

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

RESOLUTION NO. 17-47

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 No. 13-13, the Board of Directors approved the selection of RS&H to serve as one of the general engineering consultants (“GEC”) to the NET RMA and authorized the Chairman to execute an agreement with RS&H for the provision of general consulting civil engineering services; and

WHEREAS, RS&H has developed a proposed scope of work and budget for GEC services for the 2018 fiscal year, for an amount not to exceed \$40,000.00; and

WHEREAS, a summary of the proposed scope of work and budget to be incorporated in Work Authorization No. 18.0 is attached hereto as Attachment “A”; and

WHEREAS, the Board of Directors must approve the execution of Work Authorization No. 18.0 before RS&H may proceed to work thereunder; and

WHEREAS, RS&H has represented to the Board of Directors that the work reflected in Attachment “A” and to be detailed more specifically in Work Authorization No. 18.0 is necessary and appropriate.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors approves the execution of Work Authorization No. 18.0 with RS&H for GEC services for the 2018 fiscal year consistent with the summary attached hereto as Attachment “A”, for an amount not to exceed \$40,000.00; 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. 18.0 consistent with the summary attached hereto as Attachment “A”; and

BE IT FURTHER RESOLVED, that all work performed under Work Authorization No. 18.0 shall be subject to the Agreement for General Consulting Civil Engineering Services between the NET RMA and RS&H 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. 17-47

WORK AUTHORIZATION #18
NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY
ATTACHMENT A – SUMMARIZED SCOPE OF
SERVICES TO BE PROVIDED BY RS&H

SCOPE SUMMARY:

1. PROJECT MANAGEMENT & ADMINISTRATION

- 1.1. Coordinate, Procure, And Administer Work Authorizations
- 1.2. Project Reporting
- 1.3. Project 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. BOARD MEETING SUPPORT

- 3.1. Prepare project status updates regarding ongoing projects.
- 3.2. Prepare other board meeting materials and reports as requested by the NET RMA.

SCHEDULE SUMMARY:

From October 1, 2017 to September 30, 2018.

FEE SUMMARY:

Task	Fee
Project Management	\$ 3,560.00
Technical Studies and Support	\$ 16,860.00
Board Meeting Support	\$ 19,580.00
Total	\$ 40,000.00

APPENDIX D

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 18

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 1, 2013 (the "Agreement"), between the North East Texas Regional Mobility Authority ("Authority") RS&H, Inc. ("GEC"). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

General Engineering Consultant support to the NETRMA for FY 2018.

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

As described in Attachment A

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:

N/A

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

Deliverables will be determined once the specific direction and assignments are made by the Executive Director.

Section B. - Schedule

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

To be determined once specific assignments are made.

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 \$40,000 based on the actual rates times the contract multiplier for the staff utilized to perform the required tasks. 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:

To be determined once specific assignments are made under A.3.


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: North East Texas Regional
Mobility Authority

By: Chris Miller
Signature: 
Title: Executive Director
Date: 9.13.17

GEC: RS&H, INC.

By: _____
Signature: _____
Title: Vice President
Date: 9.13.17

WORK AUTHORIZATION #18
NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY
ATTACHMENT A - SCOPE OF WORK
SERVICES TO BE PROVIDED BY THE GENERAL ENGINEERING CONSULTANT
(GEC) – FY 2018

GENERAL PROJECT OVERVIEW

Program Management, Technical Studies, and Board Meeting activities related to Toll 49 and other General Engineering support as requested. 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 months (365 days). Work tasks shall include program planning and management activities, conduct of technical and financial studies, assisting in the preparation and conduct of Board Meetings, implementation of marketing and public information programs in support of the NET RMA, and coordination and oversight of the Segment 4 Project. These tasks will be conducted for the successful project advancement 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. The GEC management staff will hold meetings and coordinate activities with the NET RMA, TxDOT, member counties, local planning agencies, and others as necessary for conduct of feasibility studies, corridor studies and preliminary engineering designs, final designs, construction oversight and support, facilities maintenance and operations activities, and other activities requested by the Board. When requested by the NET RMA, the GEC management team will 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. The GEC management team will periodically attend Texas Transportation Commission meetings, TeamTx meetings, and other transportation-related meetings and conferences when requested by the NET RMA to promote the NET RMA, in order to secure continued funding and support of the NET RMA program. The GEC management team also will coordinate other planning and design activities with the NET RMA and their Executive Director, Financial Consultants, Legal Consultants, the TxDOT Tyler and Atlanta Districts, TxDOT Toll Operations Division and other shareholders / agencies as requested by the NET RMA.

2) TECHNICAL STUDIES

This task will involve conduct of various engineering, financial and technical studies as required to initially evaluate various NET RMA Priority Projects and alternative means and methods of project planning, design, construction, maintenance, and operation. These studies will be used to support the activities of the NET RMA and its various committees, including the Rail Committee and Long Range Planning Committee. Items to be conducted as part of this task would include, but would not be limited to: (1) review of schematic plans and other roadway planning tasks to evaluate the feasibility, constructability, and costs of alternative roadway designs; (2) evaluation of the impact of using alternative construction materials and methods and their applicability; (3) preparation of drawings and cost estimates for alternative alignments, profiles, or cross-road interchanges; (4) preparation of various maintenance schedules and cost estimates to determine the feasibility of alternative maintenance programs; and (5) conduct of variable toll pricing studies, rate studies, financing programs, and other similar studies to determine optimal operational parameters. Surveying services related to landowner boundaries, ROW issues, spot elevations and other required data for project advancement are included. This task also will include cooperation and coordination with other individuals, consultants and governmental agencies in the conduct of technical studies applicable to NET RMA activities. Detailed preliminary planning, design, construction oversight and operation of a specific individual project(s) shall be performed under a separate, individual Work Authorization(s).

3) BOARD MEETINGS

This task will involve various tasks supporting NET RMA Board Meetings. The GEC will attend monthly board meetings and prepare Monthly Project Status Reports, Operations Reports, other status reports as required, and Project Documentation Photographs so the Board can discuss progress regarding project advancement. This may also involve other supporting tasks as requested by the NET RMA.

**ATTACHMENT B
LABOR AND COST ESTIMATE**

RS&H - MANHOURS BREAKDOWN

Task No.	Task Description	Principal /	Engineer V -	Project Manager	Engineer II -	Total Hours
		Project Officer	Principal Engineer		Project Engineer	
1050	Program Management	6	0	0	12	18
1051	Technical Studies	2	36	0	60	98
1052	Board Meetings	22	0	0	62	84
Total Estimated Hours:		30	36	0	134	200
Total Estimated Labor Fee:		\$10,836	\$10,333	\$0	\$15,557	\$ 36,725.48
% of Total:		29.5%	28.1%	0.0%	42.4%	100.0%

\$ 36,730.00

Direct Expenses

	No.	Unit Costs	Totals
Roll Paper Printing (B&W)	0	\$ 10.00	\$ -
Roll Paper Printing (Color)	9	\$ 15.00	\$ 135.00
Airline Costs	0	\$ 800.00	\$ -
Auto Mileage	3500	\$ 0.55	\$ 1,925.00
Hotel	10	\$ 75.00	\$ 750.00
Meals	10	\$ 46.00	\$ 460.00
Rental Car	0	\$ 50.00	\$ -
Site Forms / Trinomial Requests		\$ 65.00	\$ -

Total Direct Expenses: \$ 3,270.00 **\$ 3,270.00**

SUBCONSULTANTS

\$ -

TOTAL ESTIMATED WORK AUTHORIZATION COSTS: \$ 40,000.00