

THE STATE OF TEXAS §
COUNTY OF CAMERON §

BE IT REMEMBERED on the 26nd day of March 2018, there was conducted a Special Meeting of the Cameron County Regional Mobility Authority, at the CCRMA Administrative Office, 3470 Carmen Avenue, Suite 5 thereof, in Rancho Viejo, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same.

THE BOARD MET AT:

12:00 Noon

PRESENT:

FRANK PARKER, JR.
CHAIRPERSON

RUBEN GALLEGOS, JR.
DIRECTOR

HORACIO BARRERA
DIRECTOR

DIRECTOR

MARK ESPARZA
DIRECTOR

NAT LOPEZ
DIRECTOR

DIRECTOR

MICHAEL F. SCAIEF
ABSENT

DR. MARIA VILLEGAS, M.D.
ABSENT

ABSENT

The Meeting was called to order by Chairman Frank Parker, Jr., at 12:00 Noon. At this time, the Board considered the following matters as per CCRMA Agenda posted and filed for Record in the Office of the County Clerk on this 23rd day of March, 2018 at 8:36 A.M.



AGENDA

Special Meeting of the Board of Directors Of the Cameron County Regional Mobility Authority

**3470 Carmen Avenue, Suite 5
Rancho Viejo, Texas 78575**

March 26, 2018

12:00 Noon

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS
On: Mar 23, 2018 at 08:36A
Document Number: 00000137
Sylvia Garza-Perez
County Clerk
By
David Jacinto, Deputy
Cameron County

PUBLIC COMMENTS:

1. Public Comments.

PRESENTATIONS, RESOLUTIONS AND/OR PROCLAMATION ITEMS:

2. Presentations/Resolutions/Proclamations.

- A. Presentation on the Status of the SH 550 Gap 1 Project, CBP FAST Lane Expansion Project and the CBP Primary Lanes Expansion Project.

CONSENT ITEMS:

3. All Item(s) under the Consent RMA Agenda are heard collectively unless opposition is presented, in which case the contested Item will be considered, discussed, and appropriate action taken separately.

- A. Consideration and Approval of the Minutes for:

February 09, 2018 Special Meeting.

ITEMS FOR DISCUSSION AND ACTION:

4. Action Items.

- A. Approval of Claims.
 - B. Consideration and Approval of the Financial Statements and Budget Amendments for the month of January 2018.
 - C. Consideration and Approval of the Cameron County Regional Mobility Authority (CCRMA) Compliance Report Pursuant to 43 TAC §26.65(a).
 - D. Consideration and Authorization to Amend the Cameron County Regional Mobility Authority Travel Policy as per the updated rates from the Texas Comptroller and GSA for the new fiscal period.
 - E. Consideration and Approval of an Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for Environmental and Design of Whipple Road.
 - F. Discussion and Possible Action regarding request from the Starr County Industrial Foundation.

- G. Consideration and Approval of 1st Amendment to the Cameron County Regional Mobility Authority Toll Revenue Guarantee and Debt Collection Services Contract for RFP No. 2017-003 with Professional Account Management, LLC (PAM).
- H. Consideration and Approval of Estimated SH 550 Gap 1 Contractor Pay Request for the Month of February and Authority to Release Payment once approval from TxDOT is obtained.
- I. Consideration and Approval of General Engineering Contract between the Cameron County Regional Mobility Authority and S&B Infrastructure.
- J. Consideration and Approval of General Engineering Contract between the Cameron County Regional Mobility Authority and Halff & Associates.
- K. Consideration and Approval of Work Authorization No. 17 with S&B Infrastructure for the Port Connector Road Project.

EXECUTIVE SESSION:

5. Executive Session.

- A. Confer with Legal Counsel regarding Settlement of Cause No. 2014-DCL-02536-D, Cameron County Regional Mobility Authority v. MCAR Development, Ltd., et al. (Parcel 8) pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.071(1) and (2).
- B. Deliberation Regarding Acquisition of Real Property legally described as Espiritu Santo Grant Share 19, Tract 2, 4.3193 Acres, Brownsville, Cameron County, Texas, Pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.072.
- C. Confer with Legal Counsel regarding the selection of Figg Engineering for negotiations for a General Engineering Contract, pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.071(2).
- D. Confer with Legal Counsel regarding potential collaborative relationship with the Hidalgo County Regional Mobility Authority, pursuant to V.T.C.A. Government Code, Section 551.071(2).

