

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

RESOLUTION NO. 20-087

**APPROVING WORK AUTHORIZATION NO. 16 WITH ATKINS NORTH AMERICA,
INC. FOR PROJECT MANAGEMENT AND CONSTRUCTION OVERSIGHT ON THE
183A PHASE III PROJECT**

WHEREAS, by Resolution No. 17-067, dated December 13, 2017, the Board of Directors approved a Master Agreement with Atkins North America, Inc. (Atkins) for general engineering consultant services; and

WHEREAS, on October 15, 2020 the Mobility Authority entered into a construction contract with The Lane Construction Corporation for the 183A Phase III Project; and

WHEREAS, the Mobility Authority anticipates issuing a notice to proceed with construction in March 2021; and

WHEREAS, the Mobility Authority requires general engineering consultant services including project management and construction oversight for the 183A Phase III Project; and

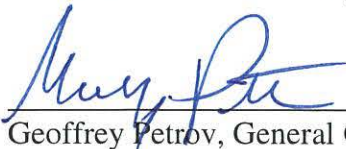
WHEREAS, the Executive Director and Atkins have negotiated proposed Work Authorization No. 16 for general engineering consultant services including project management and construction oversight for the 183A Phase III Project in an amount not to exceed \$7,184,888; and

WHEREAS, the Executive Director recommends the Board approve Work Authorization No. 16 in the form or substantially the form attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED that the Board approves Work Authorization No. 16 in an amount not to exceed \$7,184,888, and hereby authorizes the Executive Director to finalize and execute the work authorization on behalf of the Mobility Authority in the form or substantially the same form as Exhibit A.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 18th day of November 2020.

Submitted and reviewed by:



Geoffrey Petrov, General Counsel

Approved:



Robert W. Jenkins, Jr.
Chairman, Board of Directors

Exhibit A

EXHIBIT A
WORK AUTHORIZATION

Work Authorization No.16

This Work Authorization is made as of this ___ day of _____, 2020, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of December 19th, 2017 (the Agreement), between the **Central Texas Regional Mobility Authority** (Authority) and **Atkins North America, Inc.** (GEC). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

183A Phase III
GEC Services – Construction Oversight

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

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

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

Not applicable.

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

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

Section B. - Schedule

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

Services defined herein are expected to be substantially complete by Final Acceptance. This Work Authorization will not expire until all tasks associated with the Scope of Services are complete as determined by the Authority.

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 \$7,184,888 based on Attachment B -Fee Estimate. Included in the above fee is compensation for Direct Expenses under this contract which are incurred as part of normal business operations (i.e., Equipment rentals, internal document reproduction, internal plotting, travel and parking associated with local meetings, etc.) will be reimbursed on a lump-sum and itemized basis. Profit will be 10% for all services. Compensation shall be in accordance with

the Agreement.

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

Section D. - Authority's Responsibilities

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

Not applicable

Section E. - Other Provisions

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

Not applicable.

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

Authority: Central Texas Regional Mobility Authority

GEC: Atkins North America, Inc.

By: Mike Heiligenstein

By: _____

Signature: _____

Signature: _____

Title: Executive Director

Title: _____

Date: _____

Date: _____

CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

WORK AUTHORIZATION NO. 16

Atkins

ATTACHMENT A SERVICES TO BE PROVIDED BY GEC

GENERAL

The work to be performed by the General Engineering Consultant (GEC) will include project management services necessary to oversee the construction of 183A Phase III (hereinafter referred to as the “Project”) through the use of a Design/Bid/Build Contract (hereinafter referred to as the “Contract”). This will entail those professional services and associated deliverables required to complete the oversight activities associated with the management of the Construction Engineering and Inspection Consultant (“CE&I”) and the construction Contractor.

The GEC will provide support to manage and oversee the CE&I service provider contract.

The GEC will coordinate with the CE&I, the Mobility Authority, the Contractor and other consultants, as directed, acting as an extension of the Mobility Authority’s staff by providing qualified technical and professional personnel, as necessary, to perform the duties and responsibilities assigned under the terms of this Agreement. The GEC shall not control the construction under the Contract. Oversight reviews by the GEC will not relieve the Contractor of sole responsibility for the means and methods of construction, or for health or safety precautions in connection with the work under the Contract. With comments and recommendations provided by the CE&I and GEC, Final Acceptance decisions for construction shall be made by the Mobility Authority staff and coordinated with TxDOT as applicable.

