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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to authorize the County Judge to execute Supplemental Agreement #1 with HDR Engineering, Inc. for project management on the County Priority Road Bond project.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-ROADS	July 2, 2013	\$165,000.

LINE ITEM NUMBER

N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY

Conley

SPONSOR

CONLEY

CO-SPONSOR

N/A

SUMMARY

**SUPPLEMENTAL AGREEMENT NO. 1 TO THE
PROFESSIONAL SERVICES AGREEMENT**

STATE OF TEXAS §
 §
HAYS COUNTY §

This Supplemental Agreement to the Professional Services Agreement is made and entered into this day by and between Hays County, Texas, a political subdivision of the State of Texas, (*the "County"*) and HDR Engineering, Inc. (*the "Engineer"*).

WHEREAS, the *County* and the *Engineer* executed a contract on April 7, 2009;

WHEREAS, the not-to-exceed fee in Exhibit 1, Section 1, Item 1.1 was set at \$1,800,000.00; and;

WHEREAS, the Hourly Rates in Exhibit II are limited to the rates noted; and;

WHEREAS, it has become necessary to amend the Agreement.

AGREEMENT

NOW, THEREFORE, premises considered, the *County* and the *Engineer* agree that said Agreement is amended as follows:

- I. The not-to-exceed fee in Exhibit 1, Section 1, Item 1.1 is hereby increased from \$1,800,000.00 to \$1,965,000.00.
- II. The hourly rates included in Exhibit II are hereby amended to include rates for 2013 / 2014 per the attached Supplement No. 1 to Exhibit II.

All other provisions are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the *County* and the *Engineer* have executed this supplemental agreement in duplicate,

EXECUTED this ____ day of _____, 2013.

THE ENGINEER:

HAYS COUNTY:

BY: _____

BY: _____

Printed Name: _____

Hays County Judge

Title: _____

Reviewed as to Form By:

County Attorney

Funds Verified By:

County Auditor

SUPPLEMENT NO. 1 TO EXHIBIT II

HOURLY RATES

HDR Engineering, Inc.

<u>Employee Classification</u>	2013/2014 <u>Hourly Billing Rate</u>
Senior Project Advisor	\$360.00
Program Manager	\$298.00
Deputy Program Manager	\$219.00
Sr. Engineer	\$214.00
Engineer / Sr. Prof. Staff	\$163.00
Prof. Staff	\$112.00
Support Staff	\$79.00

Prime Strategies, Inc.

<u>Employee Classification</u>	2013 / 2014 <u>Hourly Billing Rate</u>
Principle	\$285.00
Senior Planner	\$275.00
Project Manager / Planner	\$150.00
Administrative Support	\$100.00

The hourly rates shown are valid through December 31, 2014.

SUPPLEMENT NO. 2 TO WORK AUTHORIZATION NO. 1

This Supplement to the Work Authorization No. 1 is made and entered into this day by and between Hays County, Texas, a political subdivision of the State of Texas, (*the "County"*) and HDR Engineering, Inc. (*the "Engineer"*).

WHEREAS, the *County* and the *Engineer* executed a contract and executed Work Authorization No. 1 on April 7, 2009 and amended by Supplement No. 1 on December 10, 2010;

WHEREAS, the maximum payable amount for services performed in Part 2 and Exhibit D1 of Work Authorization No. 1 was set at \$1,137,636.00; and amended to \$1,796,020.00 by Supplement No. 1; and;

WHEREAS, Work Authorization No. 1 shall terminate on December 31, 2013 as specified in Part 4; and amended by Supplement No. 1;

WHEREAS, it has become necessary to amend Work Authorization No. 1.

WORK AUTHORIZATION

NOW, THEREFORE, premises considered, the *County* and the *Engineer* agree that said Work Authorization is amended as follows:

- I. The maximum amount payable for services in Part 2 and Exhibit D1 is hereby increased from \$1,796,020.00 to \$1,961,020.00 as noted in Exhibit D1 (Rev 1) attached to this Supplement No. 2 to Work Authorization No. 1.
- II. The termination date in Part 4 of Work Authorization No. 1 is hereby changed from December 31, 2013 to December 31, 2014.

IN WITNESS HEREOF, the *County* and the *Engineer* have executed this Supplement No. 1 to Work Authorization No. 1 in duplicate.

ENGINEER:
HDR Engineering, Inc.

COUNTY:
Hays County, Texas

By: _____	By: _____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Sr. Vice President	
Title	Title
_____	_____
Date	Date

- LIST OF EXHIBITS
EXHIBIT C1 (REV 1) -Work Schedule
EXHIBIT D1 (REV 1) -Fee Schedule

MANHOURLY BREAKDOWN
PROVIDING OVERSIGHT SERVICES FOR HAYS COUNTY

HDR PROGRAM MANAGEMENT TEAM
HDR Engineering, Inc. CONTRACT NO.