6. Action Relative to Executive Session.

- A. Possible Action.
- B. Possible Action.
- C. Possible Action.
- D. Possible Action.

ADJOURNMENT:

Signed this 23rd day of March 2018.



Frank Parker, Jr.
Chairman

NOTE:

Participation by Telephone Conference Call – One or more members of the CCRMA Board of Directors may participate in this meeting through a telephone conference call, as authorized by Sec. 370.262, Texas Transportation Code. Each part of the telephone conference call meeting that by law must be open to the public shall be audible to the public at the meeting location and will be recorded. On conclusion of the meeting, the recording will be made available to the public.

PUBLIC COMMENTS

1 PUBLIC COMMENTS

None were presented.

PRESENTATIONS, RESOLUTIONS AND/OR PROCLAMATION ITEMS

2-A Presentation of the Status of the SH 550 Gap 1 Project, CBP FAST Lane Expansion Project and the CBP Primary Lanes Expansion Project.

Mr. Hector Lopez with S&B Infrastructure went over the attached Power Point Presentation regarding the SH 550 Gap 1 Project. Mr. Lopez also updated the Board on the status of the FAST Lane Project and the Primary Expansion Lanes Project at the Veterans International Bridge.

Director Esparza moved to acknowledge the Presentation. The motion was seconded by Vice Chair Gallegos and carried unanimously.

The Presentation is as follows:

CONSENT ITEMS

ALL ITEM(S) UNDER THE CONSENT RMA AGENDA ARE HEARD COLLECTIVELY UNLESS OPPOSITION IS PRESENTED, IN WHICH CASE THE CONTESTED ITEM WILL BE CONSIDERED, DISCUSSED AND APPROPRIATE ACTION TAKEN SEPARATELY

3-A Consideration and Approval of the Minutes for:

February 09, 2018 – Special Meeting.

Secretary Barrera moved to approve the minutes for February 09, 2018 Special Meeting. The motion was seconded by Director Lopez and carried unanimously.

ACTION ITEMS

4-A Approval of Claims

The attached claims were presented to the Board of Directors for approval.

Mr. Adrian Rincones, RMA Chief Financial Officer went over the Claims and presented into the record.

Director Esparza moved to approve the Claims as presented. The motion was seconded by Secretary Barrera and carried unanimously

The Claims are as follows:

4-B Consideration and Approval of the Financial Statements and Budget Amendments for the month of January 2018.

Mr. Adrian Rincones, RMA Chief Financial Officer went over the Financial Statements and presented them into the record.

Director Esparza moved to approve the Financial Statements for the month of January 2018. The motion was seconded by Secretary Barrera and carried unanimously.

The Financial Statements are as follows:

4-C Consideration and Approval of the Cameron County Regional Mobility Authority (CCRMA) Compliance Report Pursuant to 43 TAC §26.65(a).

Mr. Adrian Rincones, RMA Chief Financial Officer went over the item with the Board and the need for approval of the Annual Compliance Report.

Director Esparza moved to approve the Cameron County Regional Mobility Compliance Report. The motion was seconded by Director Lopez and carried unanimously.

The Report is as follows:

4-D Consideration and Authorization to Amend the Cameron County Regional Mobility Authority Travel Policy as per the updated rates from the Texas Comptroller and GSA for the new fiscal period.

Mr. Adrian Rincones, RMA Chief Financial Officer went over the item with the Board.

Director Lopez moved to Amend the Cameron County Regional Mobility Authority Travel Policy as per the updated rates from the Texas Comptroller and GSA for the new fiscal period. The motion was seconded by Vice Chair Gallegos and carried unanimously.

The Travel Policy is as follows:

4-E Consideration and Approval of an Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for Environmental and Design of Whipple Road.

Mr. Pete Sepulveda, Jr., RMA Executive Director explained to the Board that the City of Los Fresnos through the Brownsville MPO has Category 7 (Federal) funds for engineering services for the expansion of Whipple Road. However, the City's procurement policies do not comply with state or federal guidelines and they are not able to use the federal funds available for the Project. The CCRMA is at the tail end of going through the state and federal process and will have met all state and federal guidelines once the GEC contracts are approved by TxDOT. Since the CCRMA meets the state and federal procurement process, the City of Los Fresnos is interested in contracting with the CCRMA and allowing the CCRMA to utilize one of their GEC's to conduct an Environmental Study for the Whipple Road Expansion Project.

