The Developer will provide the Department with a certification that it has received the Department's Right of Way Manual Collection and that it will comply with the procedures in that collection.
 - 2.3.3. The Developer shall execute the Certification of Compliance appended to Attachment H "Programmatic Procedures for Right of Way Oversight of Pass-Through Projects" as Exhibit A and, for each parcel to be acquired, the Developer will use checklists appended to Attachment H as Exhibit B. Attachment H is attached to and made a part of this agreement.
 - 2.4. The Developer will prepare right of way maps, property descriptions (field notes and parcel plats), and other data as needed to describe the right of way and access rights necessary for the Project.
 - 2.4.1. The field notes and parcel plats will be signed and sealed by a Registered Professional Land Surveyor currently licensed by the "Texas Board of Professional Land Surveying."
 - 2.4.2. Copies of this data will be delivered to the Department for review at least three weeks before beginning the standard process for acquisition of right of way for each individual highway improvement.
 - 2.5. The Developer will acquire fee simple title, any required drainage channel easements, and any required access rights, free and clear of all liens and encumbrances for all land to be used as right of way for the Project. Title to all real property rights will be acquired in the name of the State of Texas.
 - 2.5.1. Title to New Right of Way will exclude oil, gas, and sulfur from the deed without any right in the owners to ingress or egress to or from the surface of the land for the purpose of exploring, developing, drilling, or mining.
 - 2.5.2. The Developer will also provide the Department with title insurance for each individual parcel of New Right of Way in the name of the State of Texas as the insured owner.
 - 2.6. The Developer is responsible for the negotiation of access points at the time of acquisition based on Department's Roadway Design Manual, the Department's Access Management Manual, and the preferred access points shown on the schematic for the highway improvement.
 - 2.6.1. The access points for each highway improvement and the access denial line as depicted on the approved schematic will be incorporated into the deed when the property is acquired. Any proposed changes to the access denial line shall be submitted to the Department for review and approval.
 - 2.6.2. The Developer shall develop driveway permits and associated exhibits acceptable to the Department for each access point and obtain, at a

minimum, three original signed copies from the respective property owners.

- 2.7. The Developer will ensure that all right of way used in constructing the Project will be free and clear of all hazardous materials and contaminants. All costs associated with the detection and remediation of the hazardous materials and contaminants shall be borne by the Developer. The Developer shall provide written documentation from appropriate regulatory agencies that all known hazardous materials and contaminants in the right of way have been adequately mitigated or that the Developer otherwise meets the requirements for regulatory closure.
- 2.8. The Developer will provide tracings and electronic files of right of way maps and property descriptions to the Department and will also provide the Department a final map (digital and hard copy in a format approved by the Department) showing the final location of all utility lines that were adjusted or remained in place and joint use numbers assigned to those utilities.
- 2.9. The Developer will provide to the Department all original deeds and easements that convey property interests to the State of Texas.

3. Utilities

- 3.1. The Developer is responsible for determining the scope of utility work if the Project requires the adjustment, removal, or relocation of a utility facility. Utilities will not be adjusted, removed, or relocated before environmental approval is secured.
- 3.2. The Developer is responsible for notifying the appropriate utility company to schedule adjustments.
- 3.3. The Department will grant the Developer or its authorized representative site access to State right of way where required to execute the work and will issue right of entry for the performance of utility relocation.
- 3.4. The Developer is responsible for all costs associated with additional adjustment, removal, or relocation during the construction of the Project unless this work is provided by the owners of the utility facilities.
- 3.5. The Developer and the Department will, upon commencement of each individual highway improvement, agree on the form and format of all required utility agreements, including joint use acknowledgments.
- 3.6. The Developer will provide to the Department all original utility agreements, including joint-use acknowledgements, that are executed in connection with the Project.

