



## WORK AUTHORIZATION NO. 1

### PROJECT D2: (P558) SW Regional Park Trail Extension to Lake Georgetown

This Work Authorization is made pursuant to the terms and conditions of the **Agreement for Planning, Design and Engineering Services**, being dated **08/04/2020** and entered into by and between **Williamson County** a political subdivision of the State of Texas, ("County"), and **Halff Associates, Inc.**, ("A/E").

- PART 1.** A/E shall provide Planning, Design and Engineering Services set forth in **Attachment A** of this Work Authorization.
- PART 2.** The maximum amount payable for Basic Services under this Work Authorization without modification is **Eighty-Eight Thousand, Three Hundred Dollars (\$ 88,300)**, as set forth in **Attachment B** of this Work Authorization.
- PART 3.** Payment to A/E for the services established under this Work Authorization shall be made in accordance with the Agreement.
- PART 4.** This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on **05/04/2021**, as set forth in **Attachment C** of this Work Authorization. The Planning, Design and Engineering Services set forth in **Attachment A** of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.
- PART 5.** This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.
- PART 6.** County believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Work Authorization. A/E understands and agrees that County's payment of amounts under this Work Authorization is contingent on County receiving appropriations or other expenditure authority sufficient to allow County, in the exercise of reasonable administrative discretion, to continue to make payments under this Agreement. It is further understood and agreed by A/E that County shall have the right to terminate this Agreement at the end of any County fiscal year if the governing body of County does not appropriate

sufficient funds as determined by County's budget for the fiscal year in question.  
County may affect such termination by giving written notice of termination to A/E.

**PART 7.** This Work Authorization is hereby accepted and acknowledged below.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**A/E:**

Half Associates, Inc.

By: \_\_\_\_\_

Signature

*M. DOMINGO FLORES*

Printed Name

Title

*DIR. OF LAND ACQ. / TEAM LEAD*

**COUNTY:**

Williamson County, Texas

By: \_\_\_\_\_

Signature

Printed Name

Title

## ATTACHMENT A

### BASIC SCOPE OF SERVICES

THE FOLLOWING SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE AGREEMENT. TO THE EXTENT THIS SCOPE OF SERVICES IS INCONSISTENT WITH THE AGREEMENT, THE AGREEMENT WILL SUPERSEDE THE SCOPE OF SERVICES AND WILL BE CONTROLLING.

In consideration of the Basic Fee provided in the Agreement, A/E shall perform the following Basic Services, based on standard planning, landscape architectural, architectural, and engineering practices:

These services may include, but are not limited to as-built drawings, programming, architectural, structural, civil, landscape and irrigation, cost estimates and construction administration, master planning, forensic investigations, real estate evaluations, and specialized studies and analysis.

#### GENERAL REQUIREMENTS

**Design Criteria.** A/E shall prepare all work in accordance with the latest version of applicable County's procedures, specifications, manuals, guidelines, standard drawings, and standard specifications. A/E shall prepare each PS&E package in a form suitable for letting through County's construction contract bidding and awarding process.

**Right-of-Entry and Coordination.** A/E shall notify County and secure permission to enter private property to perform any surveying, environmental, engineering or geotechnical activities needed off County property. In pursuance of County's policy with the general public, A/E shall not commit acts which would result in damages to private property, and A/E shall make every effort to comply with the wishes and address the concerns of affected private property owners. A/E shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from County prior to each entry.

A/E shall notify County and coordinate with adjacent A/Es on all controls at project interfaces.

A/E shall prepare each exhibit necessary for approval by each utility, and other governmental or regulatory agency in compliance with the applicable format and guidelines required by each entity and as approved by County. A/E shall notify County in writing prior to beginning any work on any outside agency's exhibit.

**Progress Reporting.** A/E shall submit monthly (at a minimum) a progress status e-mail to County's Project Manager (PM) regardless of whether A/E is invoicing for that month.

A/E shall prepare and maintain a design and estimated construction schedule in a format acceptable to County during project phases prior to the Construction Administration Phase. A/E shall schedule milestone submittals per Attachment C – Production Schedule. Contractor shall prepare and maintain a construction schedule in Gantt chart format during the project Construction Administration Phase through the Close-out Phase.

Within 30 days of completion of construction of the project, A/E shall deliver all electronic files in formats acceptable to County.

Final payment is contingent upon County's receipt and confirmation by County's PM that the electronic files run and are formatted in accordance with the Agreement and all review comments are addressed.

A/E shall prepare a letter of transmittal to accompany each document submittal to County. At a minimum, the letter of transmittal must include County's project name, Agreement and Work Authorization numbers, as well as facility name and address.

