



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

December 13, 2017
AGENDA ITEM #10

Approve funding for general engineering consulting services to provide oversight for the 183A Phase III project.

Strategic Plan Relevance:	Regional Mobility
Department:	Engineering
Contact:	Justin Word, P.E., Director of Engineering
Associated Costs:	\$2,621,000 (Not to exceed)
Funding Source:	General Fund
Action Requested:	Consider and act on draft resolution

Summary:

This funding will allow continuation of GEC support services related to the development of the Project. Services shall continue until construction begins, currently planned for early 2020. Proposed services will include the following:

1. Project Oversight Support – General oversight of the project through final design and construction procurement. Services shall also consist of project management and oversight of the Mobility Authority’s design consultant.
2. Supplemental Preliminary and Environmental Services – Additional preliminary engineering and environmental services to extend the project limits past CR 258/CR 213 and modify ramp configurations to accommodate future TxDOT projects.
3. Design Consultant Procurement Support – Services shall consist of development of request for qualifications, scope of work and contract, coordination with TxDOT, and management of the procurement process.
4. Construction Inspection Consultant Procurement Support – Services shall consist of development of request for qualifications, scope of work and contract, coordination with TxDOT, and management of the procurement process.

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

RESOLUTION NO. 17-0XX

**APPROVE FUNDING FOR GENERAL ENGINEERING CONSULTING
SERVICES TO PROVIDE OVERSIGHT FOR THE
183A PHASE III PROJECT**

WHEREAS, the Mobility Authority is developing the 183A Phase III Project (“Project”) and is currently discussing a design phase project development agreement (“PDA”) with the Texas Department of Transportation (“TxDOT”) to establish the respective obligations of the Mobility Authority and TxDOT for the design of the Project; and

WHEREAS, by Resolution No. 16-089 dated November 30, 2016, the Board approved Work Authorization No. 5 authorizing the Mobility Authority’s general engineering consultants to provide support services on the Project; and

WHEREAS, the Executive Director has determined that additional general engineering consultant services will be required for the further development of the Project including project oversight support, supplemental preliminary and environmental services, design consultant procurement support, design consultant management/oversight support, construction inspection consultant procurement support and construction procurement support; and

WHEREAS, the Executive Director estimates the reasonable fees associated with these additional general engineering consultant services to be in an amount not to exceed \$2,621,000; and

WHEREAS, the Executive Director recommends the Board approve the expenditure of up to \$2,621,000 for additional general engineering consultant services for the Project.

NOW THEREFORE, BE IT RESOLVED that the Board approves the expenditure of an amount not to exceed \$2,621,000 for additional general engineering consultant services for the 183 North Project which will be allocated through the issuance of one or more Work Authorizations by the Executive Director or the Director of Engineering.

Submitted and reviewed by:

Approved:

Geoffrey Petrov, General Counsel

Ray A. Wilkerson
Chairman, Board of Directors

DRAFT SCOPE OF SERVICES TO PROVIDED BY THE GEC

183A PHASE III PROJECT

1.0 PROJECT OVERSIGHT SUPPORT

1.1 Project Management and Administration

1. Manage the daily activities of the program.
2. Serve as the primary contact between CTRMA, TxDOT, design consultants, third party consultants, utility companies, public agencies, and the public.
3. Develop a Project Management Plan (PMP) specific to the project.
4. Develop, implement, and maintain a document controls plan.
5. Maintain project files for the length of the project.

1.2 Project Reporting

1. Provide updates to CTRMA on key tasks accomplished during the preceding month, meetings and key activities for the upcoming month, and identify outstanding issues requiring resolution.
2. Track, monitor, and report on contracts and budgets.
3. Track, monitor, and prepare reports on DBE/HUB utilization by Prime and Segment Designers, and DBE/HUB programs.
4. Update the Monthly Project Delivery Report and present status at the CTRMA Project Development Status Meeting.
5. Prepare and maintain a Project Summary Report appropriate for distribution to elected officials and executives at partnering agencies.
6. Track and report on project issues in a timely manner and update the GEC Action Item list on a weekly basis.

