

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE NORTH EAST TEXAS
REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 17-46

WHEREAS, the North East Regional Mobility Authority (“NET RMA”) was created pursuant to the request of Gregg and Smith Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.1, *et seq.* (the “RMA Rules”); and

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

WHEREAS, subsequent to the initial formation of the NET RMA the Counties of Cherokee, Rusk, Harrison, Upshur, Bowie, Panola, Wood, Van Zandt, Titus, and Kaufman joined the Authority and are represented on the Board of Directors; and

WHEREAS, on March 26, 2013, in Resolution 13-13, the NET RMA Board of Directors approved the selection of Atkins North America (“Atkins”) to serve as one of the general engineering consultants (“GEC”) to the NET RMA and authorized the Chairman to execute an agreement with Atkins for the provision of general consulting civil engineering services; and

WHEREAS, Atkins has developed a proposed scope of work and budget for GEC services for the 2018 fiscal year, for an amount not to exceed \$330,018.30; and

WHEREAS, a summary of the proposed scope of work and budget to be incorporated in Work Authorization No. 17.0 is attached hereto as Attachment “A”; and

WHEREAS, the NET RMA Board of Directors must approve the execution of Work Authorization No. 17.0 before Atkins may proceed to work thereunder; and

WHEREAS, Atkins has represented to the Board of Directors that the work reflected in Attachment “A” and to be detailed more specifically in Work Authorization No. 17.0 is necessary and appropriate.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors approves the execution of Work Authorization No. 17.0 with Atkins for GEC services for the 2018 fiscal year consistent with the summary attached hereto as Attachment “A”, for an amount not to exceed \$330,018.30; and

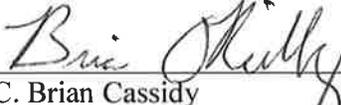
BE IT FURTHER RESOLVED, that the Board of Directors of the NET RMA authorizes the Executive Director to approve and execute a detailed scope of services and budget for Work Authorization No. 17.0 consistent with the summary attached hereto as Attachment “A”; and

BE IT FURTHER RESOLVED, that all work performed under Work Authorization No. 17.0 shall be subject to the Agreement for General Consulting Civil Engineering Services between the NET RMA and Atkins and that no additional work may be undertaken without the specific approval of the Board of Directors.

Adopted by the Board of Directors of the North East Texas Regional Mobility Authority on the 13th day of September, 2017.

Submitted and reviewed by:

Approved:


C. Brian Cassidy
General Counsel for the North East
Texas Regional Mobility Authority


Linda Ryan Thomas
Chair, Board of Directors
Date Passed: 09/13/17
Resolution No. 17-46

WORK AUTHORIZATION #17
NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY
ATTACHMENT A – SUMMARIZED SCOPE OF
SERVICES TO BE PROVIDED BY ATKINS

SCOPE SUMMARY:

1. PROJECT MANAGEMENT & ADMINISTRATION

- 1.1. Coordinate, Procure, and Administer Work Authorizations
- 1.2. Assist NET RMA staff with Preparation of Reports and Publications
- 1.3. Prepare Grant Applications and Reimbursement Requests when requested
- 1.4. Project Reporting and Coordination

2. TECHNICAL STUDIES AND SUPPORT

- 2.1. Prepare concept studies, cost estimates and technical designs for new projects
- 2.2. Provide technical and administrative support to NET RMA committees
- 2.3. Assist with issuing project bid documents, changes orders and other tasks

3. MASTER INDENTURE AGREEMENT SERVICES

- 3.1. Prepare cost estimates and schedules for major maintenance activities
- 3.2. Prepare asset descriptions and replacement cost estimates for insurance coverage
- 3.3. Prepare information required for Annual Audits

4. BOARD MEETING SUPPORT

- 4.1. Prepare and present project status updates regarding ongoing projects.