Vice Chair Gallegos moved to approve the Interlocal Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for Environmental and Design of Whipple Road. The motion was seconded by Secretary Barrera and carried unanimously.

The Agreement is as follows:

4-F Discussion and Possible Action regarding request from the Starr County Industrial Foundation.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item and advised the Board that Staff had received a request from the Starr County Industrial Foundation to assist them in developing highway and rail projects in the Starr County area. Mr. Sepulveda advised the Board that since we are not an adjoining county, we would need approval from TxDOT before we could proceed and negotiate an agreement with them. Discussion ensued amongst the Board as it relates to the charging of an administrative fee. Staff advised the Board that it would have to first submit the request to TxDOT and then receive an approval from TxDOT before an agreement could be negotiated. At this point if the Board is willing to consider the request, Staff would have to submit the request to TxDOT for guidance. (see attached letter)

Director Esparza moved to approve sending to the Texas Department of Transportation the request from the Starr County Industrial Foundation. The motion was seconded by Vice Chair Gallegos and carried unanimously.

The Letter is as follows:

4-G Consideration and Approval of 1st Amendment to the Cameron County Regional Mobility Authority Toll Revenue Guarantee and Debt Collection Services Contract for RFP No. 2017-003 with Professional Account Management, LLC (PAM).

Mr. Adrian Rincones, RMA Chief Financial Officer went over the item and informed the Board that the Amendment was recommended to clarify in the Contract what was agreed upon originally in the RFP. Mr. Rincones further noted that no changes were being made to the intent of the originally awarded RFP, just additional clarification within the Contract. Staff recommends approval.

Secretary Barrera moved to approve the 1st Amendment to the Cameron County Regional Mobility Authority Toll Revenue Guarantee and Debt Collection Services Contract for RFP No. 2017-003 with Professional Account Management, LLC (PAM). The motion was seconded by Vice Chair Gallegos and carried as follows:

NOTE: Director Esparza abstained from the discussion and vote.

AYE: Chairman Parker, Vice Chair Gallegos, Secretary Barrera, Director Lopez.

NAY: None

ABSTAINED: Director Esparza

The Amendment is as follows:

4-H Consideration and Approval of Estimated SH 550 Gap 1 Contractor Pay Request for the Month of February and Authority to Release Payment once approval from TxDOT is obtained.

This item was covered under Claims and thus, the Board took no action.

4-I Consideration and Approval of General Engineering Contract between the Cameron County Regional Mobility Authority and S&B Infrastructure.

Mr. Pete Sepulveda, Jr., RMA Executive Director presented the item to the Board and explained that Staff had been going through the Procurement Process for over a year now and that even though TxDOT had not approved the GEC Contracts, they were very close to doing so. Mr. Sepulveda advised the Board that we had followed TxDOT's process throughout the different phases of the Procurement Process and anticipated TxDOT approving the GEC Contract very shortly. Mr. Sepulveda went on to say that Staff's recommendation was for the Board to approve the GEC Contract subject to final approval from TxDOT.

Secretary Barrera moved to approve the General Engineering Contract between Cameron County Regional Mobility Authority and S&B Infrastructure subject to the Texas Department of Transportation Approval. The motion was seconded by Vice Chair Gallegos and carried unanimously.

The Contract is as follows:

4-J Consideration and Approval of General Engineering Contract between the Cameron County Regional Mobility Authority and Halff & Associates.

Mr. Pete Sepulveda, Jr., RMA Executive Director presented the item to the Board and explained that Staff had been going through the Procurement Process for over a year now and that even though TxDOT had not approved the GEC Contracts, they were very close to doing so. Mr. Sepulveda advised the Board that we had followed TxDOT's process throughout the different phases of the Procurement Process and anticipated TxDOT approving the GEC Contract very shortly. Mr. Sepulveda went on to say that Staff's recommendation was for the Board to approve the GEC Contract subject to final approval from TxDOT.

Secretary Barrera moved to approve the General Engineering Contract between Cameron County Regional Mobility Authority and Halff & Associates subject to the Texas Department of Transportation Approval. The motion was seconded by Vice Chair Gallegos and carried unanimously.