4. Engineering Services

- 4.1. The Developer will remain the single point of contact for engineering and design issues. All correspondence and instruction to the design consultants will be the sole responsibility of the Developer.
- 4.2. At the commencement of an individual highway improvement, the Developer will coordinate a Design Concept Conference with the Department to establish the performance parameters and design requirements for the highway improvement, including the Pavement Design, Hydraulic Design, Design Concept Conference Forms and Typical Sections, which will remain in place throughout the implementation of the highway improvement.
- 4.3. All plans, specifications, and estimates developed by or on behalf of the Developer shall conform to the latest version of the Department's Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges, and the special specifications and special provisions related to them, and shall conform to the latest edition and revisions of the Department's Roadway Design Manual for desirable values unless approved by the Department. The construction plans furnished to the Department shall be reproducible tracings on mylar or equivalent.
- 4.4. If the Department determines that the complete plans, specifications, and estimates are unacceptable, the Developer shall correct the design documents to the Department's satisfaction. Should additional specifications or data be required by the Department, the Developer shall redesign the plans and specifications to the Department's satisfaction. The costs for additional work on the plans, specifications, and estimates shall be borne by the Developer.
- 4.5. If exceptions to the Department's design criteria are required as specified in the Department Roadway Design Manual, a request for exceptions shall follow the procedure set forth in that manual.
 - 4.5.1. If it becomes necessary to change a design after it has been approved by the Department, and if that change does not require the adoption of alternative design criteria or an exception to the Department's design criteria, the Developer will coordinate with the Department and Federal Highway Administration (FHWA) for approval of the change.
 - 4.5.2. The Department shall have no more than ten (10) business days either (1) to approve the design change as proposed by the Developer or (2) to respond with a Department-recommended alternative to the design change.
 - 4.5.3. If the Department responds with an alternative to the design change, the Developer and the Department shall work diligently to develop a mutually agreeable design solution.
 - 4.5.4. The Department is responsible for obtaining any necessary approval from FHWA.

4.6. Reviews

- 4.6.1.** When the design is approximately thirty (30) percent complete, the Developer shall submit a completed pavement design to the Department. The Department may request additional information related to the pavement design, and the Developer shall provide that information promptly. The pavement design must be approved by the Department before letting. After the pavement design has been approved by the Department, it may not be changed by either party without the written consent of the other.
- 4.6.2.** When design is 30% complete, the Developer will coordinate the submission of the following design information for a joint review session between the Developer and the Department to allow comments and concerns to be addressed by the Developer within the expedited review schedule defined in Exhibit 2, General Review Schedule.
- 4.6.3.** The following will be reviewed as set forth in Exhibit 1, Roles and Responsibilities.
- 1) Preliminary cross sections showing existing utility lines, R.O.W.
 - 2) Plan and profile sheet showing existing and proposed:
 - a) R.O.W. lines
 - b) Roadway alignments and profiles
 - c) Intersecting streets
 - d) Curb and lane lines
 - e) Existing Utilities
 - 3) Existing and proposed typical sections including pavement section
 - 4) Preliminary title and index sheets.
 - 5) Preliminary drainage area map, discharge relationships and drainage calculations.
 - 6) Storm drainage master plan.
 - 7) Preliminary culvert layouts.
 - 8) Preliminary bridge and bridge classification culvert layouts, including test hole information.
 - 9) Preliminary retaining wall layout, including test hole information.
 - 10) Sequence of work outline for traffic control.
 - 11) Preliminary traffic control typical sections and layouts.
 - 12) Preliminary intersection layouts.
 - 13) Preliminary utility layouts - identify potential conflicts and exchange of information with existing utilities.
 - 14) Update estimates and prepare preliminary roadway and drainage quantity summary sheets.
 - 15) Updated design contract schedule.
 - 16) Facility typical sections and pavement design.
 - 17) An additional joint review session for 60% design shall be at the discretion of the Department upon the completion of the 30% joint review session.
- 4.6.4.** When the Project design is 95% final, the Developer will coordinate the submission of the following information to the Department for review to

allow comments and concerns to be addressed by the Developer to secure approval of the Department and FHWA within the expedited review schedule defined in Exhibit 2, General Review Schedule.