5. QUALITY ASSURANCE AND QUALITY CONTROL

SCHEDULE SUMMARY:

October 1, 2017 to September 30, 2018

FEE SUMMARY:

Task	Fee
Project Management	\$ 78,936.27
Technical Studies	\$ 129,955.10
Master Indenture Services	\$ 60,227.10
Board Meeting Support	\$ 43,820.14
Project Quality Control	\$ 17,079.69
Total	\$ 330,018.30

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 17

This Work Authorization is made as of this 13th day of September, 2017, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of June 01, 2013 (the "Agreement"), between the North East 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:

General Engineering Consultant (GEC) Services – FY 2018

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

The GEC will provide Program Management, Technical Studies, Board Meeting and Support activities related to Toll 49, as well as General Engineering and Technical Support related to NET RMA priority projects and other activities as requested by the Board.

See Attachment A – Scope of Services.

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.

(none anticipated).

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

GEC shall submit technical reports, studies, designs, schedules, cost estimates, meeting support documents, Board meeting presentations and other deliverables in printed and/or electronic format, as requested by the NET RMA.

Section B. - Schedule

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

This Work Authorization shall be effective from October 1, 2017 to September 30, 2018, a period of 12 months.

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 \$ 330,018.30, based on the attached fee estimate.

See Attachment B – Fee Estimate.

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:

Provision of support documents and prompt response to inquiries as requested by the GEC.

Section E. - Other Provisions

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

(none anticipated)

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

Authority: North East Texas Regional
Mobility Authority

GEC:

By: Chris Miller

By:

Signature:

Signature:

Title: Executive Director

Title:

Date: 9/13/2017

Date:

Tammy B. Sims

Tammy B. Sims

Project Director

9/13/2017

WORK AUTHORIZATION #17
NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY
ATTACHMENT A – SCOPE OF WORK
SERVICES TO BE PROVIDED BY ATKINS for
GENERAL ENGINEERING CONSULTANT (GEC) – FY 2018

GENERAL PROJECT OVERVIEW

The GEC will provide Program Management, Technical Studies, Board Meeting and Support activities related to Toll 49, as well as General Engineering and Technical Support related to NET RMA priority projects and other activities as requested by the Board. Effective date of this authorization is from October 1, 2017 to September 30, 2018.

The Scope of Services for this work authorization shall include engineering and administrative services for a period of approximately 12.0 months (365 days). Work tasks shall include program planning and management activities, conducting technical and financial studies, preparing Board Meeting support materials, and other tasks when requested in support of NET RMA activities. These tasks will be conducted for the successful project advancement of Toll 49, for the satisfactory daily operation and maintenance of Toll 49, for advancement of other Priority Projects as requested by the NET RMA and for other necessary administrative and general engineering support functions.

1) PROGRAM MANAGEMENT

This task will involve consulting and program management services for project advancement and general daily operations of the NET RMA. When requested by the Board and/or Executive Director, the GEC management staff will provide planning and engineering support as follows:

- When requested, assist NET RMA staff with engineering input, technical reviews and technical edits of NET RMA Annual Reports and other NET RMA publications.
- When requested, assist NET RMA staff with preparation of various engineering reports and financial documents for required annual FHWA and/or TxDOT submittals, TxDOT audits and technical reviews, and other administrative reports.
- When requested, assist NET RMA staff with Customer Care support by helping to respond to citizen complaints by making support maps and graphics and responding to technical queries on an as-needed basis.
- When requested, assist NET RMA staff in preparing grant applications, technical materials, payment reimbursement requests and other grant-related documents for TxDOT, FTA, FRA, FHWA and other state and Federal grant programs.

- Prepare project-related monthly invoices and progress reports as needed to satisfy the needs of the NET RMA Board and staff.
- Attend transportation-related meetings and conferences when requested by the NET RMA to promote and support the NET RMA's Transportation Programs.
- Attend internal and external meetings regarding all tasks as required to support the above activities.