The Contract is as follows:

4-K Consideration and Approval of Work Authorization No. 17 with S&B Infrastructure for the Port Connector Road Project.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item with the Board and the need for the Work Authorization.

Vice Chair Gallegos moved to approve the Work Authorization No. 17 with S&B Infrastructure for the Port Connector Road Project subject to approval of funds from Cameron County and the Brownsville Navigation District. The motion was seconded by Director Esparza and carried unanimously.

The Work Authorization is as follows:

EXECUTIVE SESSION ITEMS

Secretary Barrera made a motion at 12:48 P.M. to go into Executive Session. The motion was seconded by Director Esparza and carried unanimously.

- 5-A Confer with Legal Counsel regarding Settlement of Cause No. 2014-DCL-02536-D, Cameron County Regional Mobility Authority v. MCAR Development, Ltd., et al. (Parcel 8) pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.071(1) and (2).**
- 5-B Deliberation Regarding Acquisition of Real Property legally described as Espiritu Santo Grant Share 19, Tract 2, 4.3193 Acres, Brownsville, Cameron County, Texas, Pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.072.**
- 5-C Confer with Legal Counsel regarding the selection of Figg Engineering for negotiations for a General Engineering Contract, pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.071(2).**
- 5-D Confer with Legal Counsel regarding potential collaborative relationship with the Hidalgo County Regional Mobility Authority, pursuant to V.T.C.A. Government Code, Section 551.071(2).**

Vice Chair Gallegos made a motion to come back to open session at 1:24 P.M. The motion was seconded by Director Esparza and carried unanimously.

ACTION RELATIVE TO EXECUTIVE SESSION:

- 6-A Confer with Legal Counsel regarding Settlement of Cause No. 2014-DCL-02536-D, Cameron County Regional Mobility Authority v. MCAR Development, Ltd., et al. (Parcel 8) pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.071(1) and (2).**

Vice Chair Gallegos moved to proceed in approving Settlement Agreement as discussed in Executive Session and approving release of checks. The motion was seconded by Director Esparza and carried as follows:

NOTE: Secretary Barrera abstained from the discussion and vote.

AYE: Chairman Parker, Vice Chair Gallegos, Director Esparza, Director Lopez.

NAY: None

ABSTAINED: Secretary Barrera

- 6-B Deliberation Regarding Acquisition of Real Property legally described as Espiritu Santo Grant Share 19, Tract 2, 4.3193 Acres, Brownsville, Cameron County, Texas, Pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.072.

Vice Chair Gallegos moved to acknowledge Report of Legal Counsel. The motion was seconded by Director Esparza and carried unanimously.

- 6-C Confer with Legal Counsel regarding the selection of Figg Engineering for negotiations for a General Engineering Contract, pursuant to Vernon Texas Code Annotated (V.T.C.A.), Government Code, Section 551.071(2).

Vice Chair Gallegos moved to acknowledge Report of Legal Counsel. The motion was seconded by Director Esparza and carried unanimously.

- 6-D Confer with Legal Counsel regarding potential collaborative relationship with the Hidalgo County Regional Mobility Authority, pursuant to V.T.C.A. Government Code, Section 551.071(2).

Vice Chair Gallegos moved to acknowledge Report of Legal Counsel. The motion was seconded by Director Esparza and carried unanimously.

ADJOURNMENT

There being no further business to come before the Board and upon motion by Secretary Gallegos and seconded by Director Esparza and carried unanimously the meeting was **ADJOURNED** at 1:25 P.M.

APPROVED this 12th day of April 2018.


CHAIRMAN FRANK PARKER, JR.

ATTESTED: 
HORACIO BARRERA, SECRETARY

**2-A PRESENTATION ON THE STATUS OF THE SH 550 GAP 1 PROJECT, CBP
FAST LANE EXPANSION PROJECT AND THE CBP PRIMARY LANES
EXPANSION PROJECT.**

CCRMA
Project Status Meeting
March 22, 2018



SH550 - GAP 1 PROJECT

- SH 550 GAP 1 (SBI Team tasked with PS&E and CM)
 - Limits from 0.53 miles east of Old Alice Road to 0.48 miles west of FM 1847, approx. 1.24 miles
- SH 550 Gap 1 Construction Items
 - Construction of tolled lanes with concrete pavement for the first "Gap" of SH 550.
 - Slope erosion repairs and bridge riprap repairs at FM 1847
 - Slope erosion repairs at Union Pacific Railroad Crossing
 - Bridge Construction on Southbound main lanes for Drain Ditch #3