- 1) Seven (7) copies of final plans, specifications, and engineer's estimate.
 - 2) Revisions to the preliminary design submittal.
 - 3) Proposal to award construction contract in compliance with applicable state and federal requirements.
 - 4) Proposed contract administration procedures for the construction contract with criteria that comply with the applicable national or state administration criteria and manuals.
 - 5) Documentation of all environmental permits, issues, and commitments that will be addressed in construction.
- 4.6.5.** For any individual highway improvement with a construction cost over \$25 million, the Developer shall conduct a value engineering workshop. Proposed changes to the design shall be submitted to the Department for review and approval.
- 4.6.6.** Approval by the Department of this final design submittal, in conjunction with environmental process, will constitute authorization for the Developer to advertise for construction bids. Approval may be conditioned on an amendment to this agreement if the final approved design significantly reduces the original scope of the Project as described in this agreement and applicable attachments.

5. Construction Responsibilities

- 5.1.** The Developer will supervise and inspect all work performed during construction and provide engineering inspection and testing services as may be required to ensure that the Project is accomplished in accordance with the approved plans and specifications.
- 5.1.1.** Unless the parties enter a separate agreement to the contrary, all correspondence and instruction to the contractor performing the work will be the sole responsibility of the Developer.
- 5.1.2.** All work will be performed, unless otherwise specifically stated in the contract documents for the Project, in accordance with the latest edition of the Department's Guide Schedule for Sampling and Testing, the Quality Assurance Program Manual, the Construction Contract Administration Manual, and the Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges or special specifications or provisions approved by the Department.
- 5.1.3.** The Developer shall ensure the implementation of a Project Quality Assurance Program (QAP), which shall include an Acceptance Program and an Independent Assurance (IA) Program. The Developer may adopt the Department's approved QAP, or develop an alternate QAP in conformance with the requirements in 23 CFR 637, Part B. If the Developer adopts the Department's QAP, no further Department

approval is required. Project records should document the adoption of the Department's QAP. If the Developer elects to develop an alternate QAP, the proposed alternate QAP shall be submitted to the Department for review and approval.

- 5.1.4. The Developer shall secure an independent laboratory to administer the Project IA Program. The Developer may use an AASHTO-accredited commercial laboratory, or a local Department District Laboratory upon mutual agreement between the two parties.
- 5.1.5. The Developer shall ensure proper inspection of off-site fabricated products at structural steel fabrication plants, pipe manufacturing plants, commercial precast prestressed and non-stressed concrete products plants, and any job site prestressed concrete plants. The Developer shall set aside necessary funds for such inspection services, whether performed by a Developer-contracted commercial entity or by the Department. If the Developer elects to utilize Department off-site inspection services, the Developer must enter into an Inter-local Agreement with the Department's Construction Division, Materials & Pavements Section (CSTM&P).
- 5.2. The Department will grant the Developer or its authorized representative access to State right of way to perform any activities required to execute the work and issue a right of entry for the performance of all construction activity.
- 5.3. Subject to Section 10, Construction Responsibilities, of this agreement, the Developer will negotiate and approve all change orders and other contract revisions that the Developer finds necessary or convenient to accomplish the construction activities for the Project. For change orders and other contract revisions that affect prior environmental approvals or result in non-conformity with the specifications and standards agreed upon for the Project, the Developer must assess any potential environmental effects and any additional or revised environmental permits, issues, coordination, mitigation, and commitments required as a result of the contract revisions.
 - 5.3.1. The Developer will document any such changes, including a proposed course of action.
 - 5.3.2. The Developer will notify the Department of the need for such changes and submit the appropriate documentation.
 - 5.3.3. The Department shall have no more than ten (10) business days after the Developer's submission either to approve the changes as submitted by the Developer or to respond with the Department's proposed revisions.
 - 5.3.4. If the Department responds with revisions, the Developer and the Department will work diligently and in good faith to develop mutually agreeable changes that shall then be implemented by the Developer.
 - 5.3.5. The Developer shall be responsible for obtaining any required approvals from federal, state, or local governmental authorities, with the exception of the Department and FHWA, and except as otherwise specified in this agreement.