**Coordination.** A/E shall coordinate issues through County's PM. County will communicate resolution of issues and provide A/E direction through County's PM.

**Level of Effort.** A/E shall base the level of effort at each phase on the prior work developed in earlier phases without unnecessary repetition or re-study.

**Quality Assurance (QA) and Quality Control (QC).** A/E shall provide peer review at all levels. For each deliverable, A/E shall maintain evidence of their internal review and mark-up of that deliverable as preparation for submittal. When internal mark-ups are requested by County in advance, County, at its sole discretion, may reject the deliverable should A/E fail to provide the evidence of quality control. A/E shall clearly label each document submitted for quality assurance as an internal mark-up document.

A/E shall perform QA and QC on all subconsultant products (when applicable to the project) prior to delivery to County. If, during the course of reviewing a submittal, it becomes apparent to County that the submittal contains unreasonable errors, omissions, or inconsistencies, County may cease its review and immediately return the submittal for appropriate action by A/E.

A submittal returned to A/E for this reason is not a submittal for purposes of the submission schedule. Rejected submittals shall not impact overall deadline of the Project nor the review period allotted to County officials. A/E shall provide an updated schedule showing interim submission date changes to make-up for any lost time. A/E shall not submit an invoice until County accepts the submittal as complete.

**Organization of Plan Sheets.** The PS&E package shall be complete and organized in a manner

that is suitable for the bidding and awarding of a construction contract.

**Naming of Electronic Project Files and Organization of Design Project Folders.** A/E shall use succinct and understandable file names including project name, file content, date created (i.e. "Project Name\_SD PLANS\_year.month.day"). A/E shall maintain files in an organized folder structure that is readily understandable to outside users to facilitate communication and minimize complications in project close-out.

**SCOPE OF WORK:**

SW Regional Trail  
near 3001 CR 175, Leander, TX  
Precinct 1  
Programs 2020-D2

**SW REGIONAL TRAIL to LAKE GEORGETOWN**  
PARKS BOND PROGRAM 2020-D2 (4/23/20)



**SCOPE OF WORK**

- DETERMINE CONNECTION FROM SW REGIONAL PARK TO LAKE GEORGETOWN (APPX. 4-MI.)
- TRAIL SEGMENT BETWEEN SW REGIONAL PARK - FM 2243 IS ARRANGED FOR
1. FINALIZE PLANS FOR TRAIL SEGMENT BETWEEN FM 2243 - HWY 29
  2. CONCEPTUALLY DEVELOP PLANS FOR SEGMENT BETWEEN HWY 29 - LAKE GEORGETOWN
- GOODWATER LOOP TRAIL

**DESIGN CHALLENGES**

- A. PLAN FOR A VIABLE CONNECTION TO LAKE GEORGETOWN
  - B. IDENTIFY & COORDINATE KEY STAKEHOLDERS / PARTNERS
- COUNTY REALESTATE ATTORNEY = CHARLIE CROSSFIELD
  - WILCO ROAD & BRIDGE DIVISION

**ALLOCATED FUNDS**

ITEMS 1-2 = \$5,000,000 (INCLUDING "SOFT COSTS")

Design services shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in Attachment C – Production Schedule. Individual phases or groups of phases shall be authorized herein or by fully executed Supplemental Agreement, Work Authorization, or Supplemental Work Authorization thereto.

### **Phase I - DATA COLLECTION, INVENTORY, AND ANALYSIS**

Upon receipt of written Notice to Proceed, A/E shall accomplish the following:

- A. Conduct a project initiation meeting and obtain data.
- B. Assemble existing data and information into a base map of the proposed trail corridor area and identify property ownership from current appraisal district data.
- C. Conduct on-site inventory with team members and County to determine surrounding influences, site conditions, environmental and hydrologic/floodplain constraints, erosion, and access.
- D. Assess all relevant data including applicable regulatory requirements, development standards, property limits, and identify opportunities and constraints.

*Deliverables: Digital PDF Base Map with Inventory and Analysis*

### **Phase II - PRELIMINARY TRAIL ROUTE PLAN AND STAKEHOLDER ENGAGEMENT**

Upon County acceptance of previous phase, A/E shall proceed with the following work:

- A. Provide a project area study map for County's use engaging key stakeholders in trail route identification. Key stakeholders may include the City of Leander, City of Georgetown, Brushy Creek M.U.D., TxDOT, US Army Corp of Engineers, public utility providers, Homeowner's Associations, and private landowners.
- B. Develop a preliminary trail route plan, with alternate options based on initial stakeholder input, opportunities and constraints for review and comment by County.
- C. Refine preliminary trail route plan based on County comments. Refined route plan will identify right-of-way/property constraints and needs.
- D. Present preliminary trail route plan to County leadership for comment.