1.3 Project Scheduling

1. Maintain a Master Project Schedule (P6 format) that will show critical milestones for the performance and coordination of services.
2. Monitor, evaluate, and validate all schedules produced by others (Segment Designers, Utility Companies, etc.) that are a subset of the Master Project Schedule.

1.4 Project development support for project related activities including:

1. CAMPO Plan and TIP Amendments
2. Engineering and technical support
3. Traffic modeling
4. TxDOT and FHWA coordination
5. T&R consultant coordination
6. Design Project Development Agreement compliance
7. Construction Project Development Agreement preparation, coordination, and negotiation
8. Interlocal Agreements with Williamson County

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- 1.5 Financial planning coordination to support the Mobility Authority in financial planning related activities, including but not limited to:
 1. Operation, Maintenance, and Renewal and Replacement Estimate updates
 2. Project Cost Estimate Updates
 3. Toll Feasibility Analysis Updates
 4. Financial Advisor Support/Financial Plan Development
 5. Loan and/or grant applications
- 1.6 Environmental Services
 1. Agency coordination.
 2. Document reviews, such as water pollution abatement plans (WPAP) prior to submission to the TCEQ.
 3. Environmental and stakeholder commitment tracking.
- 1.7 Utility Coordination Services
 1. Coordination with the design consultant and utility companies.
 2. Utility conflict analysis.
 3. Utility Agreement preparation, negotiation, & coordination.
 4. Existing ILA utility agreement coordination and provide recommended utility easement location.
- 1.8 Public Involvement Services

GEC will provide public involvement outreach support on behalf of the Mobility Authority to include but not limited to neighborhood outreach, agency and elected official outreach services as requested by the Mobility Authority.
- 1.9 Tolls Systems/Facility Design

GEC will coordinate design activities between the Mobility Authority's toll system integrator and final design consultant as necessary

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2.0 SUPPLEMENTAL PRELIMINARY & ENVIRONMENTAL SERVICES

1. Provide design, utility coordination, and environmental services to extend frontage roads past CR 258/CR 213.
2. Provide ramp and DC design, utility coordination, and environmental services at RM 2243 for interim and ultimate conditions.
3. Modify traffic modelling to include additional design services.
4. Conduct additional public involvement activities including up to (3) three targeted community/neighborhood meetings in concert with open house.
5. Conduct value engineering study, prepare report, and coordinate acceptance by TxDOT and FHWA.
6. Address 60% Final Comments from TxDOT/CTRMA (includes 1 TxDOT review meeting and 1 comment resolution meeting)
7. Summarize next steps for design consultant associated with 60% schematic.
8. Review and recommend Greenroads vs INVEST certification.

3.0 DESIGN CONSULTANT PROCUREMENT SUPPORT

3.1 Project Management and Administration

1. Participate in coordination meetings with the Mobility Authority, TxDOT and other stakeholders in development of procurement objectives and focus areas.
2. Develop/modify a baseline procurement schedule.
3. Develop Mobility Authority Board agenda items authorizing subject procurement.

3.2 Final Request for Qualifications (RFQ) Development

1. Develop Draft RFQ.
2. Develop Draft Preliminary Scope of Work.
3. Develop Draft Reference Documents.
4. Develop Draft Professional Services Contract.
5. Develop DBE Goal Determination, including associated coordination with TxDOT.
6. Coordinate with Mobility Authority Engineering and Legal staff related to their review of the Draft RFQ documents listed above.
7. Revise Draft RFQ documents to incorporate Mobility Authority comments.
8. Upon receipt of Mobility Authority approval, coordinate with TxDOT staff related to their review of the Pre-Final RFQ documents listed above.
9. Revise the Pre-Final RFQ documents to incorporate TxDOT comments, as directed by the Mobility Authority [resulting in Final RFQ documents].