2) TECHNICAL STUDIES AND SUPPORT

This task will involve conducting various engineering, financial and technical studies as required to assist and support the NET RMA in its project planning, design, construction, maintenance, and operations activities. These technical studies will be used to support the activities of the NET RMA in its advancement of Toll 49 and in the planning and development of other projects that may arise and be of interest to NET RMA, and in support of the NET RMA's various committees, including but not limited to the Project Development and Implementation Committee, Long Range Planning Committee, East Texas Hourglass Committee and any other committees established by the NET RMA. When requested by the Board and/or Executive Director, the GEC will provide engineering support as follows:

- Prepare short-term and/or minor concept studies, cost estimates, technical designs and evaluations, and coordinate these activities with the NET RMA staff, TxDOT and other stakeholders / agencies as requested by the NET RMA. Major studies and technical designs shall be accomplished through separate Work Authorizations.
- Participate in project design conferences, evaluate project progress and remaining design needs, develop additional design guidelines and standards, and review and further develop toll concepts, program schedules, and program cost estimates as requested.
- Provide technical and administrative support to the NET RMA's technical committees and groups.
- Assist NET RMA staff and consultants regarding periodic increases in Toll Rates, assist with preparation of updated toll rate charts and maps and coordinate same with TxDOT.
- Provide conceptual, preliminary and/or final designs for small construction projects or potential change orders to ongoing construction projects to help in advancement of Toll 49 and/or other programs.
- Assist with issuing project designs, bid documents, change orders, responses to bidders' questions, holding bid openings, tabulating bids and making Board recommendations on construction projects not covered by a separate work authorization.
- Review, edit and/or comment on technical documents prepared by other NET RMA consultants.
- Assist the NET RMA staff with responses to citizen complaints, including but not limited to: noise and traffic complaints; damage claims related to soil erosion or drainage issues; complaints regarding traffic signals, signs, message boards and other similar issues; and other general complaints.

3) MASTER INDENTURE AGREEMENT SERVICES

In addition to the general services listed above, the GEC will assist the NET RMA with performance of all tasks and requirements listed in the Master Trust Indenture document for Toll 49 between NET RMA and Amegy Bank, and/or for similar services for other financial documents. Major reporting requirements will also be continued during gaps when financial documents are not in service, so that a continuous trend of services can be demonstrated to support future financial programs. When requested by the Board and/or Executive Director, these services will include but not be limited to the following:

- Provide engineering descriptions, data and cost estimates for unusual or extraordinary maintenance or repairs, non-annual maintenance or repairs, and other major items of equipment for Toll 49.
- Provide engineering descriptions, data and cost estimates for repairs or replacements resulting from an emergency caused by some extraordinary occurrence on Toll 49.
- Maintain and update a programmatic list of anticipated major renewal and replacement items for Toll 49.
- Maintain and update a programmatic list of anticipated routine maintenance and operating expenses for Toll 49.
- Provide asset descriptions and replacement cost information to a responsible insurance company for insurance protection for Toll 49.
- Prepare descriptions and cost estimates for any damage or destruction to Toll 49 or for any other action or activity that adversely affects the revenues from the System.
- Provide information and records required for an Annual Audit.

4) BOARD MEETING SUPPORT

This task will involve various activities required to hold successful NET RMA Board Meetings. When requested by the Board and/or Executive Director, items to be provided shall include but not be limited to:

- Assist NET RMA staff in support of Board Meeting activities.
- Prepare and edit documents, maps and graphic displays as needed to support Board Meetings and NET RMA publications.
- Provide coordination and support for the NET RMA staff in the development and distribution of maps, brochures and other educational materials.
- Develop and deliver Board Meeting presentations including status updates on ongoing projects and other topics as requested by the Board.

5) QUALITY ASSURANCE AND QUALITY CONTROL

This task will involve conducting all activities required by Atkins 5-Step Project Quality Control system as outlined in the "Atkins North America Quality and Technical Assurance

Manual Final v1”. Atkins staff providing QC services will be independent of the work products and will ensure that Atkins technical assurance standards, design principles, CAD/BIM standards, QSE policies and “Right the First Time” procedures and schedules are followed for all NET RMA tasks conducted on the project. The 5-Step QC system will involve: (1) verifying that material is ready for QC review; (2) conducting the QC checks; (3) resolving any QC comments provided for the subject deliverables; (4) making changes based on the QC comments; and (5) verifying that all QC corrections have been made completely and thoroughly. Once complete, the Project Manager will verify the QC steps conducted, complete a QC Log, and approve the deliverable(s) for Client submittal.