SH550 – GAP 1 PROJECT KEY DATES

- Bids Received on - January 31, 2017
- Acknowledgement from TxDOT received on 4/13/17 on Bid Analysis;
- Pre-Construction Meeting – July 6, 2017
- Notice To Proceed Issued – July 10, 2017
- Actual Construction Start Date – July 10, 2017
- 68% Complete as of February 25, 2018
- Anticipated Project Completion – April 2018
 - Last Concrete Pour 03-23-18

SH550 – GAP 1 Important Task Activities this Period – Construction of Ramp



**ADDING LIME TO NEW BASE MATERIAL
SOUTH BOUND RAMP**



**LINE TREATING NEW BASE MATERIAL
SOUTH BOUND RAMP**

SH550 – GAP 1 Important Task Activities this Period



CONCRETE PAVEMENT NBML COMPLETE



CONCRETE PAVEMENT EARLY POUR SBML

SH550 – PAY ESTIMATE #9 – FEBRUARY 2018

Estimate No. 9		
Original Contract Days	180	
Days Added by Change Order	0	
Total Contract Time	180	
Contract Days Previously Billed	123	
Contract Days this Period	15w+7rd	
Days Remaining	57	
% Contract Time Utilized	68%	
Contract Amount		\$ 7,138,812.45
Change Order #1 Dollars		\$ -14,700.00
Change Order #2 Dollars		\$ 3,815.00
Change Order #3 Dollars		\$ -4,921.90
Revised Contract Amount		\$ 7,123,005.55
Previous Payments		\$ 3,676,457.07
Balance Due this Estimate		\$ 726,168.37
Net Amount Earned to Date		\$ 4,402,625.44
Percentage of Contract Billed to Date		61.81%
Balance of Contract		\$ 2,720,380.11 38.19%

SH550 – GAP 1 PROJECT STAFFING

BASED ON FEBRUARY ESTIMATE #9

Local (RGV) Contractor Personnel – 42

Non-Local (RGV) Contractor Personnel – 0

Local (RGV) CM Personnel – 1 FTE

Total Personnel – 43 FTE

SH550 – GAP 1 PAYMENT FUNDS DISTRIBUTION

BASED ON FEBRUARY ESTIMATE #9

Total Paid to Date (FEBRUARY 2018 Estimate) – \$4,402,625.44

Local (RGV) Contractor Payments – \$3,443,280.51 (78.21%)

Non-Local (RGV) Contractor Payments – \$959,344.93 (21.79%)
(Guard Fencing and Crash Cushions (Laredo Striping) and
BMP Environmental (D&S Const.), Electrical (Levy
Company))

Veterans Bridge – CBP Primary Lanes Expansion Project



Veterans Bridge – Primary Lanes Expansion Project Updates

- Estimated Construction Cost – \$12 Million
- Conceptual Layout Approval – February 2018
- Technical Requirements Package by CBP – March 2018
- Project Design – April to September 2018
- Estimated Letting Date – November 2018
- Project Construction – November 2018 to November 2019
- Go Live (Projected) – December 2019
- CCRMA Submitted Funding Application to Brownsville MPO

Veterans Bridge – CBP Fast Lane Expansion Project



Veterans Bridge – Fast Lane Expansion Project Updates

- Estimated Construction Cost – \$525,000
- Estimated Construction Time – 50 Working Days
- Plans Approved and Advertisement – March 19, 2018
- Estimated Letting Date – March 26, 2018
- Go Live (Projected) – June 2018
- Cameron County is Funding Project

4-A APPROVAL OF CLAIMS.

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Invoices Selected for Payment - Claims to be Paid
100 - Operations

