



**CENTRAL TEXAS
Regional Mobility Authority**

September 28, 2016
AGENDA ITEM #7

Approve Work Authorization No. 4 with Parsons Brinckerhoff, Inc. for general engineering consulting services related to the HERO Program

Strategic Plan Relevance: Regional Mobility
Department: Operations
Contact: Tim Reilly, Director of Operations
Associated Costs: \$62,352.00
Funding Source: General Funds, Reimbursed with TxDOT Surface Transportation Program Metropolitan Mobility (STP-MM) funds.
Action Requested: Consider and act on draft resolution

Summary:

On July 1, 2016, the Mobility Authority entered into an Agreement with Parsons Brinckerhoff, Inc. for General Engineering Consulting Services. This work authorization approves Parsons Brinckerhoff, Inc. to provide support services related to the HERO Program which include project oversight, completion of Local Government Project Procedures (LGPP) requirements and reimbursement requests, reporting, project management and administration.

Backup provided: Work Authorization No. 4
Fee Estimate
Draft Resolution

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

RESOLUTION NO. 16-0XX

**APPROVAL OF WORK AUTHORIZATION NO. 4 WITH PARSONS
BRINCKERHOFF, INC. FOR SERVICES RELATED TO THE HIGHWAY
EMERGENCY RESPONSE OPERATOR PATROL PROGRAM**

WHEREAS, by Resolution 16-034 dated June 15, 2015, the Board of Directors authorized the Executive Director to negotiate and execute on behalf of the Mobility Authority an agreement with Parsons Brinckerhoff, Inc. for general engineering consultant services; and

WHEREAS, on July 1, 2016 the Mobility Authority entered into an agreement with Parsons Brinckerhoff, Inc. for general consulting civil engineering services; and

WHEREAS, the Executive Director and Parsons Brinckerhoff, Inc. have agreed to proposed Work Authorization No. 4 for general engineering consultant services for the Highway Emergency Response Operator Patrol Program (“HERO Program”); and

WHEREAS, the Executive Director estimates the reasonable fees associated with the services to be provided under Work Authorization No. 4 to be in an amount not to exceed \$62,352.00; and

WHEREAS, the Executive Director recommends that the Board approve the proposed Work Authorization No. 4, a copy of which is attached to this resolution as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, that the Board authorizes the Executive Director to finalize and execute the proposed Work Authorization No. 4 with Parsons Brinckerhoff, Inc., 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 28th day of September, 2016.

Submitted and reviewed by:

Approved:

Geoffrey Petrov, General Counsel

Ray A. Wilkerson
Chairman, Board of Directors

Exhibit A

EXHIBIT D

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 4

This Work Authorization is made as of this ___ day of _____, 2016, under the terms and conditions established in the AGREEMENT FOR GENERAL ENGINEERING CONSULTING SERVICES, dated as of July 1, 2016 (the "Agreement"), between the **Central Texas Regional Mobility Authority** ("Authority") and **Parsons Brinckerhoff, Inc.** ("GEC"). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

*Highway Emergency Response Operator (HERO) Program
Program Support / Program Oversight / Approvals*

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.

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 – Scope of Work

Section B. - Schedule

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

Unless amended otherwise by mutual agreement between Authority and GEC, the Services defined herein shall expire on February 28, 2018, or when all tasks associated with the Scope of Services are complete as defined by the Authority.

Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, the Authority authorizes to the GEC an authorized amount not to exceed \$62,352 based on a Cost Plus fee listed in Attachment B – Fee Estimate. 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: Parsons Brinckerhoff, Inc.

By: Mike Heiligenstein

By: Mario Medina

Signature: _____

Signature: _____

Title: Executive Director

Title: Area Manager

Date: _____

Date: _____

**CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY
ATTACHMENT A – SCOPE OF SERVICES
WORK AUTHORIZATION NO. 4**

**SERVICES TO BE PROVIDED BY the GENERAL ENGINEERING
CONSULTANT (GEC)**

General

The services to be performed by GEC will include, but not be limited to, professional services and deliverables for various tasks related to the requirements for the Highway Emergency Response Operator (“HERO”) Program (“Program”) funded by the Surface Transportation Program Metropolitan Mobility (STP MM) fund.

In performing its services, GEC shall have the right to rely on materials, information and data provided by other parties. In addition, GEC’s services hereunder shall not relieve any other project participant of their contractual duties and obligations to the Authority.