The GEC will maintain core field oversight staff at the Contractor-provided project office to oversee the CE&I in their role of monitoring the contractor; including invoicing and administrative support, for activities required to complete the overall oversight efforts. Non-field personnel will be housed at their regular staffing location. This staff will represent the Mobility Authority’s interests on the Project.

TASK 1 PROJECT MANAGEMENT

The GEC will provide staff to administer, manage, review and coordinate development of the Project. The GEC will develop and maintain a staffing plan for consistency and appropriate levels of Project staffing. Activities included in this task:

1.1 Contracting Support

Complete various Contracting phase efforts associated with the Contractor and CE&I procurement, including:

- Prepare documents for debriefings to be used by the Mobility Authority for proposers to the CE&I procurement.

1.2 TIFIA application and Finance Support

- Issue such certificates as are required to be delivered by the GEC regarding specific scope of the project; estimated capital costs; estimated operations, maintenance, and renewal & replacement costs; and implementation/open to traffic schedule.
- Present the accuracy and reliability of project costs and schedules to the bond rating agencies and insurers during bond sales.
- Support the Mobility Authority with the preparation of a TIFIA application and supporting documentation.
- Coordinate as necessary with the Authority, Bond Counsels, Financial Advisors, and Underwriters on the bond finance team for the TIFIA application process.

- Provide support as needed for the management of the terms and conditions of the Financial Agreement and Project Development Agreement with TxDOT.
- Provide monthly GEC certifications required for disbursement of bond proceeds for project costs.

1.3 Project Administration & Coordination

- The GEC will provide project administration functions coordinating efforts of the Engineer of Record (EOR), CE&I and contractor, and reviewing contract compliance as required to follow all applicable rules and regulations. Assist the Mobility Authority in coordination with the Contractor between letting and Construction NTP
- Coordinate with the Contractor to ensure baseline schedule accurately reflects current status of project
- Meet with Contractor post letting to review potential construction sequencing or other project changes
- Assist Mobility Authority in the evaluation of Contractor's post letting proposed changes
- Report Project progress and issues in a timely manner.
- Review compliance of the CE&I in their project administration and oversight of the construction of the Contract work. Including, but not limited to:
 - Assist in the surveillance of the Contractor's compliance with contract requirements. The GEC is responsible for ensuring the CE&I is reviewing, monitoring, evaluating, and acting upon documentation required for Contract compliance and maintaining the appropriate files thereof. Typical areas of compliance responsibility include EEO Affirmative Action, DBE, OJT positions and number of hours, and payroll and subcontracts.
 - Provide compliance oversight of third-party agreements and development permits that are to be completed and executed by the Contractor including:
 - Dewatering permits
 - NPDES permits
 - Demolition permits
 - Noise permits
- Provide management and administrative support for Mobility Authority service providers that will perform design services, construction engineering, inspection, materials testing, and survey services as part of the oversight team.
- Ensure that any permitting required directly by the Mobility Authority has been submitted and approved prior to construction.
- Attend Project's preconstruction meeting and review preconstruction meeting agenda provided by the CE&I.

1.4 Sub-Consultants

- Coordinate, contract, and provide oversight for all sub-consultants to the GEC.

1.5 Change Order Processing & Management

The GEC will review and coordinate with the CE&I all change orders and coordinate these efforts with the Mobility Authority to gain approvals to progress the project. Work will include, but is not limited to:

- Ensure the CE&I is providing thorough reviews of all submitted change orders, including documentation of materials, equipment, manpower, overhead, and other aspects related to any increase or decrease in cost or days.

- Review potential change orders on the Project, processed by the CE&I, and process in accordance with the Contract and coordinate with external agencies as required.
- Review change orders submitted by the CE&I consultant that are prepared by the Contractor, review CE&I evaluation of Contractor claims for extension of time and provide comments and recommendations to the Mobility Authority.
- Coordinate Mobility Authority directed change orders with the CE&I and Contractor.
- Review CE&I logs and retain all documents associated with potential change orders, to ensure completeness and accuracy for the project records.
- Review constructability reviews performed by the CE&I of Work Sequence Plans submitted by the Contractor.

1.6 Dispute/Claims Support

The GEC will provide consultation and assistance to the Mobility Authority and their General Counsel related to aspects of the design, construction, duties and services required during the development and implementation of the Project:

- Coordinate with CE&I to assemble supporting documentation, review, analyze and provide recommendations to the Mobility Authority on the Contractor's submittal of a dispute.
- Review, analyze and make recommendations to the Mobility Authority on the Contractor's claim package submittal.