*Deliverables: Digital PDF of Alignment Plan incorporating public comment.*

### **Phase III - TRAIL ROUTE PLAN AND PRELIMINARY DESIGN REPORT**

Upon County acceptance of previous phase, A/E shall proceed with the following work:

- A. Develop final illustrative trail route plan and supporting graphics.
- B. Develop preliminary design recommendations on trail surface materials, trail cross section(s), bridge/culvert locations, erosion control measures, storm water management and mitigation.
- C. Identify property ownership and acquisition or access easement requirements necessary to develop the trail.
- D. Identify anticipated permitting requirements (FEMA, US Army Corp of Engineers, US Fish and Wildlife/Texas Parks and Wildlife, Texas Historic Commission, Texas Commission on Environmental Quality, Brazos River Authority, Williamson County, County Floodplain and TxDOT).
- E. Develop Budget Opinion of Probable Construction Cost (OPCC) and potential phasing for trail improvements.
- F. Identify additional grant and funding opportunities and strategies.
- G. Develop an anticipated trail operations and maintenance plan including life cycle costs.
- H. Provide draft Preliminary Design Report (PDR) for review and comment by County staff.
- I. Refine PDR per staff comments.
- J. Assist County staff in presenting final draft report to County leadership for comment.
- K. Finalize PDR per County leadership comments.

*Deliverables: Digital PDF format of all maps/graphics and reports.*

## **ADDITIONAL SERVICES**

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The following services are not included in the Basic Services. A/E shall provide services list at the request of County. Compensation shall be based upon a mutually agreed upon fixed fee.

Additional Services items include:

- A. Graphics and marketing material other than indicated in basic services.
- B. Topographical and design surveys.
- C. Construction document and permitting services.
- D. Bidding and construction phase services.
- E. Environmental analysis and permitting.
- F. Hydraulic and hydrology study and analysis
- G. Design of areas outside the limits of the project site.
- H. Additions to the project scope or budget that causes additional work.
- I. Additional meetings or workshops not identified in the project scope.
- J. Revisions to the concepts requested by County after the final routing plan and report are complete and adopted by the County.
- K. Permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees.
- L. Design of gas, telephone, or other utility improvements.
- M. Printing of drawings, specifications, and contract documents except as noted herein.
- N. Traffic engineering reports or studies.
- O. Negotiations/agreements with adjacent property owners.
- P. Plat preparation.
- Q. Any additional work not specifically included in the basic services of this proposal.



**ATTACHMENT B**  
**FEE SCHEDULE**

This schedule indicates fees by Phase of the Basic Fee:	<b>\$ 88,300</b>	100%
99% <b>Half Associates</b>	\$ 87,300	
1% <b>Jim Rodgers (Park Consultant)</b>	\$ 1,000	
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<b>Phase I - DATA COLLECTION, INVENTORY, AND ANALYSIS*</b>	<b>\$ 17,400</b>	20%
Half Associates	\$ 17,150	
Jim Rodgers (Park Consultant)	\$ 250	
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<b>Phase II - PRELIM TRAIL ROUTE PLAN AND ENGAGEMENT</b>	<b>\$ 30,510</b>	35%
Half Associates	\$ 30,260	
Jim Rodgers (Park Consultant)	\$ 250	
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<b>Phase III - TRAIL ROUTE PLAN AND PRELIM DESIGN REPORT</b>	<b>\$ 40,390</b>	46%
Half Associates	\$ 39,890	
Jim Rodgers (Park Consultant)	\$ 500	

## ATTACHMENT C

### PRODUCTION SCHEDULE

A/E agrees to complete the professional design services called for in **Attachment A** of this Work Authorization within **Two Hundred Seventy-Three (273)** calendar days from the date of this Work Authorization.

The above time limits may, for good cause, be extended, in writing, by County as the Project proceeds.

The schedule below indicates various project milestones and target dates. Standard end-of-phase review periods for County shall be (10) business days minimum.

Work Authorization Execution Date	<b>08/04/20</b>
<b>Phase I - DATA COLLECTION, INVENTORY, AND ANALYSIS</b>	
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Notice to Proceed	08/11/20
Base Map, Inventory, and Analysis deliverables	09/10/20
County written authorization to proceed to next phase	09/22/20
<b>Phase II - PRELIM TRAIL ROUTE PLAN AND ENGAGEMENT</b> ♣	
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Alignment Plan with Public Comment deliverables	11/06/20
County written authorization to proceed to next phase	11/18/20
<b>Phase III - TRAIL ROUTE PLAN AND PRELIM DESIGN REPORT</b> ♣	
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Preliminary Design Report deliverables	02/16/21
Work Authorization Termination Date	<b>05/04/21</b>