3.3 Final RFQ Release/Coordination

1. Develop the formal Notice of Issuance.
2. Coordinate with Mobility Authority staff to post Notice of Issuance, as required.
3. Establish and maintain procurement specific webpage to contain RFQ documents, notifications, and associated procurement activities on the www.civcastusa.com website.

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4. Develop presentation, materials, and associated preparations for Pre-Proposal Conference.
 5. Attend and provide support during Pre-Proposal Conference.
 6. Develop, manage, and coordinate responses to Consultant questions received through the procurement process, as required.
 7. Develop, manage, and coordinate Addenda to the RFQ as necessary to clarify and modify the procurement document/requirements, as required.
 8. Prepare correspondence (letters, email, memos, etc.) necessitated by the subject procurement process, as required.
 9. Prepare reports/presentations to provide updates to Mobility Authority on the procurement process/status.
- 3.4 Statements of Qualifications (SOQ) Evaluation
1. Develop draft SOQ evaluation criteria for the review and consideration of the Mobility Authority.
 2. Upon the acceptance of the SOQ evaluation criteria, develop an Evaluation Document containing guidelines and forms to be used during this portion of the procurement.
 3. Upon receipt of SOQ documents, assist in the processing of the documents. This will include logging and organizing the SOQs for distribution to the Evaluation Committee. cursory reviews of the Responses will also be included to determine consistency with the RFQ requirements.
 4. Participate in the evaluation of SOQs as part of the Evaluation Committee.
 5. Participate in Evaluation Committee meetings during the SOQ evaluation process. Consultant will also be responsible for preparations necessary to effectively facilitate associated meetings and resulting follow-up activities.
 6. Complete reference checks for each of the proposing entities submitting a SOQ. This effort will include the development of a standard email questionnaire, distribution of the email questionnaire, follow-up communications, and review/documentation of replies.
 7. Develop documentation necessary to support the Evaluation Committee's recommendation of Shortlisted Design Consultants (to partake in interviews) for presentation to/consideration by the Mobility Authority's Executive Director.
- 3.5 Shortlisted Design Consultant Interviews
1. Develop an Interview Guidelines document which will provide guidance to the Shortlisted Design Consultants. Included with this task will be participation in Interview Guidelines reviews & incorporation of modifications.
 2. Manage scheduling, communications, and logistics associated with interviews of Shortlisted Design Consultants.
 3. Assist in the development of Interview Questions to be asked of the Shortlisted Design Consultants.

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4. Develop draft Shortlisted Design Consultant interview evaluation criteria for the review and consideration of the Mobility Authority. Included with this task will be participation in interview evaluation criteria, reviews, and incorporation of modifications.
 5. Upon the acceptance of the Interview evaluation criteria by the Evaluation Committee, develop an Interview Evaluation Document containing guidelines and forms to be used during the Shortlisted Design Consultant interviews.
 6. Participate in the evaluation of Shortlisted Design Consultant interviews as part of the Evaluation Committee.
 7. Participate in Evaluation Committee meetings during the Shortlisted Design Consultant interview evaluation process. CONSULTANT will also be responsible for preparations necessary to effectively facilitate associated meetings and resulting follow-up activities.
 8. Develop documentation necessary to support the Evaluation Committee's recommendation of a Selected Design Consultant for presentation to/consideration by the Mobility Authority's Executive Director.
 9. Develop Mobility Authority Board agenda items authorizing the award of the contract to the Selected Design Consultant.
- 3.6 Support the contracting efforts with the Selected Design Consultant Contracting
1. Develop a Program Manual that outlines and defines the program organization, roles & responsibilities, communication protocol, processes, and procedures to be utilized throughout the entire project.
 2. Prepare a refined Scope of Services documents for distribution to the Selected Design Consultants during the initial negotiations meeting.
 3. Prepare independent/internal fee estimates for the Mobility Authority's use. The intent of these documents is to provide the CTRMA an established fee range which can be used for comparison during fee negotiations with the Selected Design Consultant.
 4. Participate in contract negotiations process including review and comment on submittals made by the Selected Design Consultant.
 5. Participate in internal Mobility Authority meetings during the contract negotiations process. CONSULTANT will also be responsible for preparations necessary to effectively facilitate associated meetings and resulting follow-up activities.
 6. Develop documentation necessary to support the staff recommendation to execute a contract with the Selected Design Consultant for presentation to/consideration by the Mobility Authority's Executive Director.
 7. Develop Mobility Authority Board agenda items authorizing the execution of the contract with the Selected Design Consultant.
 8. Develop and transmit formal Notice to Proceed to the Selected Design Consultant.

