

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

**RESOLUTION NO. 18-04**

WHEREAS, the North East Texas 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, Titus, Van Zandt, Wood, 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 services and a budget of \$131,572.64 for system maintenance support services on Toll 49; and

WHEREAS, a copy of that proposed scope of services and budget is contained in Work Authorization No. 19.0, attached hereto as Attachment "A"; and

WHEREAS, the Board of Directors must approve Work Authorization No. 19.0 before Atkins may proceed to work thereunder; and

WHEREAS, Atkins has represented to the Board of Directors that the work reflected in Work Authorization No. 19.0 is necessary and appropriate.


NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the NET RMA hereby approves Work Authorization No. 19.0 in the form attached hereto as Attachment "A", for an amount not to exceed \$131,572.64; and

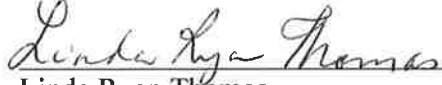
BE IT FURTHER RESOLVED, that all work performed under Work Authorization No. 19.0 shall be subject to the Agreement for General Consulting Civil Engineering Services between the NET RMA and Atkins and that no additional work may be undertaken without the specific approval of the Board of Directors.

Adopted by the Board of Directors of the North East Texas Regional Mobility Authority on the 9th day of January, 2018.

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 01/09/18  
Resolution No. 18-04

## WORK AUTHORIZATION

WORK AUTHORIZATION NO. 19

This Work Authorization is made as of this 9th day of January, 2018, 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:

*Toll 49 System Maintenance Support Services – FY 2018*

### **Section A. - Scope of Services**

A.1. GEC shall perform the following Services:

*The GEC will provide Program Management; Toll 49 Maintenance Oversight; Coordination of Adjacent Developments, Utility Installations, and Surplus ROW Transactions; Project Quality Control Review and Documentation; and other technical and administrative activities as requested by the Board. The GEC shall also conduct an independent Annual Inspection and prepare an Annual Inspection Report for Toll 49.*

*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, the Annual Inspection Report 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 January 1, 2018 to September 30, 2018, a period of 9 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 \$ 131,572.64, 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.*

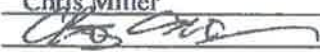
**Section E. - Other Provisions**

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

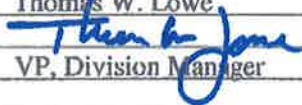
*(none anticipated)*

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

By: Chris Miller  
Signature:   
Title: Executive Director  
Date: \_\_\_\_\_

GEC:

By: Thomas W. Lowe  
Signature:   
Title: VP, Division Manager  
Date: \_\_\_\_\_

**WORK AUTHORIZATION #19**  
**NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY**  
**ATTACHMENT A – SCOPE OF WORK**  
**SERVICES TO BE PROVIDED BY ATKINS for**  
**TOLL 49 SYSTEM MAINTENANCE SUPPORT – FY 2018**

**GENERAL PROJECT OVERVIEW**

The Scope of Services for this work authorization shall include engineering services from January 1, 2018 to September 30, 2018. Work tasks shall include Program Management; Toll 49 system maintenance oversight and assistance to the NET RMA Maintenance Director; assistance with permitting adjacent developments/utilities/surplus property coordination; conduct of an independent Annual Inspection of Toll 49; and program Quality Assurance and Quality Control.

1) PROGRAM MANAGEMENT

This task will involve Program Oversight of the project by the Project Director and Project Manager, as well as conduct of administrative tasks by other support staff. Tasks to be accomplished will include but not be limited to:

- Project design and setup in Atkins Vision and Oracle computer systems.
- Preparation of a Work Breakdown Structure and entry of tasks into Oracle using the Atkins Task Creation Tool.
- Preparation and Review of monthly invoices and progress reports for the project, as required by and in a format acceptable to the NET RMA.
- Conduct of monthly financial reviews and input to cost tracking systems to ensure that projects stay on schedule and budget, or that prompt notification is made to NET RMA if they are not.
- Attend internal and external meetings regarding all tasks as required to support the above activities.

2) TOLL 49 MAINTENANCE OVERSIGHT

This task will involve engineering services for GEC oversight of Toll 49 roadway maintenance activities as conducted by TxDOT, the NET RMA's Maintenance Director and/or the NET RMA's Toll 49 Maintenance Contractor; review and oversight of toll equipment maintenance activities conducted by Kapsch; periodic system maintenance inspections and follow-up reports by GEC staff, as well as coordination with other third-party facility maintenance contractors who may be hired on occasion. The GEC staff will provide engineering support as follows:

#### 4) ANNUAL INSPECTION

Prepare an Annual Toll 49 System Inspection, to be completed by the 90<sup>th</sup> day prior to the end of each Fiscal Year, or as required otherwise by current financial documents, providing findings as to whether the System has been maintained in good repair; requirements for proper maintenance, repair and operation of the System during the ensuing Fiscal Year; estimated cost for the upcoming Annual Operating Budget, Annual Maintenance Budget and Annual Capital Budget; and recommendations for deposits to the Replacement and Renewal Fund for the ensuing Fiscal Year. The annual inspection will be documented in a written "Annual Inspection Report" listing the findings of the inspection, written cost estimates for routine maintenance and major renewal and replacement activities, and containing a photo log of all potential defects noted during the annual inspection.