Vendor ID	Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Amazon	Amazon	Amazon Feb 2018	825.04	Monthly office supplies for Feb 2018	Indirect	Y	Local	Ope
April Romero	April Romero	AR2 3.20.18	333.42	Project Coordinator reimbursement for	Indirect	Y	Local	Ope
Foremost Paving	Foremost Paving Inc	9	726,168.38	Construction SH 550 GAP I - Feb 2018	SH 550		TxDOT	
S&B	S&B Infrastructure, LTD	U1965.102/103-14	23,427.13	SH550 Mitigation Monitoring and Correction	SH 550	Y	Local	Ope
S&B	S&B Infrastructure, LTD	U2299.112-03	18,097.69	PS&E for Truck Lane/Fast Lane Expansion	CC- Veterans		Interfocal	
S&B	S&B Infrastructure, LTD	U2299.113-03	14,616.94	PS&E for POV Expansion	CC- Veterans		Interfocal	
S&B	S&B Infrastructure, LTD	U2299.200-16	27,862.68	CM on SH550 Gap I for Feb 2018	SH 550	Y	Local	Ope
Verizon Wireless	Verizon Wireless	7657000887	150.00	Hotspot monthly services	Indirect	Y	Local	Ope
VMUD	Valley Municipal Utility District	Feb 2018 - 7806	34.92	Water utilities for admin offices	Indirect	Y	Local	Ope
VMUD	Valley Municipal Utility District	Feb 2018 - 8005	34.55	Water utilities for admin offices	Indirect	Y	Local	Ope
VMUD	Valley Municipal Utility District	Feb 2018 - 8105	35.68	Water utilities for admin offices	Indirect	Y	Local	Ope
VMUD	Valley Municipal Utility District	Feb 2018 - 8406	46.61	Water utilities for admin offices	Indirect	Y	Local	Ope

Report Total

811,633.04

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Invoices Selected for Payment - Claims to be Paid
525 - Toll Operations

Vendor ID	Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Adriana Gonzalez	Adriana Gonzalez	AG 3.21.18	156.39	PT CSR reimbursement for travel and event	Indirect	Y	Local	Merch
Alert Termite & Pest Control	Alert Termite & Pest Control	8039	650.00	Offices termite treatment	Indirect	Y	Local	Merch
April Romero	April Romero	AR2 3.20.18	15.70	Project Coordinator reimbursement for	Indirect	Y	Local	Merch
BND	Brownsville Navigation District	2018030039	447.50	POB 2018 Port Directory Advertising	Indirect	Y	Local	Merch
Emp Ena Jaramillo	Emp Ena Jaramillo	EJ 3.20.18	364.98	Mail Dep term lead reimb for travel and	Indirect	Y	Local	Merch
Emp Luis Perez	Luis Perez	LP 3.21.18	124.35	CSR Travel reimbursement for events	Indirect	Y	Local	Merch
Fagan Consulting	Fagan Consulting	CCOS1802	4,704.00	Toll Operation Support February	Indirect	Y	Local	Merch
Franco San Miguel	FRANCISCO J SANMIGUEL	FSM 3.20.18	70.27	IT reimbursement for equipment needed to relocate security cameras	Indirect	Y	Local	Merch
Herendida Elena Mi	Herendida Elena Martinez	NM 3.21.18	36.00	PT CSR reimbursement for Livestock Event	Indirect	Y	Local	Merch
Rio Storage BRN, L	Rio Storage BRN	April 2018	174.00	Tolls storage rent for April 2018	Indirect	Y	Local	Merch
VMUD	Valley Municipal Utility District	Feb 2018 - 6802	40.58	Tolls water utilities	Indirect	Y	Local	Merch

Report Total

6,783.77

Total Claims for Approval

818,416.81

**4-B CONSIDERATION AND APPROVAL OF THE FINANCIAL
STATEMENTS AND BUDGET AMENDMENTS FOR THE MONTH OF
JANUARY 2018.**

CCRMA

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY



JANUARY 2018 FINANCIAL REPORT

PETE SEPULVEDA, JR., EXECUTIVE DIRECTOR

JESUS ADRIAN RINCONES, CPA, CFE, CHIEF FINANCIAL OFFICER

CCRMA MONTHLY FINANCIALS

TABLE OF CONTENTS

REVENUES & EXPENSES	
ADMINISTRATIVE REVENUES AND EXPENSES.....	1
TOLL OPERATIONS REVENUES AND EXPENSES - ACCRUAL.....	2
TOLL OPERATIONS REVENUES AND EXPENSES - CASH.....	3
COMBINED REVENUES AND EXPENSES	4
CAPITAL PROJECT'S.....	
SUMMARIZED CAPITAL PROJECTS ACTIVITY.....	5
FINANCIALS	
BALANCE SHEET	9
STATEMENT OF CASH FLOW.....	10