4.0 DESIGN CONSULTANT MANAGEMENT/OVERSIGHT SUPPORT

4.1 Design Consultant Contract Management

1. Provide a DC Management Team to manage and oversee the DC's efforts on behalf of the Mobility Authority. This team will be led by a Corridor Manager who will serve as the

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day-to-day contact and be responsible to provide project management coordination for the DC.

2. Evaluate each of the invoices and associated progress reports for completeness and accuracy as provided by the DC with the evidence of the work accomplished during the period since the previous report.
3. Provide written documentation of the invoice/progress report evaluation and make the appropriate recommendations to the Mobility Authority.
4. Maintain a schedule for billing and monitor budgets established for the DC.
5. Provide resolution and recommendations to any contract issues and provide response to Requests for Information and Requests for Clarification received from the DC as related to contract issues.
6. Assess requests for supplemental agreements as submitted by the DC and provide written recommendations to the Mobility Authority concerning validity of requests, proposed man-hours, and whether a supplemental agreement is warranted under the terms of the DC agreement.
7. Prepare independent estimate (pre-negotiation estimate) of proposed fee for supplemental agreements, as may be required.
8. Review supplemental agreements and contracts for spreadsheet accuracy using approved rates from the contracts prior to DC submittal to the Mobility Authority.
9. Support the Mobility Authority, as directed, in the preparation of final supplemental agreement documents for final processing.

4.2 Design Consultant Document Reviews

1. Provide continual "Over the Shoulder" reviews of the DC work efforts/products to verify conformance to design specifications and enhance coordination with the DC.
2. Review submittals for completeness and coordinate reviews by discipline area specialists and appropriate personnel as applicable. Develop comment tracking logs documenting/detailing the results of the submittal reviews. The DC submittals that are associated with this specific scope include:
 - a. Engineering Reports & Supplementary Information
 - b. 30% Plan Submittal
 - c. 60% Plan Submittal
 - d. 90% Plan Submittal
 - e. 100% Plan Submittal
 - f. Final Plan Submittal
3. Provide requisite advance notice of submittals as outlined in the Design Project Development Agreement and coordinate directly with TxDOT Austin District, TxDOT Design Division, and FHWA to incorporate agency review results into the comment tracking logs.
4. Partake in comment review/resolution meetings with the DC.

4.3 Project Meetings & Documentation

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1. Facilitate Project Meetings to proactively ensure necessary coordination is occurring and issues are being resolved in a timely manner, including:
 - a. Design Coordination Meetings (Bi-Weekly)
 - b. Issue Resolution Meetings (As Needed)
2. Prepare Meeting Minutes and Action Items for each of the Project Meetings and distribute to attendees and appropriate Mobility Authority personnel.

5.0 CONSTRUCTION INSPECTION CONSULTANT PROCUREMENT SUPPORT

5.1 Initial Planning

1. Participate in coordination meetings with the Mobility Authority, TxDOT and other stakeholders in development of procurement objectives and focus areas.
2. Develop/modify a baseline procurement schedule.
3. Develop Mobility Authority Board agenda items authorizing subject procurement.

5.2 Final Request for Qualifications (RFQ) Development

1. Develop Draft RFQ.
2. Develop Draft Preliminary Scope of Work.
3. Develop Draft Reference Documents.
4. Develop Draft Professional Services Contract.
5. Develop DBE Goal Determination, including associated coordination with TxDOT.
6. Coordinate with Mobility Authority Engineering and Legal staff related to their review of the Draft RFQ documents listed above.
7. Revise Draft RFQ documents to incorporate Mobility Authority comments.
8. Upon receipt of Mobility Authority approval, coordinate with TxDOT staff related to their review of the Pre-Final RFQ documents listed above.
9. Revise the Pre-Final RFQ documents to incorporate TxDOT comments, as directed by the Mobility Authority [resulting in Final RFQ documents].

