

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

RESOLUTION NO. 09-87

**HNTB GEC Scope of Services/Work Authorization No. 4 for
General Project Development**

WHEREAS, the Central Texas Regional Mobility Authority ("CTRMA") was created pursuant to the request of Travis and Williamson Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.01, *et. seq.* (the "RMA Rules"); and

WHEREAS, the Board of Directors of the CTRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, the CTRMA utilizes HNTB as a General Engineering Consultant ("GEC") pursuant to an existing Agreement for General Consulting Engineering Services dated September 1, 2003 and the CTRMA Board of Directors has authorized the negotiation and execution of a new GEC Agreement (the "New GEC Agreement") that will be executed prior to expiration of the existing Agreement; and

WHEREAS, the GEC provides various services to the CTRMA, including activities required to assist the Authority in the study and initial development of Future Projects and any additional activities as requested of the GEC (the "GEC Project Development Services"); and

WHEREAS, Work Authorization No. 4 to the New GEC Agreement, including a Scope of Services ("Work Authorization No. 4") describing the GEC Project Development Services to be provided to the CTRMA has been developed and is in substantially the form attached hereto as Attachment "A", and such Work Authorization No. 4 establishes an amount to be paid as compensation for the GEC Project Development Services; and

WHEREAS, it is necessary that the Board of Directors approve Work Authorization No. 4 and its execution by the Executive Director.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the CTRMA hereby adopts and approves Work Authorization No. 4 and the related Scope of Services in substantially the form attached hereto as Attachment "A"; and

BE IT FURTHER RESOLVED, that Work Authorization No. 4 and the related Scope of Services may be executed by the Executive Director on behalf of the CTRMA and that Work Authorization No. 4 may be amended from time to time by written amendment as deemed necessary the Board of Directors.

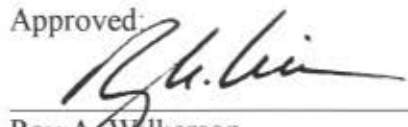
Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 17th day of December, 2009.

Submitted and reviewed by:



Tom Nielson
General Counsel for the Central
Texas Regional Mobility Authority

Approved:



Ray A. Wilkerson
Chairman, Board of Directors
Resolution Number 09-87
Date Passed 12/17/09

ATTACHMENT "A"
TO
RESOLUTION 09-87
HNTB GEC Scope of Services/Work Authorization No. 4

APPENDIX D

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 4.0

This Work Authorization is made as of this ____ day of _____, _____, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of _____, 2009 (the "Agreement"), between the Central Texas Regional Mobility Authority ("Authority") and HNTB Corporation ("GEC"). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

General Project Activities

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

Please reference Attachment A – Scope of Work

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

Please reference Attachment A – Scope of Work

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

Please reference Attachment A – Scope of Work

Section B. - Schedule

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

WA No.4 Services defined herein will expire June 30, 2010.

Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, the Authority shall pay to the GEC the amount not to exceed \$188,205.00, based on the Attachment B – Fee Estimate. Compensation shall be in accordance with the Agreement.

The Authority and the GEC agree that the budget amounts contained in Attachment B-Fee Estimate for the various companies and firms composing the GEC are estimates and that these individual figures may be redistributed and/or adjusted as necessary over the duration of this Work Authorization. The GEC may alter the compensation distribution between tasks or work assignments to be consistent with the Services actually rendered within the total

Work Authorization amount. The GEC shall not exceed the maximum amount payable without prior written permission by the Authority.

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

Section D. - Authority's Responsibilities

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

N/A

Section E. - Other Provisions

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

N/A

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

Authority:

**CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY**

By: _____

Name: _____

Title: _____

Date: _____

GEC:

HNTB Corporation

By: _____

Name: _____

Title: _____

Date: _____

CENTRAL TEXAS RMA
ATTACHMENT A – SCOPE OF SERVICES
WORK AUTHORIZATION NO. 4

SERVICES TO BE PROVIDED BY THE GENERAL ENGINEERING CONSULTANT
(GEC)

General

The scope of services to be performed by the GEC will include, but not be limited to, those professional services and deliverables related to General Project Activities required to assist the Central Texas Regional Mobility Authority (the Authority) in the study and initial development of Future Projects.