Task 1: Project Management & Administration

The GEC will perform internal project management, administrative and coordination duties, including contract administration, reporting, meeting minutes of required meetings, and other related administrative tasks associated with the GEC’s services for the Program, including:

Task 1.1: Contract Administration

Assist the Authority in Preparation of contracts, as required, between the GEC and the Authority, and the Authority and its contractor. Provide assistance to the Authority related to Board approval of contracts and funding agreements. Review and approve contractor’s progress reports and invoices.

Task 1.2: Reporting

Prepare and submit Program Quarterly Reports as a requirement of the Advance Funding Agreement including activity, safety, and incident data prepared by the contractor. Prepare and submit Monthly Progress Reports. Prepare and submit monthly DBE utilization for contractor. Complete presentations and support for Program updates, as requested by the Authority, for distribution to stakeholders and the Board of Directors. Prepare and submit reimbursements requests. Assist with the Preparation and, if necessary, submit all documentation related to TxDOT’s Local Government Project Procedures (LGPP)

Task 1.3: Document Controls

Maintain internal files and records related to the Program throughout the duration

of GEC Services. At the completion of the Program, transfer project files to the Authority for their storage. Coordinate document integration with the Authority's EDMS.

Task 1.4: Program Meetings & Documentation

Participate in meetings at the request of the Authority. Prepare agendas, meeting minutes, action items and follow-up action item status for each of the Program meetings and distribute to attendees and appropriate personnel.

Task 2: Program Development

The GEC will provide recommendations where applicable to aid the Authority in their decision-making and approval process, including:

Task 2.1: Program Development Support

Review documentation for the contractor procurement process. Review status of funding, funding agreements and amendments.

Task 2.2: Agency Coordination

Support the Authority in coordination activities with CAMPO, TxDOT, and Consultants, on the Authority's behalf at the direction of the Authority, including meeting preparation and map revisions.

ATTACHMENT B - Fee Estimate

| HERO - WA No. 4 | Sr. Engineering Mgr. | Project Manager | Engineer I | Admin/Clerical II | Planner I | TOTAL | TOTAL |
|--|----------------------|-----------------|-------------|-------------------|-----------|-------|--------------|
| Estimated Average Labor Rates | \$80.53 | \$70.91 | \$26.45 | \$27.00 | \$23.13 | HRS | FEE |
| TASK / WORK DESCRIPTION | | | | | | | |
| HERO - WA No. 4 | | | | | | | |
| Task 1: PROJECT MANAGEMENT AND ADMINISTRATION | | | | | | | |
| 1.1 Contract Administration | 10 | 10 | | 60 | | 80 | \$9,165.84 |
| 1.2 Reporting | | 30 | 80 | 80 | | 190 | \$19,017.80 |
| 1.3 Document Controls | | | 30 | 60 | | 90 | \$7,168.10 |
| 1.4 Program Meetings and Documentation | 4 | 20 | | 26 | | 50 | \$7,196.36 |
| Task 2: PROGRAM DEVELOPMENT | | | | | | | |
| 2.1 Program Development Support | | 40 | | 20 | | 60 | \$10,027.91 |
| 2.2 Agency Coordination | 10 | 30 | | 8 | 8 | 56 | \$9,757.58 |
| TOTAL DIRECT LABOR | 24 | 130 | 110 | 254 | 8 | 526 | |
| <i>% Total by Classification</i> | 4.56% | 24.71% | 20.91% | 48.29% | 1.52% | | |
| Labor Costs | \$ 1,932.72 | \$ 9,218.30 | \$ 2,909.50 | \$ 6,858.00 | \$ 185.04 | | |
| Overhead Rate | 1.5382 | 1.7 | 1.7 | 1.7 | 1.7 | | |
| Overhead Costs | \$ 2,972.91 | \$ 15,671.11 | \$ 4,946.15 | \$ 11,658.60 | \$ 314.57 | | |
| Profit | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | | |
| Profit Costs | \$ 490.56 | \$ 2,488.94 | \$ 785.57 | \$ 1,851.66 | \$ 49.96 | | |
| Total Loaded Labor | \$ 5,396.19 | \$ 27,378.35 | \$ 8,641.22 | \$ 20,368.26 | \$ 549.57 | | \$ 62,333.59 |
| <i>% Total by Class</i> | 8.66% | 43.92% | 13.86% | 32.68% | 0.88% | | |
| Total Direct Expenses | \$ 18.41 | | | | | | |
| Total | \$ 62,352.00 | | | | | | |