5.3 Final RFQ Release/Coordination

1. Develop the formal Notice of Issuance.
2. Coordinate with Mobility Authority staff to post Notice of Issuance, as required.
3. Establish and maintain procurement specific webpage to contain RFQ documents, notifications, and associated procurement activities on the www.civcastusa.com website.
4. Develop presentation, materials, and associated preparations for Pre-Proposal Conference.
5. Attend and provide support during Pre-Proposal Conference.
6. Develop, manage, and coordinate responses to Consultant questions received through the procurement process, as required.
7. Develop, manage, and coordinate Addenda to the RFQ as necessary to clarify and modify the procurement document/requirements, as required.
8. Prepare correspondence (letters, email, memos, etc.) necessitated by the subject procurement process, as required.

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9. Prepare reports/presentations to provide updates to Mobility Authority on the procurement process/status.

5.4 Statements of Qualifications (SOQ) Evaluation

1. Develop draft SOQ evaluation criteria for the review and consideration of the Mobility Authority.
2. Upon the acceptance of the SOQ evaluation criteria, develop an Evaluation Document containing guidelines and forms to be used during this portion of the procurement.
3. Upon receipt of SOQ documents, assist in the processing of the documents. This will include logging and organizing the SOQs for distribution to the Evaluation Committee. cursory reviews of the Responses will also be included to determine consistency with the RFQ requirements.
4. Participate in the evaluation of SOQs as part of the Evaluation Committee.
5. Participate in Evaluation Committee meetings during the SOQ evaluation process. Consultant will also be responsible for preparations necessary to effectively facilitate associated meetings and resulting follow-up activities.
6. Complete reference checks for each of the proposing entities submitting a SOQ. This effort will include the development of a standard email questionnaire, distribution of the email questionnaire, follow-up communications, and review/documentation of replies.
7. Develop documentation necessary to support the Evaluation Committee's recommendation of Shortlisted Construction Inspection Consultants (to partake in interviews) for presentation to/consideration by the Mobility Authority's Executive Director.

5.5 Shortlisted Construction Inspection Consultant Interviews

1. Develop an Interview Guidelines document which will provide guidance to the Shortlisted Construction Inspection Consultants. Included with this task will be participation in Interview Guidelines reviews & incorporation of modifications.
2. Manage scheduling, communications, and logistics associated with interviews of Shortlisted Construction Inspection Consultants.
3. Assist in the development of Interview Questions to be asked of the Shortlisted Construction Inspection Consultants.
4. Develop draft Shortlisted Construction Inspection Consultant interview evaluation criteria for the review and consideration of the Mobility Authority. Included with this task will be participation in interview evaluation criteria, reviews, and incorporation of modifications.
5. Upon the acceptance of the Interview evaluation criteria by the Evaluation Committee, develop an Interview Evaluation Document containing guidelines and forms to be used during the Shortlisted Construction Inspection Consultant interviews.
6. Participate in the evaluation of Shortlisted Construction Inspection Consultant interviews as part of the Evaluation Committee.

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7. Participate in Evaluation Committee meetings during the Shortlisted Design Consultant interview evaluation process. CONSULTANT will also be responsible for preparations necessary to effectively facilitate associated meetings and resulting follow-up activities.
8. Develop documentation necessary to support the Evaluation Committee's recommendation of a Selected Construction Inspection Consultant for presentation to/consideration by the Mobility Authority's Executive Director.
9. Develop Mobility Authority Board agenda items authorizing the award of the contract to the Selected Construction Inspection Consultant.