- 5.3.6. To the extent that a change order requires the adoption of alternative design criteria, an exception to the Department's design criteria, or a change in the approved design, the design must be approved as set forth in Sections 4.3, 4.4, or 4.5, as applicable.
- 5.4. The Developer will comply with applicable Federal requirements throughout the procurement and construction process in order to maintain the Department's eligibility for Federal reimbursement for Project costs. The Developer's compliance with requirements necessary to maintain eligibility for federal reimbursement is a condition precedent to performance by the Department.
- 5.5. Within six (6) months after issuance of the "Letter of Acceptance" for a highway improvement, the Developer will provide to the Department all documents and submittals identified in the Department's Construction Contract Administration Manual. This documentation includes:
- 1) Record Drawings and Final Construction Records,
 - 2) Engineer Certification of Project Completion, and
 - 3) Right of Way Parcel Information (Exhibits, Descriptions, Right of Way Maps, Field Notes, etc.)

6. General

- 6.1. The Developer and the Department will agree on a transition plan at the time of or before completion of a highway improvement.
- 6.2. The Developer will schedule regular meetings with the Department to maintain the communication necessary to successfully implement the Project.
- 6.3. The Developer will prepare program organizational and management documents, including Program Management Plan and Quality Control/Quality Assurance Plan for all work products. The Developer will provide these documents to the Department for all contracted firms participating in the Project.
- 6.4. The Developer will maintain all documentation relative to implementation and completion of the Project, including, without limitation, documentation relating to environmental issues, acquisition of right of way, preliminary and final design, and bidding, award, and construction of the Project.

ATTACHMENT D
Exhibit 1: Roles and Responsibilities for Each Entity

	Responsible Party
Preliminary Engineering	
Retain Consultant	Developer
Develop Preliminary Design	Developer
Develop Preliminary Cost Estimate	Developer
Define Right of Way Requirements	Developer
Department Review and Approval of Preliminary Engineering Report	Developer, Department
Environmental Review	
Retain Consultant	Developer
Draft Environmental Documents	Developer
Schedule & Conduct Public Meetings	Developer, Department
Review of Environmental Documentation	Developer, Department, FHWA
Notification and Documentation of Comments	Developer
Publish and Hold Public Hearings	Developer, Department
Analyze and Document Public Hearings	Developer
Final Review	Developer, Department, FHWA
Document Approval	Department, FHWA
Environmental Permits, Issues, and Commitments	Developer
Permitting	
Develop Required Permit Applications	Developer
Submit Required Permit Applications	Developer, Department
Right of Way Acquisition	
Develop Right of Way Budget	Developer
Retain Surveyor	Developer
Develop Right of Way Map	Developer
Retain Appraisers	Developer
Work with Owners on Donations, Access, Etc.	Developer
Purchase Parcels After NEPA Process	Developer
Eminent Domain Proceedings	Developer
Utility Identification and Relocation	Developer
Oversight and Audit of Right of Way Process	Department

	Responsible Party
Design	
Retain Designer, Geotech, Surveyor, and other professional service providers	Developer
Develop 30% Submittal Package	Developer
30% Submittal for Department Review	Developer
Develop 60% Submittal Package *	Developer
60% Submittal for Department Review *	Developer
Final Submittal for Department Review	Developer
Approval of Design	Department, FHWA
Bid for Construction	
Preparation of Bid Documents	Developer
Advertisement for Bids	Developer
Bid Opening, Evaluation, and Award	Developer
Certified Final Award	Developer
Construction	
Coordination with Utilities for Relocation	Developer
Issuance of Construction Notice To Proceed	Developer
Administration of Construction Contract	Developer
Inspection of Construction	Developer
Issuance of Notification of Substantial Completion	Developer
Issuance of Letter of Approval for Payment	Department
Issuance of Notification of Completion	Developer
Issuance of Letter of Acceptance	Department

* Only applies if Department requires

ATTACHMENT D
Exhibit 2: General Review Schedule

Specific timelines are incorporated into the timeline for each highway improvement.