1.7 Project Meetings & Documentation

The GEC will attend the following Project meetings, as necessary, to assess progress, schedule, and quality of services being provided as well as identify issues:

- Internal Team Meetings (Weekly)
- Internal Project Review Meetings (Monthly)
- Issue Resolution Meetings (As Needed)
- Mobility Authority Construction Status Update Meetings (Monthly)
- Mobility Authority Board Meetings (Quarterly)
- Maintenance of Traffic (Weekly)
- Public Information/Construction Communications (Weekly)
- 4-Week Rolling Schedule Review (Weekly)
- Comprehensive Schedule (Monthly)

The GEC will ensure that the CE&I has prepared agendas, meeting minutes, action plans and follow-up action item status for each of the Project meetings and distributed to attendees and appropriate personnel in a timely manner. The GEC will work with the CE&I to provide agendas in advance of meetings to provide enough notice to participants to prepare.

1.8 Document Controls

- For GEC generated documents assign identification coding to incoming and outgoing Project related documentation and perform entry into the EDMS.
- Prepare, manage, record, distribute and archive documentation of Project activities, progress, and related communications.

1.9 Response to Open Records Requests

- Perform retrieval of documents as a result of open records requests and coordinate response with Legal.

TASK 2 – REPORTING

The GEC will provide reporting required in accordance with the TxDOT Project Development Agreement (PDA), Bond Indenture, TIFIA, and the Mobility Authority. The GEC will provide qualified technical and professional personnel to perform this task. The following activities are included:

2.1 Program Reporting

- Prepare and issue monthly reports on the Project’s status which will document any issues, delays encountered, and corrective actions as necessary.
- Provide a monthly update to the Mobility Authority on key milestones accomplished during the preceding month, meetings and key activities for the upcoming month, and identify outstanding issues requiring resolution.
- Track, monitor, and report on contracts and budgets for the GEC, third party consultants and the Contractor.
- Track, monitor, and prepare reports on DBE/HUB utilization for Contractor’s DBE/HUB program, third party consultants, and GEC Team.

2.2 Annual Financial Plan Updates

- Prepare and issue required annual updates to the Financial Plan to TxDOT and FHWA.

2.3 Trust Indenture and TIFA Reporting

- Prepare monthly reports with an executive summary that provides a comprehensive summary of the monthly activities and the overall Project progress.
- Prepare quarterly reports with an executive summary that provides a comprehensive summary of the monthly reports and the overall Project progress.

TASK 3 – PROJECT CONTROLS

The GEC will provide project controls required to provide oversight to the CEI team on the project and inform the Mobility Authority of key developments. The GEC will provide qualified technical and professional personnel to perform this task. The following activities are included:

3.1 Project Schedule

The GEC will provide staff to coordinate the Project scheduling efforts. Specific activities include:

- Evaluate, monitor and verify the CEI teams schedule review submittals.
- Identify, catalog, and archive Baseline Schedule, schedule revisions, updates and Recovery Schedules. Report critical path and major schedule changes to the Mobility Authority.

TASK 4 – CONSTRUCTION OVERSIGHT (CODE 13720)

The GEC will provide professional services associated with oversight of the EOR, CE&I, Contractor, and the Systems Integrator (SI). The GEC will provide qualified technical and professional personnel to perform this task. In performance of this task, the GEC shall not direct, manage or control the Contractor’s or SI’s construction work activities. Construction Oversight by the GEC will not relieve the Contractor or SI of sole responsibility for the means and methods of the construction, or for health

or safety precautions in connection with this work. The Engineer(s) of Record will remain responsible for design related services.

Construction oversight efforts will focus on ensuring that the CE&I firm is managing the Contractor's and SI's construction processes to provide monitoring and oversight of reasonable compliance obligations, sound engineering practices and regulatory requirements. The following activities are included:

4.1 General Technical Support

The GEC will provide technical support and management oversight of the EOR and CE&I firm as required by the Mobility Authority toward the successful completion of the Project; including:

- Advising the Mobility Authority on matters of engineering provided, after review by the CE&I, related to interpretation of design details, construction techniques and procedures, specifications, standard construction details, and construction plans prepared by the Engineer of Record.
- Coordinate requested clarifications from the EOR by the CE&I when necessary on the intent reflected in the design plans and specifications. The EOR will remain responsible for design related services.
- Coordinate and review modifications to the Contractor's maintenance of traffic/traffic control operations, after analysis by the CE&I, according to applicable specifications and standards.
- Ensure the CE&I documents and issues deficiency reports to the Contractor on any non-compliance of traffic control devices or layouts.
-
- Prioritize NDC packages with EOR to accommodate construction schedule
- Monitor root cause of NDCs for errors and omissions identification
- Review CE&I disposition on Non-Compliance Reports (NCRs) for non-compliant work.
- Ensure CE&I maintains and accurate and up to date log and retains all documents associated with RFIs and NCRs.