ATKINS

Atkins North America

Cost Proposal - By Task

WA #17 - 2018 GEC

NET RMA

Attach. B - p100056381

Submittal Date: Aug-08-2017

Task ID	Description	Price
10	Program Management	78,936.27
20	Technical Studies	129,955.10
30	Master Indenture Services	60,227.10
40	Board Meetings / PR	43,820.14
50	Program QC	17,079.69
	Total Extended Price	\$330,018.30

ATKINS

Atkins North America

Cost Proposal - Detail

WA #17 - 2018 GEC
NET RMA

Attach. B - p100056381

Submittal Date: Aug-08-2017

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
10	Program Management						

Labor

Sr Project Director	Home	273.49	Hr	120.0	32,818.84
Project Director	Home	220.39	Hr	90.0	19,834.78
Sr Engineer IV	Home	207.68	Hr	60.0	12,460.67
Sr Engineer II	Home	141.79	Hr	50.0	7,089.51
Sr Project Assistant	Home	86.43	Hr	20.0	1,728.68

Labor Total	340	73,932.47
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ODCs

Copies & Prints	10.0	EA	232.0	2,320.00
Shipping & Postage	15.0	EA	12.0	180.00
Mileage	0.5	Mi.	720.0	388.80

Travel

Lodging	85.0	Day	9.0	765.00
Per Diem	45.0	Day	20.0	900.00
Car Rental	50.0	Day	9.0	450.00

Subcontract and Expenses Total	5,003.80
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10 Program Management Total	78,936.27
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20 Technical Studies

Labor

Sr Project Director	Home	273.49	Hr	85.0	23,246.68
Project Director	Home	220.39	Hr	140.0	30,854.10
Sr Engineer IV	Home	207.68	Hr	180.0	37,382.00
Sr Engineer II	Home	141.79	Hr	180.0	25,522.24
CAD Designer II	Home	93.51	Hr	120.0	11,221.40
Sr Project Assistant	Home	86.43	Hr	20.0	1,728.68

ATKINS

Atkins North America

Cost Proposal - Detail

WA #17 - 2018 GEC

NET RMA

Attach. B - p100056381

Submittal Date: Aug-08-2017

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
Labor Total						725	129,955.10

20	Technical Studies Total						129,955.10
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30	Master Indenture Services					
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Labor

	Sr Project Director	Home	273.49	Hr	80.0	21,879.23
	Project Director	Home	220.39	Hr	85.0	18,732.84
	Sr Engineer IV	Home	207.68	Hr	50.0	10,383.89
	Sr Engineer II	Home	141.79	Hr	44.0	6,238.77
	CAD Designer II	Home	93.51	Hr	32.0	2,992.37

Labor Total						291	60,227.10
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30	Master Indenture Services Total						60,227.10
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40	Board Meetings / PR					
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Labor

	Sr Project Director	Home	273.49	Hr	60.0	16,409.42
	Project Director	Home	220.39	Hr	60.0	13,223.18
	Sr Engineer IV	Home	207.68	Hr	32.0	6,645.69
	Sr Engineer II	Home	141.79	Hr	40.0	5,671.61
	CAD Designer II	Home	93.51	Hr	20.0	1,870.23

Labor Total						212	43,820.14
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40	Board Meetings / PR Total						43,820.14
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50	Program QC					
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Labor

	Sr Project Director	Home	273.49	Hr	8.0	2,187.92
	Project Director	Home	220.39	Hr	20.0	4,407.73
	Sr Engineer IV	Home	207.68	Hr	30.0	6,230.33



Atkins North America

Cost Proposal - Detail

WA #17 - 2018 GEC
NET RMA

Attach. B - p100056381

Submittal Date:

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price	
		Sr Engineer II	Home	141.79	Hr	30.0	4,253.71	
Labor Total						88	17,079.69	
50	Program QC Total							17,079.69
Total Extended Price							330,018.30	