5.6 Support the contracting efforts with the Selected Design Consultant Contracting

1. Develop a Program Manual that outlines and defines the program organization, roles & responsibilities, communication protocol, processes, and procedures to be utilized throughout the entire project.
2. Prepare a refined Scope of Services documents for distribution to the Selected Construction Inspection Consultants during the initial negotiations meeting.
3. Prepare independent/internal fee estimates for the Mobility Authority's use. The intent of these documents is to provide the CTRMA an established fee range which can be used for comparison during fee negotiations with the Selected Construction Inspection Consultant.
4. Participate in contract negotiations process including review and comment on submittals made by the Selected Construction Inspection Consultant.
5. Participate in internal Mobility Authority meetings during the contract negotiations process. CONSULTANT will also be responsible for preparations necessary to effectively facilitate associated meetings and resulting follow-up activities.
6. Develop documentation necessary to support the staff recommendation to execute a contract with the Selected Construction Inspection Consultant for presentation to/consideration by the Mobility Authority's Executive Director.
7. Develop Mobility Authority Board agenda items authorizing the execution of the contract with the Selected Construction Inspection Consultant.
8. Develop and transmit formal Notice to Proceed to the Selected Construction Inspection Consultant.

6.0 CONSTRUCTION PROCUREMENT SUPPORT

6.1 Procurement Support [from Advertisement to Letting]

1. Develop Final Bid Proposal document.
2. Compile the Final PS&E Documents to be composed of the Final 100% signed & sealed construction plans [developed by others], Final Bid Proposal document, and Final Engineer's Estimate [developed by others].
3. Develop DBE Goal Determination, including associated coordination with TxDOT.
4. Coordinate with the Texas Department of Transportation Austin District, Texas Department of Transportation Design Division, and the Federal Highway Administration to receive all final approval necessary to advertise the Project letting. This includes completion of all certification, Letter of Authority (LOA) and the Federal Project

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Authorization & Agreement (FPAA) documents necessary to advertise and let the Project.

5. Prepare and distribute advertisement formally notifying potential bidders of the Project letting.
6. Administer a prequalification process to ensure that potential bidders meet the necessary Texas Department of Transportation criteria to bid a project of this size.
7. Establish and maintain procurement specific webpage to contain bidding documents, notifications, and associated procurement activities on the www.civcastusa.com website including 100% signed & sealed construction plans [developed by others], Official Bid Proposal documents [for prequalified bidders only], Unofficial Bid Proposal documents [for interested parties who do not meet the prequalified bidder's criteria], and all associated bidding documents.
8. Develop and coordinate distribution of Addenda, as required, via procurement specific webpage.
9. Review and respond to questions posed by potential bidders regarding the Project.
10. Plan, organize, and administer a Pre-Bid meeting to present an overview of the project, unique construction contracting elements, timelines, etc. to the potential bidders.
11. Plan, organize, and administer a Bid Opening to publicly open and read aloud all bids received for the project.

6.2 Contracting Support [from Letting to Notice to Proceed]

1. Tabulate and review bids received, including an evaluation for mathematical accuracy and unbalanced bids to identify the Lowest Best Bidder for the Project.
2. Provide documentation supporting CTRMA Executive Director's Recommendation of Award to the Lowest Best Bidder, conditioned on the concurrence by the Texas Department of Transportation, to be presented to CTRMA Board of Directors for their approval.
3. Provide documentation supporting CTRMA's Recommendation of Award to the Lowest Best Bidder for review and possible concurrence by the Texas Department of Transportation.
4. Prepare the Final Construction Contract to the Lowest Best Bidder [upon receipt of CTRMA Board of Directors and Texas Department of Transportation approval/concurrence to Award].
5. Review required DBE participation information supplied by the Lowest Best Bidder.
6. Review required Performance Bond, Payment Bond, and Certificates of Insurance supplied by the Lowest Best Bidder.
7. Provide a memorandum and all associated documentation recommending Mobility Authority execution of the Final Construction Contract with the Lowest Best Bidder.
8. Coordinate execution of Final Construction Contract by Lowest Best Bidder and Mobility Authority.
9. Develop and issue formal Notice to Proceed.