4.2 Shop Drawing / Submittals Processing and Management

- The GEC will monitor the process to ensure the CE&I and EOR have performed their respective roles to complete the shop drawing and submittal approval process.

4.3 Contractor Draw Requests

- Review completeness and accuracy of CE&I's submittal of Contractor's draw request in accordance with the draw request checklist.
- Evaluate that the request accurately reflects monies due for acceptable work completed.
- Review and provide required certifications to the Mobility Authority for processing of the Contractor's monthly pay requests submitted by the CE&I Firm.
- Track Project contingency funds. Maintain, log and retain all documents associated with expenditure of Project contingency.

4.4 Mobility Authority Construction Coordination Support

The GEC will support the Mobility Authority in coordination and any interlocal agency agreements including exhibit preparation and supporting document preparation and assembly with the following agencies:

- Texas Department of Transportation (TxDOT)
- Federal Highway Administration (FHWA)
- Capitol Area Metropolitan Planning Organization (CAMPO)
- Cities of Leander, Cedar Park and Liberty Hill
- Williamson County
- Other Agencies as identified and as directed by the Mobility Authority.
- Provide information to the Contractor concerning previous negotiations with certain property owners along the Project corridor.

4.5 Right-of-Way/Utility Coordination

The GEC will provide oversight, coordination, and assistance for right-of-way and utility related activities. Specific activities include:

- Provide information to the Contractor concerning previous land acquisition negotiations with certain property owners along the Project corridor
- As requested, coordinate the preparation of Eminent Domain packages in relation to land acquisition
- Negotiate the details of remaining utility agreements with the following utility companies: AT&T Pedernales Electric Cooperative, Spectrum and Frontier
- Prepare documentation and conduct weekly utility coordination meeting with the Authority
- Review of utility adjustment agreements including plans, estimates, and property interest
- Review utility plans for compliance with the TxDOT Utility Accommodation Policy, compatibility with the Project features, betterment inclusion and constructability
- Monitor progress of utility relocations prior to construction
- Provide design/revision support, as needed, for Spectrum relocation plans designed by GEC
- Participate in meetings as necessary to effectively manage the utility coordination process
- If necessary, provide support to Contractor in scheduling periodic meetings with utility and for coordination purposes
- Coordinate with the CE&I firm as necessary to resolve matters relating to schedules, utility identification, design changes, conflict resolution, and negotiation with utility owners
- Review of claims analysis provided by CE&I firm of unidentified utilities submitted by the Contractor
- Validating payments to utility owners for utility adjustments
- Provide utility construction monitoring and verification
- Monitor and report utility adjustment status

4.6 Final Punch List/Final Inspection/Notice of completion

The GEC will oversee and assist the following work performed by the CE&I firm:

- Coordinate with the Contractor and TxDOT in the generation of a final punch list.
- Monitor the resolution of outstanding construction items.
- Inspection of punch list completion.
- Verify there are no outstanding claims related to the Contractor's work.
- Provide a Notification of Completion to the Mobility Authority.
- Review/Confirm accuracy of As-Built record drawings.

4.7 Additional Environmental Compliance

If requested by the Mobility Authority, the GEC will provide staff to monitor, review and report on the Environmental Compliance Manger's (ECM) compliance efforts. Specific activities could include:

- Ensuring that full compliance is being met with all applicable environmental laws, regulations, policies, and contractual requirements as set forth in the 183A Phase III Environmental Compliance Management Plan (ECMP)
- Review the ECM's contingency plans for possible scenarios that may impact environmental resources for clarity, comprehensiveness and consistency
- Review ECM's framework for providing adaptive management and collaborative problem solving to meet the environmental goals of the project.
- Conduct monthly construction site visit to monitor ECM's daily activities, ensure compliance, and document findings
- Provide an appropriate SMEs to conduct Karst, Cave and shallow water surveys/investigations and report on the findings, as directed.
- The SME shall coordinate with the Authority, its contractors and consultants to develop corrective action plans for environmental compliance deficiencies reported by the ECM.
- The SME shall provide environmental services including but not limited to investigations, surveys, research, report development, meeting support and litigation support
- The GEC will provide an Avian SME to conduct additional avian surveys/investigations and report on the findings, as directed.
- The SME shall coordinate with the Authority, its contractors and consultants to develop corrective action plans for environmental compliance deficiencies reported by the ECM.
- The SME shall provide environmental services including but not limited to: investigations, surveys, research, report development, meeting support and litigation support

