

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

NOTICE OF AND AGENDA FOR A PLANNING COMMITTEE MEETING TO BE HELD BY THE BOARD OF DIRECTORS

DATE: WEDNESDAY, NOVEMBER 7, 2012
TIME: 4:30 PM
PLACE: PHARR CITY HALL, 3rd FLOOR
FD TRAINING ROOM
118 SOUTH CAGE BOULEVARD
PHARR, TEXAS 78577

PRESIDING: RICARDO PEREZ, CHAIRMAN-PLANNING COMMITTEE

CALL TO ORDER

AGENDA

1. Live demonstration of ProjectWise Software
2. Live Demonstration of e-Builder Software
3. Review of proposed Fiscal Year 2013 Budget
4. Recommendation on Restatement of Professional Service Agreements for Engineering with L&G, S&B and TEDSI to revise changes in project limits and DBE/HUB requirements
5. Recommendation on Restatement of Professional Service Agreements for Surveying with DOS Land Surveying and Quintanilla, Headley & Associates to revise changes in scope of work, DBE/HUB and work authorization requirements

ADJOURNMENT

CERTIFICATION

I, the Undersigned Authority, do hereby certify that the attached agenda of the Hidalgo County Regional Mobility Authority Board of Director's Planning Committee is a true and correct copy and that I posted a true and correct copy of said notice on the Hidalgo County Regional Mobility Web Page (www.hcrma.net) and on the bulletin board in the Hidalgo County Court House (100 North Clossner, Edinburg, Texas 78539), a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 2nd day of **November, 2012** at **12:00 pm** and will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Flor E. Koll
Program Administrator

Note: If you require special accommodations under the Americans with Disabilities Act, please contact Flor E. Koll at 956-402-6742 at least 24 hours before the meeting.

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

AGENDA RECOMMENDATION FORM

BOARD OF DIRECTORS	<u> </u>	AGENDA ITEM	<u> 3 </u>
PLANNING COMMITTEE	<u> X </u>	DATE SUBMITTED	<u> 11/01/12 </u>
FINANCE COMMITTEE	<u> </u>	MEETING DATE	<u> 11/07/12 </u>
TECHNICAL COMMITTEE	<u> </u>		

1. Agenda Item: **REVIEW OF PROPOSED FISCAL YEAR 2013 BUDGET.**
2. Nature of Request: (Brief Overview) Attachments: X Yes No
Review of proposed HCRMA budget for Fiscal Year 2013.
3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy
4. Budgeted: Yes No X N/A
Funding Source: Vehicle Registration Fund
5. Staff Recommendation: **Motion to recommend adoption of FY 2013 Budget.**
6. Program Manager: Approved Disapproved X None
7. Board Attorney: Approved Disapproved X None
8. Executive Director's Recommendation: X Approved Disapproved None



Memorandum

To: Ricardo Perez, Chairman – Planning Committee
From: Pilar Rodriguez, PE, Executive Director
Date: November 1, 2012
Re: **Proposed Fiscal Year 2013 Budget**

Attached is the proposed budget for Fiscal Year 2013. The budget is divided into three sections; revenues, expenditures and details.

Staff is proposing the following significant items in the budget:

- Part-time Chief Financial Officer \$ 50,000
- Project Management Software \$170,000

The Chief Financial Officer is in anticipation of the financing for the SH 365 and IBTC projects in the next fiscal year. It is also anticipated that this position would prepare the monthly financial reports and an outside firm would no longer be necessary.

The Project Management Software is necessary to track all project activities, including development, operation and maintenance costs.

Additionally, all Loop Development costs for the year have also been included in the budget to cover expenses for the SH 365 Project.

The proposed budget is balance with all expenditures equal to revenues for the year.

Based on review by this office, **approval of the FY 2013 budget is recommended in the amount of \$5,758,154.**

If you should have any questions or require additional information, please advise.

HCRMA

Revenue by Source

<u>Source of Income</u>	Actual 2011	Adj. Budget 2012	Estimated 2012	Budget 2013
<u>FEES</u>				
<i>Vehicle Registration Fees:</i>				
Current	\$ 4,967,709	\$ 4,506,860	\$ 5,408,232	\$ 5,430,415
<u>MISC REVENUE</u>				
<i>Intragovernmental Participation:</i>	-	-	-	344,000
TOTAL REVENUE	<u>4,967,709</u>	<u>4,506,860</u>	<u>5,408,232</u>	<u>5,774,415</u>

HCRMA

Budget Summary By Expenditure

	Actual 2011	Adj. Budget 2012	Estimated 2012	Budget 2013
<i>EXPENDITURES:</i>				
<u>GENERAL GOVERNMENT</u>				
Salaries & Wages	\$ -	\$ 169,995	\$ 209,995	\$ 385,700
Supplies	1,071	2,019	2,500	6,200
Travel & Training	45,216	9,240	12,000	20,000
Dues & Subscriptions	12,600	16,617	18,617	19,750
Rental & Contractual	86,783	8,284	12,534	36,072
Professional Services	206,727	419,173	436,873	175,200
Maintenance	-	-	-	2,000
Capital Outlay	-	4,396	5,000	175,000
<u>LOOP DEVELOPMENT</u>				
Engineering Services	1,052,003	918,579	1,408,579	1,032,171
Surveying Services	40,000	283,712	383,712	200,000
Environmental Services	221,975	75,558	100,558	316,661
Legal Services	182,351	80,539	100,539	100,000
Program Management	255,646	1,523,312	2,156,816	1,250,000
Acquisition Services	-	-	-	-
Financial Services	75,204	285,213	415,213	275,498
<u>DEBT SERVICE</u>				
Letter of Credit - FNB	1,780,163	1,780,163	1,780,163	1,780,163
TOTAL EXPENDITURES	<u><u>3,959,739</u></u>	<u><u>5,576,800</u></u>	<u><u>7,043,099</u></u>	<u><u>5,774,415</u></u>

HCRMA
FY 2013 BUDGET DETAIL

<u>Salaries & Wages</u>	
Executive Director - Full Time	\$170,000
Program Administrator - Full Time	\$48,964
Chief Financial Officer - Part Time	\$50,000
Overtime	\$2,500
Vehicle Allowance	\$8,400
Phone Allowance	\$2,700
Benefits @ 30%	\$84,769
Administrative Fee @ 5%	\$18,367
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	\$385,700
 <u>Supplies</u>	
Printing	\$1,200
Office Supplies	\$5,000
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	\$6,200
 <u>Travel & Training</u>	
Seminars/Conferences	\$5,000
Continuing Education	\$2,000
Travel Reimbursement	\$13,000
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	\$20,000
 <u>Dues & Subscriptions</u>	
Publications	\$500
Licenses	\$250
Professional Organizations	\$19,000
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	\$19,750
 <u>Rental & Contractual</u>	
City of Pharr Office Rental	\$12,000
City of Pharr Admin/IT Svcs	\$4,860
Insurance - Errors & Omissions	\$640
Surety Bonds	\$800
Wells Fargo - Copier Rental	\$6,972
Pena Design - Web Site	\$1,800
Temporary Employees	\$7,000
Postage/FedEx/Courier Services	\$2,000
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	\$36,072
 <u>Professional Services</u>	
Tuggey Fernandez	\$100,000
Dan Rios	\$50,000
Salinas, Allen & Schmit	\$10,200
Annual Audit	\$15,000
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	\$175,200

**HCRMA
FY 2013 BUDGET DETAIL**

<u>Maintenance</u>	
Equipment Repair	\$2,000
	<u>\$2,000</u>
 <u>Capital Outlay</u>	
Project Management Software	\$170,000
2 - Laptops & Accessories @ \$1800	\$3,600
Desk, Chair & Accessories	\$1,400
	<u>\$175,000</u>
 <u>Loop Development</u>	
 <u>Engineering Services</u>	
S&B Infrastructure	\$444,927
L&G Engineering	\$529,603
TEDSI Infrastructure	\$57,641
	<u>\$1,032,171</u>
 <u>Surveying Services</u>	
DOS Surveying	\$100,000
Quintanilla, Headley	\$100,000
	<u>\$200,000</u>
 <u>Environmental Services</u>	
Atkins North America	\$316,661
	<u>\$316,661</u>
 <u>Legal Services</u>	
Tuggey Fernandez	\$100,000
	<u>\$100,000</u>
 <u>Program Management</u>	
Dannenbaum Engineering	\$1,250,000
	<u>\$1,250,000</u>
 <u>Acquisition Services</u>	
	<u>\$0</u>
	\$0
 <u>Financial Services</u>	
Vinson & Elkins	\$55,698
First Southwest/C&M	\$219,800
	<u>\$275,498</u>
 Total Loop Development	 \$3,174,330

**HCRMA
FY 2013 BUDGET DETAIL**

Debt Service

First National Bank

\$1,780,165

\$1,780,165

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

AGENDA RECOMMENDATION FORM

BOARD OF DIRECTORS	_____	AGENDA ITEM	<u>4</u>
PLANNING COMMITTEE	<u>X</u>	DATE SUBMITTED	<u>11/01/12</u>
FINANCE COMMITTEE	_____	MEETING DATE	<u>11/07/12</u>
TECHNICAL COMMITTEE	_____		

2. Agenda Item: **RECOMMENDATION ON RESTATEMENT OF PROFESSIONAL SERVICE AGREEMENTS FOR L&G, S&B AND TEDSI TO REVISE CHANGES IN PROJECT LIMITS TO SH 365 AND TO REVISE DBE/HUB REQUIREMENTS.**

2. Nature of Request: (Brief Overview) Attachments: Yes No

Consideration and recommendation on restatement of Professional Service Agreements for L&G, S&B and TEDSI to revise changes to project limits to SH 365 and to revise DBE/HUB requirements.

3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy

4. Budgeted: Yes No N/A

Funding Source: Vehicle Registration Fund

5. Staff Recommendation: **Motion to recommend restatement of Professional Service Agreements with L&G, S&B and TEDSI as presented.**

6. Program Manager: Approved Disapproved None

7. Board Attorney: Approved Disapproved None

8. Executive Director's Recommendation: Approved Disapproved None

Below is a summary listing of the contracts that the PMC proposed be restated with the new contract format. Please note that in some instances the "Do Not Exceed" Contract Amount is updated to reflect changes in project limits and/or updated construction costs. The negotiated work authorization amounts ultimately determine the final contract fee.

Contractor: L&G Consulting Engineers, Inc.

Project: SH 365 Segments 0032/0034

Limits: FM 1016 (Conway Ave.) to East of McColl Road (near Sta. 986+00)

"Do Not Exceed" Contract Amount: Existing: \$5,887,542.43 | Proposed: \$5,915,101.32*

*Includes Supplemental No. 1 to work Authorization No. 1 for extension work from FM 1016 (Conway Ave.) to FM 396 (Anzalduas Highway) which was negotiated to \$310,893.87.

Key Differences between Existing and Proposed Contract:

1. New contract formatting reflects the PMC/GEC contract and includes attachments to monitor and report DBE/HUB utilization.
2. The proposed "Do Not Exceed" Contract Amount is updated to reflect changes in project limits and the calculation is based on the recent approval of advanced planning services for SH 365 Phase II from FM 1016 (Conway Ave.) to FM 396 (Anzalduas Highway). Final design scope will continue to only cover their portion of SH 365 Phase I from FM 396 (Anzalduas Highway) to east of McColl Road (near Sta 986+00).
3. Work Authorization No. 1 amount stays the same, while Supplemental No. 1 to Work Authorization No. 1 amount stays the same.
4. Actual contract fee will be negotiated and approved in each work authorization.

Contractor: S&B Infrastructure, Ltd.

Project: SH 365 Segment 0031

Limits: East of McColl Road (near Sta. 986+00) to US Military Highway

"Do Not Exceed" Contract Amount: Existing: \$4,363,952.78 | Proposed: \$4,714,339.28

Key Differences between Existing and Proposed Contract:

1. New contract formatting reflects the PMC/GEC contract and includes attachments to monitor and report DBE/HUB utilization.
2. Work Authorization No. 1 amount stays the same.
3. Actual contract fee will be negotiated and approved in each work authorization.

Contractor: TEDSI Infrastructure Group, Inc.

Project: SH 365 Segment 0033

Limits: US 281 Military Highway Overpass Project

"Do Not Exceed" Contract Amount: Existing: \$1,430,733.00 | Proposed: \$1,430,731.98

Key Differences between Existing and Proposed Contract:

1. New contract formatting reflects the PMC/GEC contract and includes attachments to monitor and report DBE/HUB utilization.
2. Work Authorization No. 1 amount stays the same.
3. Actual contract fee will be negotiated and approved in each work authorization.

Contractor: Dos Land Survey, LLC

Project: SH 365 Segments 0032/0034

Limits: FM 1016 (Conway Ave.) to SH 336 (10th Street)

“Do Not Exceed” Contract Amount: Existing: \$653,278.00 | Proposed: \$653,278.00

Key Differences between Existing and Proposed Contract:

1. New contract formatting reflects the PMC/GEC contract and includes attachments to monitor and report DBE/HUB utilization.
2. Survey contract will now be work authorization based so that the Board may control the assignment of work items. Current executed work authorizations, however, remain unchanged in the meantime.
3. Includes attachments to monitor and report DBE/HUB utilization.
4. No change in “Do Not Exceed” contract amount.
5. Scope of services for the Surveyors will be updated to reflect a comprehensive scope of services that will be controlled by work authorizations.
6. Up-coming revisions to the work authorizations will be prepared and negotiated for consideration by next Board meeting. The first work authorization will only cover advanced planning support services. Other work authorizations authorizing other phases of survey work will be assigned in a manner similar to the engineering contracts.

Contractor: Quintanilla, Headley and Associates Inc.

Project: SH 365 Segment 0031

Limits: SH 336 (10th Street) to FM 3072 (near Sta. 1218+65)

“Do Not Exceed” Contract Amount: Existing: \$440,438.75 | Proposed: \$440,438.75

Key Differences between Existing and Proposed Contract:

1. New contract formatting reflects the PMC/GEC contract and includes attachments to monitor and report DBE/HUB utilization.
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REVISED ENGINEERING CONTRACTS
FOR L&G, S&B AND TEDSI
WILL BE DELIVERED
UNDER SEPARATE COVER

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY

AGENDA RECOMMENDATION FORM

BOARD OF DIRECTORS	<u> </u>	AGENDA ITEM	<u> 5 </u>
PLANNING COMMITTEE	<u> X </u>	DATE SUBMITTED	<u> 11/01/12 </u>
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3. Agenda Item: **RECOMMENDATION ON RESTATEMENT OF PROFESSIONAL SERVICE AGREEMENTS FOR DOS LAND SURVEYING AND QUINTANILLA, HEADLEY & ASSOCIATES TO REVISE CHANGES IN PROJECT SCOPE FOR SH 365, REVISE DBE/HUB AND WORK AUTHORIZATION REQUIREMENTS.**

2. Nature of Request: (Brief Overview) Attachments: Yes No

Consideration and recommendation on restatement of Professional Service Agreements for DOS Land Surveying and Quintanilla, Headley & Associates to revise changes to project scope for SH 365, revise DBE/HUB and Work Authorization requirements.

3. Policy Implication: Board Policy, Local Government Code, Texas Government Code, Texas Transportation Code, TxDOT Policy

4. Budgeted: Yes No N/A

Funding Source: Vehicle Registration Fund

5. Staff Recommendation: **Motion to recommend restatement of Professional Service Agreements with DOS Land Surveying and Quintanilla, Headley & Associates as presented.**

6. Program Manager: Approved Disapproved None

7. Board Attorney: Approved Disapproved None

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REVISED SURVEYING CONTRACTS
FOR DOS LAND SURVEYING
AND
QUINTANILLA, HEADLEY & ASSOCIATES
WILL BE DELIVERED
UNDER SEPARATE COVER