



**CENTRAL TEXAS
Regional Mobility Authority**

AGENDA ITEM #7 SUMMARY

Approve a work authorization with HNTB Corporation to provide oversight and support for the HERO Program.

Strategic Plan Relevance: Regional Mobility
Department: Engineering
Associated Costs: \$50,000
Funding Source: General Funds, reimbursed with TxDOT STP-MM funds.
Board Action Required: Yes

Description of Matter:

The services to be performed by HNTB Corporation under this new work authorization include professional services and deliverables for HERO Program support and oversight needed to develop and implement the HERO Program under TxDOT Surface Transportation Program Metropolitan Mobility (STP MM) funding requirements. These services include general project oversight, oversight of Local Government Project Procedures (LGPP) requirements, and processing reimbursement requests.

Reference documentation:

Draft Work Authorization No. 12
Draft Resolution

Contact for further information: Andrew Martin, General Counsel

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

RESOLUTION NO. 12-___

**APPROVE A WORK AUTHORIZATION WITH HNTB CORPORATION
TO PROVIDE OVERSIGHT AND SUPPORT FOR THE HERO PROGRAM.**

WHEREAS, the Central Texas Regional Mobility Authority (“Mobility Authority”) is empowered to procure such goods and services as it deems necessary to assist with its operations and to study and develop potential transportation projects, and is responsible to insure accurate financial records are maintained using sound and acceptable financial practices; and

WHEREAS, close scrutiny of the Mobility Authority’s expenditures for goods and services, including those related to project development, as well as close scrutiny of the Mobility Authority’s financial condition and records is the responsibility of the Board and its designees through procedures the Board may implement from time to time; and

WHEREAS, the Board has adopted policies and procedures intended to provide strong fiscal oversight and which authorize the Executive Director, working with the Mobility Authority’s Chief Financial Officer, to review invoices, approve disbursements, and prepare and maintain accurate financial records and reports; and

WHEREAS, the Executive Director, working with the Chief Financial Officer, has reviewed and authorized the disbursements necessary for the month of June, 2012, and has caused a Financial Report to be prepared and attached to this resolution as Attachments A.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors accepts the Financial Report for June, 2012, attached as Attachment A.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 25th day of July, 2012.

Submitted and reviewed by:

Approved:

Andrew Martin
General Counsel for the Central
Texas Regional Mobility Authority

Ray A. Wilkerson
Chairman, Board of Directors
Resolution Number: 12-___
Date Passed: 7/25/2012

Attachment A

Proposed Work Authorization

(on the following 3 pages)

APPENDIX D

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 12.0

This Work Authorization is made as of this 1st day of August, 2012, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of December 23rd, 2009 (the "Agreement"), between the Central Texas Regional Mobility Authority ("Authority") and **HNTB Corporation** ("GEC"). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

HERO Program Support and Oversight

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

The services to be performed by the GEC will include, but not be limited to, professional services and deliverables for tasks related to the requirements for the HERO Program that is funded by Surface Transportation Program Metropolitan Mobility (STP MM) fund. These services include: general project oversight, oversight of Local Government Project Procedures (LGPP) and preparation of reimbursement requests.

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.

Development of detailed studies and/or reports related to the cost benefit of the HERO Program

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

LGPP Reimbursement Requests and required supporting documentation related to LGPP

Section B. - Schedule

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

Services defined herein shall expire December 31, 2014 with the expiration of the Agreement unless the Agreement is extended. If the Agreement is extended, this WA shall expire April 30, 2016 or when all tasks associated with the Scope of Services are complete.

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 **\$50,000** based on a Cost Plus fee listed in Attachment B – Fee Estimate. Compensation shall be in accordance with the Agreement.

The Authority and the GEC agree that the budget amounts contained in Attachment B-Fee Estimate for the GEC are estimates and that these individual figures may be redistributed and/or adjusted as necessary over the duration of this Work Authorization. The GEC may alter the compensation distribution between tasks or work assignments to be consistent with the Services actually rendered within the total Work Authorization amount. The GEC shall not exceed the maximum amount payable without prior written permission by the Authority.

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:

N/A

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:

**CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY**

By: _____

Name: Mike Heiligenstein

Title: Executive Director

Date: _____

GEC:

HNTB Corporation

By: _____

Name: _____

Title: _____

Date: _____

	CLASSIFICATION				TOTAL HOURS BY TASK
	Group Director / Program Manager	Project Manager II	Project Analyst	Office Tech Specialist II	
TASK DESCRIPTION					
HERO Program Oversight and LGPP Requirements					
a. Document Control				60	60
b. Prepare and Review Monthly Reimbursement Requests		20		60	80
c. Verify LGPP requirements are being met				60	60
d. Prepare and Review Monthly Progress Reports		8	40	40	88
e. Program Oversight & Support	24	40	10	80	154
TOTAL HOURS	24	68	50	300	442
BASE RATE	\$ 100.00	\$ 58.00	\$ 30.00	\$ 32.00	
TOTAL LABOR	\$ 2,400	\$ 3,944	\$ 1,500	\$ 9,600	\$ 17,444
Overhead Rate 148.13%	\$ 3,555	\$ 5,842	\$ 2,222	\$ 14,220	\$ 25,840
Profit 12.00%	\$ 715	\$ 1,174	\$ 447	\$ 2,858	\$ 5,194
TOTAL	\$ 6,670	\$ 10,961	\$ 4,169	\$ 26,679	\$ 48,478

TOTALS	ITEM
Miscellaneous Expenses - (Estimated)	\$ 1,522
Labor Total	\$ 48,478
TOTAL WORK AUTHORIZATION AMOUNT	\$ 50,000