Type of Review		Review Time
1	Preliminary/Schematic Layout Review	2 weeks
2	Joint Environmental Review	To be determined
	Review (Department)	
	Review (Categorical Exclusion) (2 weeks district; 2 weeks ENV)	4 weeks *
	Review (Environmental Assessment) (3 weeks district; 3 weeks ENV)	6 weeks *
	Review (Environmental Impact Statement) (4 weeks district; 4 weeks ENV)	8 weeks *
	Resource Agency Review	To be determined
	FHWA Review (draft document)	To be determined (minimum 4 weeks)
	Release by the Department to Public Hearing <ul style="list-style-type: none"> • Advertising for public hearing • Conducting Public Hearing • Receipt of written comments 	6 weeks plus 10 days for receipt of written comments
	Developer Addresses Comments from Public Hearing and prepares Summary and Analysis and Comment Response Report	6 weeks
	Department Review of Summary and Analysis and Comment Response Report (2 weeks district; 2 weeks ENV)	4 weeks
FHWA Review of Summary and Analysis and Comment Response Report and issues determination document	To be determined (minimum 4 weeks)	
3	Review of Plans, Specifications, and Estimates	30% Completion
		60% Completion ***
		100% Completion (2 weeks district, 2 weeks DES)
		Federal Approval of Letter of Authority

* Review Time may start over for substantial comments on draft of document
 ** Review Time may start over for substantial revisions of plans
 *** Only applies if required by Department

ATTACHMENT F

Project Schedule

Project	2011												2012												2013											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP			
US 163A Improvements																																				
Environmental Clearance																																				
Final Design																																				
ROW Acquisition																																				
Letting/Start																																				
Construction																																				
Open to Traffic																																				

ATTACHMENT G

Resolution or Ordinance

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

RESOLUTION NO. 11-139

**APPROVING A PASS-THROUGH TOLL AGREEMENT WITH THE TEXAS
DEPARTMENT OF TRANSPORTATION RELATING TO FUNDING FOR THE US183 /
183A INTERSECTION IMPROVEMENT PROJECT.**

WHEREAS, on July 28, 2011, the Texas Transportation Commission authorized a pass-through agreement between the Texas Department of Transportation and CTRMA to fund and develop improvements to the intersection of the 183A Turnpike and US 183 at the north end of the 183A Turnpike; and

WHEREAS, staff at the Texas Department of Transportation and CTRMA have agreed to a proposed Pass-Through Agreement for Payment of Pass-Through Tolls by the Department, a copy of which is attached as Attachment A to this resolution; and

WHEREAS, the Executive Director recommends approval of the proposed agreement attached as Attachment A.

NOW THEREFORE, BE IT RESOLVED that the proposed agreement with the Texas Department of Transportation for Payment of Pass-Through Tolls is approved; and

BE IT FURTHER RESOLVED that the Board authorizes the Executive Director to finalize and execute the proposed agreement in the form or substantially the same form as in Attachment A.

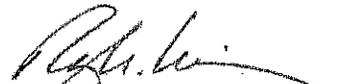
Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 7th day of December, 2011.

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: 11-139
Date Passed: 12/7/11

ATTACHMENT H

PROGRAMMATIC PROCEDURE FOR RIGHT OF WAY OVERSIGHT OF PASS-THROUGH PROJECTS

For those Pass-Through projects where a Pass-Through Toll Agreement (Agreement) has been entered into by and between the Texas Department of Transportation (the Department) and a local public agency (county or municipality), and in conjunction with such Agreement the local public agency (LPA) has also executed a "Certification of Compliance" in the form as attached to this agreement as Attachment H - Exhibit A, the Department shall provide right of way monitoring and audit of the acquisition of right of way in the following manner:

1. Following the execution by the LPA of the Certification of Compliance, schedule a meeting as soon as practical with the LPA officials who will be providing oversight and management of the Project for the LPA, and also with the project managers of any engineering consultant hired by the LPA to directly manage the Project, to include those individuals both from the LPA and under contract with the engineering consultant to handle right of way acquisition.
 - A. At this meeting, discuss the need to establish separate right of way parcel files for each parcel of land or easement to be acquired for the Project, and to include and retain within each parcel file, documentation that establishes that all certifications contained in the "Certification of Compliance" have been met. Emphasize that a detailed written "negotiator's report" for all negotiation contacts must be included within each parcel file (as provided for in the on-line Right of Way Manual Collection).
 - B. Provide a copy of the "Title III Parcel Review Checklist for LPAs" (a copy of which is attached to this agreement as Attachment H - Exhibit B) which the Department will be utilizing when it monitors and audits a random selection of parcel files each month during the progress of the right of way acquisitions for the Project.
 - C. Provide a copy of the form for the conveyance instruments to be utilized for initial acquisition of right of way interests in accordance with the Agreement and also the form for the final conveyance of all right of way interests acquired from the LPA (Developer in the Agreement) to the State of Texas upon completion of each Project.
2. Beginning the month following the initiation of right of way acquisition by the LPA, the Department shall, not less than once a month, meet with the LPA and any consultants retained by the LPA that are handling right of way parcel acquisition and randomly select from those parcels for which acquisition has been completed or are in the process of being submitted for eminent domain

proceedings during the prior month, either three of such parcels, or 10% of the total number of such parcels reaching such status during the prior month (whichever is more), and audit such parcel files using the Title III Parcel Review Checklist for LPAs.

- A. For those parcels so audited which according to the audit and completion of the checklist appear to be in compliance with Title III guidelines, place one copy of the checklist within the parcel file, and retain an additional copy of the checklist for the Department's monitoring and auditing file for this Project.
- B. For any parcel so audited for which one or more checklist items indicate non-compliance with Title III guidelines, the Department shall provide written notice to the LPA containing detailed information about such non-compliance, together with recommended action to be taken by the LPA in order to remedy such non-compliance. An additional copy of such written notice shall be placed in the parcel file and a copy also retained by the Department for the Department's monitoring and auditing file for this Project.
- C. During any subsequent month's Department review of parcel files as required under paragraph 2. above, in addition to auditing the number of new parcel files required above, the Department shall specifically re-review any parcel files for which non-compliance notices were provided, and additional written documentation placed in such parcel file indicating the current status relating to the prior non-compliance, and if the non-compliance status still exists, provide an additional written notice of this to the LPA. If, after the third month's review of a parcel with a non-compliance notice, the non-compliance status remains, and it appears to the the Department personnel conducting the review that the LPA is not taking sufficient steps to remedy the non-compliance, the Department Right of Way Division shall be provided a copy of all prior notices of non-compliance for review. If this review determines there is definitely continuing non-compliance without adequate basis or other justification, a letter will be issued from the Right of Way Division to the LPA, informing the LPA that acquisition of the parcel does not meet the requirements of the "Uniform Act" which could result in the Project being ineligible for State and Federal participation in reimbursement payments, and unless remedied, such could be considered a material breach of the Agreement. A copy of this letter will be provided to the local Federal Highway Administration Realty Office and also to the Department Office of General Counsel.

**ATTACHMENT H
EXHIBIT A**

CERTIFICATION OF COMPLIANCE

Central Texas Regional Mobility Authority (CTRMA), the Developer under a Pass-Through Toll Agreement with the Texas Department of Transportation (the Department) for the purpose of constructing and operating improvements to the intersection of US 183 and 183A, pursuant to Texas Transportation Commission Minute Order 112755 (the Project), hereby certifies that:

- (1) real property will be acquired for the Project right of way in compliance with all applicable State and Federal laws and requirements, including the policies and practices of the Right of Way Manual Collection of the Department's Online Manual System and Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §4601 et seq.;
- (2) it has received and has continuing access to the Online Right of Way Manual Collection; and
- (3) prior to the implementation of any procedures that are at variance with established Department policies and practices for the acquisition of real property, CTRMA will submit such procedures in writing to the Department's District Engineer for the Austin District, and the Executive Director's approval must be obtained.