TASK 5 - PUBLIC INVOLVEMENT (CODE 13750)

The GEC will provide staff as needed to support the Mobility Authority with the administration, management, coordination, and implementation of the public involvement oversight efforts. Activities included in this task:

5.1 Monthly Construction Communications

- Track ongoing and upcoming traffic impacts and prepare construction alerts and maps for major traffic impacts
- Monitor weekly lane closure notifications and upload to project website, social media, and distribute via e-mail to recipient list
- Develop and distribute media alerts as necessary/requested by the Mobility Authority
- Prepare for and attend regular meetings with GEC oversight and contractor team
- Hold regular construction communications meetings with Mobility Authority Communications Department
- Develop content and graphic design for the following project outreach materials: Project fact sheet, FAQs, Standard project presentation, Weekly social media posts (up to 3 per week), Project announcement mailer, Public-friendly corridor map, and bike/ped map
- Transition website to construction communications website (same platform); maintain website with current project information
- Develop and distribute quarterly e-newsletters
- Prepare quarterly PI slides for Board of Directors meetings

- Perform general stakeholder, elected official, and public outreach support as requested by the Mobility Authority
- Attend stakeholder meetings and document detailed meeting minutes
- Respond to e-mail and phone inquiries emanating from the public
- Develop and maintain a stakeholder database and tracking log

TASK 6 – SYSTEM INTEGRATION SUPPORT AND INSPECTION (CODE 13720)

The GEC will coordinate and oversee the SI’s development of the toll collection system layout, including the location of the toll collection gantries, toll collection system design and toll collection system infrastructure requirements and the integration with the Contractor’s work. The GEC will monitor adherence to the Toll System Collection Responsibility Matrix by both the Contractor and SI.

TASK 7 – DESIGN SURVEY

The GEC shall provide boundary line survey along 183A/US 183, in both directions, from Hero Way to approximately 1500’ north of CR 258. A MicroStation file showing location of existing right-of-way lines and monuments shall be delivered.

All surveying activities must be performed under the supervision of an RPLS. All surveying must conform to all applicable surveying laws and the Professional Land Surveying Practices Act and must follow the General Rules of Procedures and Practices of the TBPLS. The Texas Society of Professional Land Surveyors Manual of Practice may be used as a guide in determining accuracy requirements and specification in the preparation of the survey.

A previous boundary survey was performed for limited area of the project in June of 2020. The previously surveyed areas will be excluded from this scope.

TASK 8 – SHAREPOINT DEVELOPMENT

The GEC will develop SharePoint workflows to replace the current eBuilder workflows being used for construction management and provide documentation for users and SharePoint administrators. The GEC will provide SharePoint support for the Project team. The GEC will:

- Will develop 20 customized SharePoint workflows
- Technical and user documentation for Workflows
- Provide on-going as requested SharePoint support

TASK 9 – ADDITIONAL PUBLIC INVOLVEMENT (CODE 13750)

In addition to the scope identified in item 5 above, if requested by the Mobility Authority, the GEC will provide staff as needed to support the Mobility Authority with the administration, management, coordination, and implementation of additional public involvement efforts that could include the following items:

- Manage coordination and logistics of a groundbreaking event and a grand opening ceremony
- Trail enhancement program for the existing and planned SUP. These enhancements could include interpretive signage kiosks with wayfinding information and augmented reality. This includes up to 15 kiosks, spaced roughly one mile apart, with a cluster of multiple signs at the Brushy Creek Trailhead.
- Manage a good neighbor program whereby the Mobility hosts neighborhood events/block parties intended to mitigate the impact of construction on the community. The GEC will maintain an inventory of branded giveaways to distribute at such events. The GEC will distribute a corridor-

wide announcement mailer at start of project, and as needed, will distribute doorhangers to impacted property owners to communicate construction impacts. The GEC will commission “beauty shot” photography of the corridor once per year for use in public outreach materials

LIST OF ASSUMPTIONS

A. Project Schedule

The services provided by the GEC as described in this Work Authorization are based upon the estimated Project schedule and appropriate pre and post work expected for this type of work. The GEC will adjust manpower usage to reflect actual staffing needs throughout the duration of the Project, as directed by the Mobility Authority, to minimize the need for supplemental authorizations.

[END OF ATTACHMENT]