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

1) PROJECT MANAGEMENT & ADMINISTRATION

The GEC will perform project management, administrative and coordination duties, including contract administration, project management, reporting, meeting minutes of required meetings and telephone conversations, and other related administrative tasks (e.g., direct costs) associated with the Project, including:

a) Coordinate, Procure, Execute and Administer Work Authorizations

Prepare and execute contracts as required with the Authority and subconsultants. Monitor and supervise subconsultant activities, review all work products prepared by subconsultant, review and approve subconsultant progress reports and invoices.

b) Progress Reports and Invoices

Prepare monthly invoices and progress reports for the work tasks, together with evidence of work accomplished during the time period since the previous report. A monthly progress report will be submitted and will include: activities completed, initiated or ongoing, during the reporting period; activities planned for the coming period; challenges encountered and actions to remedy them; overall status, including a tabulation of percentage complete by task; updated project schedule; and DBE utilization status.

c) Record Keeping and File Management

Maintain all records and files related to the Project throughout the duration of the Services. Uploading of project files to a shared website will be coordinated with the Authority. Maintain and update via approved software the deliverables tracking log provided by the Authority.

d) Correspondence

Prepare written materials, letters, survey forms, etc. used to solicit information or collect data for the project and submit them to the Authority for review and approval prior to its use or distribution. Copies of relevant outgoing correspondence and incoming correspondence will be provided to the Authority on a continuing basis.

2) GENERAL PROJECT DEVELOPMENT SUPPORT

The GEC will be a resource with respect to the project development of the Agency's Programs, as requested by the Authority. The GEC support services include the following areas:

- a) Oversight and/or preparation of project feasibility investigation, analysis, and evaluation;
- b) Oversight and/or preparation of environmental documents in compliance with NEPA requirements, such as Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements;
- c) Oversight and/or preparation of Preliminary and Final Engineering Design documents and Technical Support;
- d) Oversight and/or preparation of Toll Systems design, procurement and implementation;
- e) Coordination with utilities;
- f) Coordination of right-of-way activities;
- g) Oversight and/or preparation of project Cost Estimates and Schedules;
- h) Coordination with agencies such as the CAMPO, U.S. Corps of Engineers, US Fish and Wildlife Service, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Commission on Environmental Quality, Texas Department of Transportation, Federal Highway Administration, counties and cities;
- i) Prepare Concept Reports identifying proposed improvements or deficient conditions, and proposing appropriate improvements, repairs or rehabilitation as requested by the Authority. The GEC will meet with the Director of Engineering or the Director of Operations and/or a representative to review the findings and opinions of the GEC as set forth in the Concept Report. The Final Report will be presented to the Authority's Executive Director for approval. The reports shall be presented in the following general manner:
 - Description of general problems and existing conditions;
 - Outline of the investigations and studies;
 - Opinions required to solve the problem including alternatives considered;
 - Analysis of economic and/or other factors of the alternatives considered;
 - Description of the proposed facilities, including basic data and a general layout drawing showing the relationship of the proposed improvements to the existing facilities;
 - Opinions regarding operating and maintenance procedures;
 - Establish additional criteria and standards, if necessary, for design;
 - Estimates of capital, operating, and maintenance costs of the proposed facilities;
 - Schedule for the recommended improvements with staged construction or installation.

- j) Oversight and/or preparation of project funding applications and administration;
- k) Public Information and Communications support, as requested by the Authority;
- l) Oversight and/or performance of construction activities;
- m) Attendance at meetings, as requested by the Authority;
- n) Perform various assignments of less than one week duration as requested by the Authority;
- o) Perform traffic count surveys to quantify travel patterns or changes in traffic patterns as may be warranted by changing development patterns, or as requested by the Authority;
- p) Preparation of reports; and
- q) Conduct field visits and evaluations.

[END OF SECTION]