For purposes of this Project, it is understood that references in the Right of Way Manual Collection to TxDOT personnel, Department personnel, District personnel, District, District Engineer, ROW Division, Director of the ROW Division, and other similar Department employees or titles involved in the acquisition process shall be deemed to mean CTRMA and its authorized agents. It is the intent of this provision to allow CTRMA to acquire real property for the Project on behalf of the Department without prior review and approval of the Department, subject to compliance with all applicable State and Federal laws and requirements as described above, the variance procedure, and the Department's audit and enforcement obligations.

Date: 01/10/, 2012

Central Texas Regional Mobility Authority

By: *Mike Heiligenstein*
Mike Heiligenstein
Executive Director

ACCEPTED:

TEXAS DEPARTMENT
OF TRANSPORTATION

By: *Phil Wilson*
Phil Wilson
Executive Director

FEDERAL HIGHWAY ADMINISTRATION

By: _____
Printed Name: _____
Title: _____

**ATTACHMENT H
EXHIBIT B**

TITLE III PARCEL REVIEW CHECKLIST FOR LPAs

County:
District:
ROW CSJ No.:
Parcel No.:
Acquiring Agency:

General

Was the informational notice given to owner? Yes No

Date of the notice:

Was the "Landowner's Bill of Rights Statement" properly provided prior to initiation of negotiations? Yes No

Date provided:

Appraisal

Was the real property appraised before the initiation of negotiations? Yes No

Approval date of the appraisal:

Was the owner or his designated representative given the opportunity to accompany the appraiser during inspection of the property? Yes No

Did the appraisal disregard any decrease or increase in value caused by the proposed facility? Yes No

Did the written appraisal of the parcel conform to the established standards for appraisal? Yes No

Does the acquiring agency require compliance with the Uniform Standards of Professional Appraisal Practices (USPAP) and Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) for appraisals? Yes No

Were the appraiser and review appraiser qualified by the acquiring agency? Yes No

Were there any apparent conflicts of interest on the project on behalf of the appraiser or review appraiser? Yes No

Was a written appraisal review report prepared, and an executed certification provided by a qualified review appraiser? Yes No

Were all items of real estate included in the appraisal? Yes No

Were retention values for any improvements retained by the owner properly documented? Yes No

Negotiation

Did the review appraiser negotiate for acquisition? Yes No

Did the appraiser negotiate for any parcel for which the appraised just compensation was more than \$2,500? Yes No

Were acquisition policies and procedures explained to the owner? Yes No

Was prompt written offer made to acquire real property for the full amount of the approved appraisal of just compensation? Yes No

Date of the first written offer:

The written offer included the following:

- statement of the full amount established as just compensation
- separate statement as to damages (if applicable)
- description and location identification of the ROW parcel, and of the interest in the real property to be acquired
- identification of the buildings, structures and other improvements considered to be real property for which the offer is made
- identification of separately owned interests (if applicable)
- a copy of the appraisal report delivered to the owner at the time the offer was made

Was the offer and its basis discussed with the owner? Yes No

Was the owner given reasonable opportunity to consider the offer and to present material believed to be relevant to valuation of the property? Yes No

Was any evidence discovered which suggests that coercive action was taken to compel agreement on price paid for the property? Yes No

Was the owner required to surrender possession before payment was made or proper award deposited in court? Yes No

If the property was donated, was the owner advised of his right to receive just compensation? Yes No

Was every reasonable effort made to acquire the property expeditiously by negotiation? Yes No

Was property acquired under Title VI requirements, without regard to race, color, age, religion, sex, national origin, or handicap? Yes No

Relocation Assistance

The acquisition of this property resulted in the displacement of: (check all that apply)

- None Residence Business Farm Operation Non-Profit Organization Personal Property Only

If residential, was a replacement housing supplement computed utilizing comparable decent, safe, and sanitary replacement housing? Yes No

Amount of the supplement:

Date approved:

