

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
LOCAL GOVERNMENT PROJECT PROCEDURES AND INSPECTION RELATED SERVICES**

THIS SECOND AMENDMENT, is made and entered into by and between Fort Bend County (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Property Acquisition Services, LLC, (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

WHEREAS, the parties executed and accepted that certain Agreement for Professional Consulting Services on January 12, 2016, (hereinafter "Agreement") for Services to be provided under the FM 1093/Westpark Toll Road Extension Project – SH 99 to FM 1463, pursuant to SOQ 14-025, as amended by document dated April 11, 2017, (hereinafter "Amendment"); and

WHEREAS, the parties desire to further amend the Agreement for additional Construction Management and Inspection Services related to the construction of Phase 2A of the Project and increase the total Maximum Compensation to complete the additional services.

NOW, THEREFORE, the parties do mutually agree as follows:

1. County shall pay Contractor an additional six hundred forty-eight thousand two hundred sixty dollars and no/100 (\$648,260.00) to provide all of the additional Construction Management and Inspection Services as described in Contractor's proposal dated November 27, 2017 attached as Exhibit "A" hereto and incorporated herein for all purposes; and
2. The Maximum Compensation payable to Contractor for Services rendered under the Agreement and this Amendment is hereby increased to an amount not to exceed two million four hundred thirty thousand two hundred seventy dollars and no/100 (\$2,430,270.00), allocated as follows:
 \$1,132,010.00 under the Agreement;
 \$650,000.00 under the Amendment; and
 \$648,260.00 under this Second Amendment.
3. In no case shall the amount paid by County for all Services under the Agreement and this Amendment exceed the Maximum Compensation without written amendment executed by the parties.
4. The Time of Performance under the Agreement is hereby extended to end no later than March 31, 2019.

Except as provided herein, all terms and conditions of the Agreement and the Amendment shall remain unchanged.

FORT BEND COUNTY

PROPERTY ACQUISITION SERVICES, LLC

Robert E. Hebert, County Judge

Mark Heidaker

Mark Heidaker, President

Date

Date

ATTEST:

Laura Richard, County Clerk

APPROVED:

Richard W. Stolleis

Richard W. Stolleis, P.E., County Engineer

APPROVED AS TO LEGAL FORM:

Marcus D. Spencer, First Assistant County Attorney

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$ _____ to
accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor

I:\Marcus\FM 1093-Westpark Tollway Project\LGPP\Amend 2 to Agreement - LGPP Consulting.PAS.docx.1/19/2018

EXHIBIT A



Property Acquisition Services, LLC

November 27, 2017

Mr. Mike Stone
Mike Stone Associates, Inc.
P.O. Box 546
Richmond, TX 77406

RE: Fort Bent County
FM 1093 Westpark Toll Extension Project – Phase IIA
Construction Management Services Contract

Dear Mr. Stone:

As requested, please find attached the PAS proposed fee estimate and scope for construction management and inspection services related to the construction of the FM 1093-Westpark Toll Extension Project - Phase IIA. The Scope of Services is defined in Exhibit A, Billing Rates are shown in Exhibit B and the Fee Estimate is defined in detail in Exhibit C.

PAS looks forward to working with you and Ft. Bend County during the construction phase of this Phase. If you have any questions or would like to discuss any information contained in this Submittal, please do not hesitate to contact me.

A handwritten signature in blue ink, reading 'Mark W. Heidaker'. The signature is fluid and cursive, with the first name 'Mark' being more prominent than the last name 'Heidaker'.

Mark W. Heidaker
President

Exhibit A
Scope of Services

SERVICES TO BE PROVIDED BY SENIOR MANAGER

The Senior Manager shall provide support to Fort Bend County and the Project Manager to ensure that all Local Government Project Procedures required for the FM 1093/Westpark Extension Project are followed and all activities are in compliance. This compliance is critical to the County's goal of receiving 100% reimbursement of all State funds slated for this Project. The Senior Manager is certified by TxDOT in LGPP requirements and will a) work with the Contract Administrator to ensure all controls are in place and followed, and b) act as Liaison between the various parties, as needed.

SERVICES TO BE PROVIDED BY LEAD INSPECTOR

The Lead Inspector shall provide Construction Engineering Inspection (CEI) services, perform various types of services, and manage construction of specific operations as defined below:

- 1 Structure Inspection (bridge and bridge class culvert) – includes foundations, substructure and superstructure.
- 2 Concrete Paving Inspection – includes the subgrade up to the pavement.
- 3 Hot Mix Asphalt Paving Inspection – includes the subgrade up to the pavement
- 4 Storm Water Pollution Plan Inspection.
- 5 Landscape projects.

Additionally, the Lead Inspector will provide the following services at the direction of the Fort Bend County Project Manager (PM):

1. Change Orders (Lead Inspector will review estimate of cost of the change order provided by the State, provide justification required by TxDOT and assist PM with negotiations, if desired.)
2. Follow any current and new processes that are mandated by the State.
3. Track all shop drawing submittals, reviews and approvals.
4. Perform a liquidated damages assessment.
5. Review Traffic Control Plans (TCP).
6. Verify ramp and lane closures are in accordance with TxDOT guidelines.
7. Review work schedule, plan changes, construction issues, traffic changes, public information topics to include review the contractor's baseline schedule as well as monitoring the schedule as per specifications. All approval will be submitted to PM for final approval.
8. Work with PM to perform time impact analysis should contractor request more time.

Exhibit A
Scope of Services

SERVICES TO BE PROVIDED BY SENIOR MANAGER

The Senior Manager shall provide support to Fort Bend County and the Project Manager to ensure that all Local Government Project Procedures required for the FM 1093/Westpark Extension Project are followed and all activities are in compliance. This compliance is critical to the County's goal of receiving 100% reimbursement of all State funds slated for this Project. The Senior Manager is certified by TxDOT in LGPP requirements and will a) work with the Contract Administrator to ensure all controls are in place and followed, and b) act as Liaison between the various parties, as needed.

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4. Storm Water Pollution Plan Inspection.

Additionally, the Lead Inspector will provide the following services at the direction of the Fort Bend County Project Manager (PM):

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7. Track all shop drawing submittals, reviews and approvals.
8. Perform a liquidated damages assessment.
9. Review Traffic Control Plans (TCP).
10. Verify ramp and lane closures are in accordance with TxDOT guidelines.
11. Review work schedule, plan changes, construction issues, traffic changes, public information topics to include review the contractor's baseline schedule as well as monitoring the schedule as per specifications. All approval will be submitted to PM for final approval.
12. Work with PM to perform time impact analysis should contractor request more time.

13. Work with design consultant or Engineer of Record to develop plans to address design needs due to field changes. This work shall not address errors and omissions.
14. Make recommendations for the corrections of plan errors and omissions, substitutions, defects and deficiencies in the work of the contractor, subs, vendors, etc. If corrections cannot be resolved by Lead Inspector or personnel, confer with design consultants and/or Engineer of Record to receive further input. Work with TxDOT to secure concurrence.
15. Work with Engineer of Record to complete as-built plans.
16. Review, on a monthly, Contractor's Critical Path Methodology (CPM) Schedule.
17. Ensure inspection is conducted and documented including daily diaries, weekly Storm Water Pollution Prevention Plan (SW3P) inspections, testing (Lab and Field).
18. Utilize ATSER to perform recordkeeping tasks.
19. Oversee material testing in the field at the plant or stockpile source.
20. Work with PM to perform utility coordination and investigation
21. Review and respond to contractor's RFI's. If RFI requires input from design consultant or Engineer of Record, work with appropriate party to provide response to Contractor.

General Duties

The Lead Inspector, working under the Fort Bend County Project Manager, will be responsible for all inspection teams to ensure the specific operations are conducted in accordance with the construction plans, specifications, special specifications and special provisions. The Lead Inspector will fully support the Project Manager in its dealings with the contractor, suppliers, subcontractors, engineers, other consultants, government entities, utilities, property owners, and the general public. The Lead Inspector and field inspectors are certified personnel and are knowledgeable of all materials testing procedures.

The Lead Inspector shall assist the PM and advise in matters of policy and procedure, and generally accepted industry practices. The Lead Inspector shall identify deficiencies in the work of the contractor, its subcontractors, its vendors and its consultants in the specific construction operations and inform the PM of these deficiencies.

The Lead Inspector or his designee will be on-site performing inspection duties at any time the work is being performed including nighttime hours and on weekends as required by the planned construction work. The scope of the project is based on the construction contract construction schedule, added days to the schedule as well as a closeout period. The Lead Inspector will work with Contract Administration and Inspection staff to ensure that documentation is in accordance with all Local Government Project Procedures (LGPP) and submitted to TxDOT.

The Lead Inspector shall attend and support the Project Manager at any meetings to discuss specifications and action plans with regards to the pertinent bid items, i.e. Pre-Bridge

Deck meeting and Pre-Paving meeting, etc.

The Lead Inspector shall be delegated certain levels of authority in decision making on the project at the discretion of the PM.

Specific Duties

Post Letting Activities Prior to Construction

The Lead Inspector will support the PM to schedule and assist in conducting a preconstruction conference for the project, document the conference in accordance with County and TxDOT procedures.

Inspection of Work in Progress and Project Records:

The Lead Inspector will support the PM to:

1. Verify that the project is built according to the plans and specifications, and all contract documents.
2. Verify the accuracy of the work and determine pay quantities by making measurements as assigned by the State.
3. Verify all the specifications and special provision requirements are met for inspected items of work regarding materials, construction, measurement and payment.
4. Verify daily quantities for each item of work assigned, performed and tabulate into a monthly pay estimate to the contractor. The estimate shall be forwarded to PM for further processing.
5. Enter measurement and payment information daily into ATSER for the items inspected by the field inspection staff.
6. Verify all material sourcing information is entered into ATSER.
7. Ensure all sampling and testing of components and materials is conducted in accordance with the standard specifications, and all other standard and special specifications and special provision. Testing will meet the minimum sampling frequencies set out in the TxDOT Guide Schedule for Sampling and Testing for materials. The testing will include the following materials and all the components of the materials listed: Asphalt, Concrete, Soils and Aggregates. The estimated number of samples and tests will be based on quantities in the executed construction contract.
8. Ensure all material or testing deficiencies are addressed promptly.
9. Review, verify and inventory MOH requests prior to submission of the monthly estimate.
10. Maintain all records on the project per County and TxDOT procedures including Daily Work Reports (DWR), diaries, shop drawings and submittals, RFI drawings and sketches of measured items, sets of plans, record set plans, material on hand forms and general correspondence. Plot to include but not limited to concrete, asphalt and pipe to ensure accuracy of payment.
11. Verify proper drill shaft installations. Inspector should have knowledge in geological materials to ensure proper founding is achieved, proper underwater and slurry displacement concrete placement procedures and proper use of steel casing for

dewatering and stability applications are implemented.

12. Verify appropriate mill tests, materials approval and Buy America certifications are available as required.
13. Work with Contract Administrator to ensure: DBE/SBE/HUB documentation is verified; Commercially Useful Function reviews and Labor Interviews are performed; Prompt Pay and Wage rate surveys are complete and correct; Bulletin Board is erected, contains all applicable posters and posters are filled out with correct information.
14. Follow all current Storm Water Management guidelines and verify SW3P and Environmental Permits Issues and Commitments (EPIC) sheet requirements are followed.
15. Verify appropriate permits are in place for all contractor Project Specific Locations (PSL's).
16. Maintain the SW3P working drawings, which shall be located in the field office at all times.
17. Maintain documentation in accordance with the Texas Pollutant Discharge Elimination System (TPDES) General Permit TXR150000.
18. Perform SW3P inspections on schedule shown in the plans, record the results in ATSER, report deficiencies to the contractor and verify corrections were made per the requirements of the Construction General Permit (CGP).
19. Verify that the contractor follows the guidelines of the CGP.
20. Provide all environmental correspondence to TxDOT.
21. If there are any change orders or added construction that will impact the Environmental document, the Lead Inspector shall coordinate with County and TxDOT to provide the necessary documentation.
22. Verify the project is administered according to the environmental document and EPIC sheet.
23. Maintain a separate SW3P working copy of plan set and verify it is updated accordingly to remain in compliance.
24. Coordinate inspection of the pedestrian elements with Registered Accessibility Specialists (RAS) to ensure compliance with the Texas Department of Licensing and Regulation (TDLR) policies.

Design Verification, Changes and Alterations

The Lead Inspector will support the PM to:

1. Change Orders

- 1.1 Review the Contractor's estimated cost of change order and, at the direction of the PM, aid in price negotiations of new pay items added by change order. Review the information submitted by the contractor to verify the prices are within the current Statewide or District bid averages. If the price exceeds the bid averages, review the breakdown to ensure the contractor is using the allowed mark-ups as specified in the Spec Book. Prices should be fair and reasonable based on the time, material, equipment and labor necessary to perform the work.
- 1.2 Provide appropriate documentation including justification for the change order, revised drawings and plan sheets with appropriate design backup documentation, cost

breakdowns, time impacts, and change order descriptions. The plan sheets shall be signed, sealed and dated by a Texas Registered Professional Engineer. Record all Change Order information in ATSER.

- 1.3 Review Change Order with PM.
- 1.4 Submit change orders to TxDOT for review and concurrence.
- 1.5 Submit to PM for final processing and approval by Ft. Bend County.
2. Submittal, Tracking and Approval of the Shop Drawing
 - 2.1 Log, monitor, and coordinate the contractor's submittals of fabrication plans, erection plans, shop drawings, change orders, Material on Hand, time extensions, product and material submittals, and Requests for Information (RFI).
 - 2.2 Forward submittals and shop drawings to the appropriate party and verify return of documents.
 - 2.3 Address RFI's as directed by the PM.
 - 2.4 Make recommendations for resolution of any RFIs and draft any correspondence necessary for the resolution of the RFI.
 - 2.5 Coordinate RFI resolutions with appropriate party as directed by PM.
 - 2.6 Track all shop drawing submittals, reviews and approvals.

Project Supervision

The Lead Inspector will support the PM to:

1. Traffic Control Inspection
 - 1.1 Review plan sheets for Traffic Control Plan (TCP) changes or modifications.
 - 1.2 Verify that all lane and ramp closures follow State guidelines and lane restrictions as found in the project plans.
 - 1.3 Ensure that all lane closure information is sent to the assigned TxDOT Public Information Office (PIO), Corridor Mobility Coordinator and others as directed.
 - 1.4 Ensure that if scheduled lane closures are cancelled, a District's PIO, the Corridor Mobility Coordinator and others, as directed, are notified immediately with updated information.
 - 1.5 Oversee project barricades and signs on a daily basis and coordinate corrections with the contractor as required.
 - 1.6 Perform inspections of barricades and report to contractor at a minimum of two inspections per month (one daytime inspection and one nighttime inspection).
 - 1.7 Document deficiencies or actions needed and submit to contractor for corrective actions. Lead Inspector shall document when the deficiencies or actions are addressed and escalate as required.
 - 1.8 Ensure the contractor makes repairs to critical items immediately and other deficiencies or actions shall be addressed as soon as possible per item 502 Barricades, Signs, and Traffic Handling and enforce non-payment of item, if needed.
 - 1.9 Ensure all items meet requirements of TMUTCD, TCP, standards and specifications and State Compliant Work Zone List which include at a minimum:

- 1.9.1 proper devices are used
- 1.9.2 devices are clean and free of damage
- 1.9.3 devices are properly aligned and spaced
- 1.9.4 devices have proper reflectivity
- 1.9.5 pavement markings are performing properly
- 1.9.6 proper flagging procedures are followed
- 1.9.7 signs are properly mounted on and appropriate substrate and not leaning
- 1.9.8 the overall set up is in compliance.
- 1.10 Review contractor's recommendations for correctness/effectiveness in the use of safety contingencies provided in the construction contract.

2. Project Coordination

1. Conduct weekly coordination meetings on the project with Contractor, Subcontractors, TxDOT and other interested parties.
2. Conduct pre-activity meetings for major operations or traffic control changes.
3. Review the work schedule, plan changes, construction issues, submittal progress, traffic changes, public information topics, and all other relevant matters to include review and approve the contractor's baseline schedule to verify the contractor has followed the approved Traffic Control Plan and all work has been incorporated into the schedule.
4. Monitor the progress of the contractor's approved schedule and the progress of the work with the goal of meeting the contract completion date, review and monitor the contractor's work schedule monthly and recommendation to the State regarding any changes or needed changes to the schedule, and notify the State if the schedule does not adequately reflect appropriate completion dates, reasonable resources, or errors in logic. If additional time is requested by the contractor, the Lead Inspector will review the contractor's request and verify the time impact analysis. If necessary, and directed by the PM, the Lead Inspector will consult with the Engineer of Record to verify.
5. Analyze the contractor's monthly schedule as defined by plans and specifications and provide recommendations for modifications or acceptance and verify the CPM schedules follow all guidelines described in the specifications. Any revisions to the schedule will require approval by the State.

Documenting and Reporting

Lead Inspector will support the PM to:

1. Prepare a DWR for each day of work from the begin work date until final acceptance. All inspectors shall prepare their own DWR each day they are on the project. Each DWR must have the weather recorded for that day, including temperature high and low, weather conditions, all visitors to the project, traffic conditions, lane closure hours, police officer names and hours worked, portable message sign hours, instruction given to the contractor, the contractor work hours, the Contractor's equipment and utilization, and equal employment opportunity (EEO) issues, safety concerns, SW3P information, and accidents. When recording information pertaining to accidents, record only factual information as observed; not personal opinion. Also, include the subcontractors on the project, the number of hours on the project, and the work they are performing, and

items for payment.

2. Maintain all relevant subcontractor forms, contract assurance checklist, agreements, and statements of compliance.
3. Fill out the DWR work items tab as a means to pay for items of work inspected. Input the station number, supporting calculations, quantity being paid, any comments or remarks necessary, and any other information to properly distinguish the item being paid. Reference plan sheets as reference markers.
4. Maintain hard copies of measurements and attachments that support the calculations and quantities listed in the DWR's.
5. Maintain a daily diary on the project in hard copy and in electronic format in ATSER.
6. Identify items that will overrun and under run during the course of the project.
7. Coordinate with TxDOT for State Audits to be performed. Track resolution of audit deficiencies.

Final Construction Documents

Lead Inspector will support the PM to:

1. Provide a comprehensive punch to the Contractor when work nears completion.
2. Verify that all punch list work is complete before recommending acceptance to the State.
3. Provide the contractor punch list to the State.
4. Provide final complete construction records including as-built plans, final quantities, complete test reports, final DBE/SBE/HUB reports, and project documentation (including all general correspondence that occurred during the project) within thirty (30) days of final acceptance of the project by the State. Final project documentation shall include the following: folder labeled by item number for items requiring additional back-up; copies of all of the change orders with back-up; Material Invoices back-up; Manifest tickets for all material paid by weight (Asphalt, Concrete, Lime, etc.); Material on Hand forms 1914 and 1915; Texas Department of Licensing and Regulation (TDLR) or Registered Accessibility Specialists (RAS) Inspections; and any other applicable records necessary to complete the review. The Lead Inspector working with the Contract Administrator will submit the correspondence folder with the final records including the as-builts when submitting the final documents.

Public Information and Coordination

Lead Inspector will support the PM to:

1. Assist in public relations activities including the preparation of public information, attend public meetings for the purposes of providing information to the public, notification of department personnel of lane closures.
2. Initiate and conduct meetings which include, but are not limited to the following parties: contractor representatives, neighboring construction projects, public works agencies, utilities, federal officials, the State, and their interested parties. The goal of these meetings will be to maintain adequate cooperation and communication among all partners to this project.

SERVICES TO BE PROVIDED BY CONTRACT ADMINISTRATOR

The Contract Administrator will provide support to the Ft. Bend County Project Manager (PM), the Lead Inspector and the Construction Management team and will, as a primary responsibility, ensure the requirements outlined in the contract documents are performed accurately and completion and the responsibilities of all parties are properly satisfied. Primarily, the Contract Administrator will work with the PM, the Senior Manager and the Lead Inspector to:

1. Verify performance of the contract for the purpose of payment;
2. Identify material breach of contract by assessing the difference between contract performance and material non-performance;
3. Determine if corrective action is necessary; and
4. Implement corrective action, as necessary.

Working on behalf of Ft. Bend County, the local government sponsor, the Contract Administrator will ensure that the contractor and subcontractors abide by the requirements and clauses contained in the contract documents. The result of this effort is to guarantee Ft. Bend County receives 100% of the money committed to this project in the Financial Assistance Agreement executed December 19, 2011.

PreConstruction Activities

The Contract Administrator, working in conjunction with the PM, will:

A. Letting and Award

1. Verify the LG advertised the project for the required 21 days. Obtain copies of the newspaper ads, affidavits and any electronic advertisements to include in the project files.
2. Verify that all addendums have been approved by TxDOT prior to issuance. Obtain copies of the approval and addendums to include in the project files.
3. Obtain a copy of the Low Bid to include in the project files.
4. Obtain a copy of the Bid Tab (County's) to include in the project files.
5. Obtain a copy of the Bid Tab Analysis from Design Consultant to include in the project files.
6. Obtain a copy of the Recommendation for Award. Verify that that recommended documents are attached. Obtain a copy of TxDOT's concurrence. Include copies of all in the project files.
7. Obtain a copy of award notification to Contractor to include in the project files.
8. Obtain a copy of Performance and Payment Bonds, DBE Commitment, Insurance Information to include in the project files.
9. Obtain a copy of the Contract Execution submission to TxDOT to include in the project files. Verify that all required items are attached to the executed Contract per the LGPP Checklist (Item 8-4).
10. Obtain a copy of TxDOT's concurrence on contract execution to include in the project files.

11. Obtain a copy of Contract Execution to Contractor to include in the project files.
- B. Pre-Construction Meeting
 1. Obtain a copy of the Pre-Construction Notification to the Contractor to include in the project files.
 2. Ensure that all appropriate parties are invited to the meeting including TxDOT & OFCCP, Utilities, Fire, EMS, Schools, etc.
 3. Attend Pre-con Meeting to keep minutes of the meeting.
 4. Collect and Review Prime Contractor's Documents:
 - a. Verify List of subcontractors department
 - b. Prepare subcontractors folders
- C. Notice to Proceed
 1. Obtain a copy of the Notice to Proceed (NTP) to be included in the project files
 2. Obtain a copy of TxDOT's concurrence to the NTP to be included in the project files

Administration of Work in Progress and Maintenance of Project Records

Daily:

The Contract Administrator, working in conjunction with the PM and Construction Management team, will:

- A. Obtain Approval of all Subcontractors
 1. Obtain and review subcontractors documentation
 - a. Collect and review the required documentation for each subcontractor (subcontract agreement, insurance, EEO Policy, EEO Officer, Payroll Officer, Safety Policy, Flagger certification)
 - b. Verify subcontractors debarment
 - c. Verify EEO has Title VI language verbatim
 - d. Log subcontractor information in Access and ATSER
 - e. Review subcontract agreement for proper language, and inclusion of required special provisions, FHWA 1273, wage rates and Title VI information
 - f. Notify Contractor of any missing documents
 - g. Forward for approval
 2. Generate Subcontractor Approval Log and Distribute to Project Staff
- B. DBE Subcontractors Documentation
 1. Review and approve the joint check usage, if requested
 2. Conduct Commercial Useful Function Performed (CUF)
 3. Collect back-up information for inclusion in project file
- C. Subcontractor approval logs
 1. Review to ensure that all certificates of insurance are current
 2. Ensure that the most updated list is posted and distributed to all project inspectors
- D. Certified Payroll Review
 1. Ensure that all certified payrolls are received for each week
 2. Verify workers hourly rate against the projects wage rate included in the proposal
 3. Ensure that pay rates issues have been addressed, resolved and back-up information is the files

4. Verify Labor on Daily Reports
5. Coordinate with Contractor/Sub on the addition of job classification.
6. Submit request to USDOL for inclusion of Additional Job Classification
- E. Submittal Processing
 1. Collect, log and attach documents in ATSER
 2. Distribute to reviewing parties
 3. Log response into ATSER and attachment reviewed documents
 4. Distribute to Contractor and project staff
 5. Ensure copies are in the files
- F. RFI Processing
 1. Collect, log and attach documents in ATSER
 2. Distribute to reviewing parties
 3. Log response into Atser and attachment reviewed documents
 4. Distribute to Contractor and project staff
 5. Include copy in project files
- G. 1257 Processing
 1. Collect from Inspectors
 2. Pull folders for Lead Inspector
 3. Log in 1258, Scan and File
 4. Log into spreadsheet for Annual Reporting to TxDOT
- H. Delivery Tickets
 1. Tally and Place in the appropriate file
- I. Lab Reports
 1. Attach to ATSER daily report
 2. Verify Lab Tech Certification
 3. Log into Lap Report Summary
 4. Include copy in project files
- J. TxDOT Inspection Letters
 1. Received initial request from Contractor,
 2. Draft inspection request to TxDOT for PM's Signature,
 3. Scan and file electronically.
- K. Correspondence
 1. Print and distribute emails/correspondence to appropriate parties
 2. Include all documentation in project files

Weekly:

- A. Perform Subcontractor Log Review
- B. Print Daily Diaries and include in project files
- C. Verify Contractors on site and update Certified Payrolls log for week
- D. Verify receipt of last week's contractor/subcontractor's Certified Payrolls.
- E. Contact responsible party to request missing Certified Payrolls
- F. Verify Buy America compliance
- G. Support weekly Progress Meeting
 1. Work with PM/Lead Inspector to generate Meeting Agenda. Agenda to include any

- outstanding issues from previous meeting
- 2. Distribute Meeting Notes and Action Items to all meeting attendees
- H. Print Submittal log and meet with PM/Lead Inspector/Engineer of Record to Review
- I. Print RFI log and meet with PM/Lead Inspector/Engineer of Record to Review
- J. Change Order
 - 1. Enter Approved Change Order info into ATSER

Monthly:

- A. Maintain and include supporting documentation for each page and checklist included in the LGP Workbook
- B. Perform Bulletin Board Checks
 - 1. Quarterly checks to ensure all required posters and EEO Policies are visible and legible
- C. Perform Labor Standards Reviews (LSR)
 - 1. Ensure Inspectors conduct LSR review monthly per requirements
 - 2. Log and track each LSR
 - 3. Ensure that a copy of the Certified Payroll for the appropriate period is attached to LSR
 - 4. Ensure all deficiencies are addressed and back-up information is attached.
- D. Pay Estimate:
 - 1. Once Lead Inspector-generated draft estimate is submitted to the Contractor, print draft and pull all 1257s folders on the estimate.
 - 2. Verify ATSER quantity and close out the 1258.
 - 3. Notify PM of any discrepancies.
 - 4. When Contractors Draft is received, verify quantities with ATSER. Log quantities and Material on Hand (MOH) into spreadsheet to verify calculations.
 - 5. Once finalized, generate Estimate Checklist and ATSER documents and forward to Lead Inspector/PM for Approval.
 - 6. Verify DBE work and prepare to receive Monthly DBE Report
 - 7. Include copies of all documentation in project files
 - 8. After payment is processed, verify all documents are received prior to releasing payment to Contractor.
 - 9. Notify Contractor of any missing documents
 - 10. After payment is released, compile and submit the monthly estimate package to TxDOT for their files
- E. Lab Invoices
 - 1. Review and approve
 - 2. Forward to PM for further processing
 - 3. Log all test to Testing Guide Spreadsheet
 - 4. Include updated Log in project files
- F. DBE Monthly Reports
 - 1. Verify payment on the Estimate
 - 2. Log and Forward to TxDOT
 - 3. Include updated log in project files

G. Prompt Payment Certification

1. Log and forward to TxDOT
2. Include updated log in project files

H. Handle all Miscellaneous Items

1. Notice of Non-payments
2. Accident Reports
3. EEO Compliance
 - a. Verify the Contractor has completed EEO Compliance Mtgs every six months.
 - b. Request a copy of the agenda and meeting minutes needed for the project files.
4. OJT Reports
5. Buy American Compliance.
 - a. Request copies of completed Form 1818 from the Contractor for the project files
 - b. Include tags from the field
6. D9 Testing Reports
 - a. Print and save testing reports in the appropriate pay item folder
 - b. Approve invoice and forward to PM for further processing
7. Processing Miscellaneous Invoices
 - a. Review all invoices received at Field Office
 - b. Check project records to confirm services or delivery of material
 - c. Work with Lead Inspector to review and approve
 - d. Forward to PM for further processing
8. Conduct Periodic Internal Audits of all Project Records
9. Working with Lead Inspector, act as Co-Point of Contact for all State and Federal Audits
10. Coordinate Annual Labor Reporting to TxDOT (Form 1391)
11. Coordinate Annual Cost Reporting to TxDOT

Project Close-out

The Contract Administrator, working in conjunction with the PM and Construction Management team, will:

- A. Complete following items and include in project files for use in County and TxDOT's final project review
 1. Local Government Best Practices and include supporting documents
 2. TxDOT Final Project Review Checklist with supporting documents
- B. Verify all items on LG Contract Admin Checklist and include supporting documents in the project files.
- C. Conduct a final audit on all Pay item folders
 1. Review Final DBE Report and Final Prompt Payment Certification from the Contractor.

Exhibit B
Billing Rates

Senior Manager	\$237.50
Construction Manager	\$140.00
Inspector	\$122.50
Contract Administrator/LGPP Specialist	\$112.50

Fees are based on hourly rates and will be based on the time spent by the personnel who work on the matter in accordance with those rates set forth above. Billing rates for our personnel vary according to the experience of the individuals. In order to retain and attract the best available personnel in a competitive environment, salaries and billing rates are, from time to time, adjusted. If a rate change occurs during contract duration, PAS will discuss rate change with County Engineer or his representative prior to next billing cycle.

Exhibit C
Fee Estimate

See Attached Schedule

EXHIBIT C
FORT BEND COUNTY
FM 1093/Westpark Extension

Phase IIA

Fee Estimate

Construction Management				
	Program Manager	Construction Manager	Inspector Level 2	Lead Contract Admin
Labor Rate ⁽¹⁾	\$ 95.00	\$ 56.00	\$ 49.00	\$ 45.00
Multiplier	2.50	2.50	2.50	2.50
Billing Rate ⁽²⁾	\$ 237.50	\$ 140.00	\$ 122.50	\$ 112.50
Estimated Hours/Month				

Construction Management	Total Hours	Cost	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Program Manager	310.00	\$ 73,625.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	10.00	0.00
Construction Manager	1820.00	\$ 254,800.00	174.00	174.00	174.00	174.00	174.00	174.00	174.00	174.00	174.00	174.00	80.00	0.00
Inspector Level 2	1566.00	\$ 191,835.00	174.00	174.00	174.00	174.00	0.00	174.00	174.00	174.00	174.00	174.00	0.00	0.00
Lead Contract Administrator	1040.00	\$ 117,000.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	80.00	0.00

Total Fee Estimate ⁽³⁾
 \$ 637,260.00 2018
 \$ 11,000.00 ATSER⁽⁴⁾
\$ 648,260.00

Construction Phase
 Project Close-Out

- (1) Labor rates are adjusted from time to time in order to retain the most qualified individuals. If a rate change occurs during contract duration, PAS will discuss with Program Manager prior to next billing cycle.
 (2) Billing Rate includes cost of all expenses including vehicle allowance, computer, air card, routers, cell phones, personal safety equipment, and any required certification and training.
 (3) Fee Estimate is based on Straight Time Labor Rate. All Overtime will be charged at Billing Rate x 1.5.
 (4) Use of ATSER software is charged monthly at a rate of \$1,100 and is available for up to 15 users.