Exhibit D1 (Rev 1)

EY 2013 (Calendar Year)

Bill Item Description	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	TOTAL
Prime Strategies (See attached)	340.00	296.00	219.00	214.00	163.00	112.00	79.00	285.00	275.00	150.00	100.00	100.00	100.00	5200.00	8107.00	5101.00	5101.00	5101.00	113
TOTAL PROGRAM HOURS (2013)	340	296	219	214	163	112	79	285	275	150	100	100	100	5200	8107	5101	5101	5101	113
TOTAL LABOR ESTIMATE BY LAOUR CATEGORY	\$1,152	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,175.00	\$3,600.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,241.00
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	22.7%	21.7%	21.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.0%

HDR TEAM TOTAL LAOUR COST ESTIMATE \$22,241.00

HDR Rates		PSI Rates		NLA Rates	
A - Senior Project Advisor	\$1,152	H - Principal	\$3,600	N - Public Information Advisor	\$1,152
B - Program Manager	\$0.00	I - Senior Engineer/Script Planner	\$3,500	O - Public Information Task Leader	\$0.00
C - Primary Program Manager	\$0.00	J - Project Management	\$0.00	P - Public Information Service Specialist	\$0.00
D - Sr Engineer	\$0.00	K - Technical Support	\$0.00	Q - Public Information Meeting Facilitator	\$0.00
E - Engineer (Prof. Seal)	\$0.00	L - Administrative Support	\$0.00	R - Senior Graphic Designer	\$0.00
F - Prof Staff	\$0.00	M - Clerical	\$0.00		
G - Support Staff	\$0.00				

MANHOOR BREAKDOWN PROVIDING OVERSIGHT SERVICES FOR HAYS COUNTY

HDR PROGRAM MANAGEMENT TEAM HDR Engineering, Inc. CONTRACT NO.

Exhibit D1 (Rev 1)

FY 2014 Calendar Year

Full Work Description	A	H	G	C	Z ¹	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	TOTAL
	\$360,000	\$298,000	\$219,000	\$219,000	\$214,000	\$163,000	\$112,000	\$79,000	\$285,000	\$276,000	\$150,000	\$100,000	\$100,000	\$100,000	\$195,000	\$109,000	\$111,000	\$195,000	\$104,000	(2014)
Public Meetings with County Commissioners, County Judge, Judge, Probate Road Bond Program each flow data, Public Strategies (See attached)		100						10					20							87
Develop and provide neighborhood notifications to the area, the affected cities, etc. through personalized invitations, telephone contact or other means determined by the Commissioners Court or the Precinct Commissioner so as to provide notification to affected County			8					8												16
Program Standardization Activities																				0
Prepare Road Bond Program OFC Invoices		12						26												0
Review consultant invoices (P/S)		10						24												36
File and Document Management		12																		0
Assist in the management, review, and the preparation of final engineering design and construction activities, including:																				0
Perform design constructability reviews (Darden Hill, Dicy Lane, RM 12 Parkway)			100	81																180
Review / Process design consultant invoices;			17					12												24
Conduct progress meetings, as needed;			12	12																24
Submit plans to TxDOT and other governmental agencies, as required; and,			40					16												56
Provide Project Close Out, Obtain and review Statements of Final Construction Cost from TxDOT (Darden Hill)			8					8												16
Attend weekly construction progress meetings to represent County interests with TxDOT (Darden Hill)			60	14																94
TOTAL PROGRAM HOURS (2014)	0	51	370	106	81	0	0	102	20	26	21	0	20	0	0	0	0	0	0	530
TOTAL LABOR ESTIMATE BY LABOR CATEGORY	\$0.00	\$16,092.00	\$71,060.00	\$22,684.00	\$0.00	\$0.00	\$0.00	\$8,058.00	\$5,700.00	\$7,150.00	\$5,150.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0.0%	7.0%	40.0%	15.4%	0.0%	0.0%	0.0%	14.3%	2.9%	2.8%	1.7%	0.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

HDR TEAM TOTAL LABOR COST ESTIMATE \$139,294.00

Labor Categories:

HDR Rates	PSI Rates	NLA Rates
A - Senior Project Advisor	H - Principal	N - Public Information Advisor
B - Program Manager	I - Senior Engineer/Senior Planner	O - Public Information Lead/Leader
C - Deputy Program Manager	J - Project Manager/Planner	P - Public Information Senior Specialist
D - Engineer	K - Technical Support	Q - Public Information Meeting Facilitator
E - Engineer/Sr. Prof. Staff	L - Administrative Support	R - Senior Graphics Designer
F - Prof. Staff	M - Clerical	
G - Support Staff		

Prime Strategies, Inc.

1508 S. Lamar Blvd.
Austin, Texas 78704
voice 512.445.7074
fax 448.9620

Memo

To: Allen R. Crozier, P.E., HDR Engineering, Inc.
From: Michael J. Weaver
Date: June 21, 2013
Re: Priority Road Bond Program – Budget Supplement

As requested, please find summarized below the proposed budget, hourly rate information and scope for Prime Strategies, Inc. (PSI) to continue assisting HDR in the management of the Hays County Priority Road Bond Program. We have broken the budget down into the balance of 2013 and the carryover for 2014.

I expect that the next several months of 2013 to continue to be labor intensive as we finalize the Partnership Program. At that point, our time assisting you on the remaining Priority Projects should greatly taper off. If you have any questions, please let me know.

BUDGET

FY 2013	July – September	\$16,200.00
FY 2013	October – December	\$6,000.00
FY 2014	January – September	<u>\$18,000.00</u>
	PROPOSED TOTAL BUDGET	\$40,200.00

HOURLY RATES

Principal	\$285/hour
Senior Engineer/Senior Planner	\$275/hour
Project Manager/Planner	\$150/hour
Technical Support	\$125/hour
Administrative Support	\$100/hour
Clerical	\$80/hour

SCOPE

- Assist in developing and implementing the remaining projects in the Priority Road Bond Program.
- Assist in managing the financial components of the Priority Road Bond Program, including cash flows, budgets, and interaction with the Auditor's Office and County Commissioners.
- Assist in developing and initiating implementation of the new Hays County-TxDOT Partnership Program of projects.

P:\Prime Strategies Data\Projects\HDR-0363 Hays County Road Bond\PSI contract\2013-2014 Budget Supplement\2013-2014 Budget Supplement_HDR memo_rev2.docx