#### 5) QUALITY ASSURANCE AND QUALITY CONTROL

This task will involve conduct of 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 or Agency submittal.

# ATKINS

## Atkins North America

### Cost Proposal - By Task

WA #19 - 2018 System Maint.

NET RMA

Attach. B - P100056382

Submittal Date: Jan-01-2018

Task ID	Description	Price
10	Program Management	32,627.00
20	Toll 49 Maint Oversight	52,785.04
30	Adjacent Develop Coord	15,104.49
40	Annual Inspection	26,086.52
50	Program QC	4,969.59
<b>Total Extended Price</b>		<b>\$131,572.64</b>

# ATKINS

## Atkins North America

### Cost Proposal - Detail

WA #19 - 2018 System Maint.  
NET RMA

Attach. B - P100056382

Submittal Date: Jan-01-2018

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price
		Sr Engineer IV	Home	207.68	Hr	22.0	4,568.91
		Sr Engineer II	Home	141.79	Hr	85.0	12,052.17
		CAD Designer II	Home	93.51	Hr	22.0	2,057.26
		Sr Project Assistant	Home	86.43	Hr	38.0	3,284.49
<b>Labor Total</b>						<b>303</b>	<b>52,785.04</b>

<b>20</b>	<b>Toll 49 Maint Oversight Total</b>		<b>52,785.04</b>
-----------	--------------------------------------	--	------------------

<b>30</b>	<b>Adjacent Develop Coord</b>		
-----------	-------------------------------	--	--

**Labor**

Project Director	Home	220.39	Hr	35.0	7,713.52
Sr Engineer IV	Home	207.68	Hr	23.0	4,776.59
Sr Engineer II	Home	141.79	Hr	16.0	2,268.64
Sr Project Assistant	Home	86.43	Hr	4.0	345.74

<b>Labor Total</b>						<b>78</b>	<b>15,104.49</b>
--------------------	--	--	--	--	--	-----------	------------------

<b>30</b>	<b>Adjacent Develop Coord Total</b>		<b>15,104.49</b>
-----------	-------------------------------------	--	------------------

<b>40</b>	<b>Annual Inspection</b>		
-----------	--------------------------	--	--

**Labor**

Sr Project Director	Home	273.49	Hr	16.0	4,375.85
Project Director	Home	220.39	Hr	40.0	8,815.46
Sr Engineer IV	Home	207.68	Hr	20.0	4,153.56
Sr Engineer II	Home	141.79	Hr	40.0	5,671.61
Sr ROW Agent II	Home	129.36	Hr	16.0	2,069.73
CAD Designer II	Home	93.51	Hr	7.0	654.58
Sr Project Assistant	Home	86.43	Hr	4.0	345.74

<b>Labor Total</b>						<b>143</b>	<b>26,086.52</b>
--------------------	--	--	--	--	--	------------	------------------

**Equipment**

- -



# ATKINS

## Atkins North America

### Cost Proposal - Detail

WA #19 - 2018 System Maint.

NET RMA

Attach. B - P100056382

Submittal Date: Jan-01-2018

Task#	Resource Category	Description	O/H Pool	Rate	Unit	Qty	Extended Price	
		Mileage		400.0	MTH	-	-	
<b>Subcontract and Expenses Total</b>							-	
<b>40</b>	<b>Annual Inspection Total</b>						<b>26,086.52</b>	
<b>50</b>	<b>Program QC</b>							
	<b>Labor</b>							
		Project Director	Home	220.39	Hr	8.0	1,763.09	
		Sr Engineer IV	Home	207.68	Hr	8.0	1,661.42	
		Sr Engineer II	Home	141.79	Hr	4.0	567.16	
		Sr ROW Agent II	Home	129.36	Hr	4.0	517.43	
		CAD Designer II	Home	93.51	Hr	4.0	374.05	
		Sr Project Assistant	Home	86.43	Hr	1.0	86.43	
	<b>Labor Total</b>						<b>29</b>	<b>4,969.59</b>
<b>50</b>	<b>Program QC Total</b>						<b>4,969.59</b>	
<b>Total Extended Price</b>							<b>131,572.64</b>	