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Statement of Revenues, Expenses And Changes in Net Position - Unposted Transactions Included in Report
From 1/1/2018 Trough 1/31/2018
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Operating Revenues				
Vehicle registration fees	217,413	869,653	3,150,000	(2,280,347)
TRZ revenue	0	0	275,000	(275,000)
Other revenue	<u>166,368</u>	<u>2,609,913</u>	<u>7,844,000</u>	<u>(5,234,087)</u>
Total Operating Revenues	<u>383,781</u>	<u>3,479,567</u>	<u>11,269,000</u>	<u>(7,789,433)</u>
Operating Expenses				
Personnel costs	53,131	262,843	599,809	336,966
Professional services	456	23,760	195,000	171,240
Contractual services	2,849	20,731	350,000	329,269
Debt interest	0	150,253	2,214,953	2,064,700
Advertising & marketing	5,000	10,512	25,000	14,488
Data processing	588	1,945	10,000	8,055
Dues & memberships	420	1,070	20,000	18,930
Education & training	18	786	8,000	7,214
Fiscal agent fees	1,250	3,420	45,000	41,580
Insurance	166	3,878	5,000	1,123
Maintenance & repairs	0	0	10,000	10,000
Office supplies	9,837	21,754	62,562	40,808
Rent	3,168	12,672	42,000	29,328
Travel	1,511	9,228	25,000	15,772
Utilities	365	1,981	8,000	6,019
Other expenses	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Total Operating Expenses	<u>78,758</u>	<u>524,832</u>	<u>3,625,324</u>	<u>3,100,492</u>
Non Operating Revenue				
Interest income	2,606	8,644	15,000	(6,356)
Other Financing sources	<u>33,823</u>	<u>33,823</u>	<u>50,000</u>	<u>(16,177)</u>
Total Non Operating Revenue	<u>36,429</u>	<u>42,467</u>	<u>65,000</u>	<u>(22,533)</u>
Changes in Net Assets	<u>341,452</u>	<u>2,997,201</u>	<u>7,708,676</u>	<u>(4,711,475)</u>
Net Assets Beginning of Year	<u>2,655,750</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Assets End of Year	<u>2,997,201</u>	<u>2,997,201</u>	<u>7,708,676</u>	<u>(4,711,475)</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Toll Operations Revenues Expenditures - Accrual - Unposted Transactions Included in Report
From 1/1/2018 Trough 1/31/2018
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original	Prior Year Actual
Toll Operating Revenues					
Toll Operating Revenues					
Toll Revenue	1,268.73	3,064.28	2,200.00	864.28	145,957.73
Toll Violation Revenue	774.55	10,473.09	7,000.00	3,473.09	102,317.86
Interop Revenue	48,030.73	138,245.73	589,000.00	(450,754.27)	188,338.50
Total Toll Operating Revenues	50,074.01	151,783.10	598,200.00	(446,416.90)	436,614.09
TPS Accrued Revenues					
TPS Toll Revenues	34,990.90	192,336.62	480,000.00	(287,663.38)	68,663.07
TPS RBP Revenue	35,382.31	188,921.63	312,000.00	(123,078.37)	913.13
TPS Violation Revenue	294,472.28	1,104,617.38	598,800.00	505,817.38	10,850.00
Total TPS Accrued Revenues	364,845.49	1,485,875.63	1,390,800.00	95,075.63	80,426.20
Total Toll Operating Revenues	414,919.50	1,637,658.73	1,989,000.00	(351,341.27)	517,040.29
Toll Operating Expenses					
Payroll - Direct	2,422.98	13,095.63	0.00	(13,095.63)	0.00
Payroll - Indirect	24,660.43	103,904.44	379,270.00	275,365.56	43,562.92
Payroll Taxes	1,856.61	7,826.61	30,664.00	22,837.39	3,241.01
Payroll Benefits - Retirement	6,411.06	13,432.79	32,252.00	18,819.21	1,610.32
Payroll Benefits TCDRS GTL	44.23	162.73	1,345.00	1,182.27	0.00
Payroll Benefits - Health	8,560.52	15,875.30	81,600.00	65,724.70	8,224.82
Advertising & Marketing	0.00	3,071.69	60,000.00	56,928.31	9,528.60
Contractual	0.00	0.00	10,000.00	10,000.00	8,000.00
Legal Expense	0.00	2,040.00	30,000.00	27,960.00	0.00
Dues & Memberships	0.00	3,776.16	5,000.00	1,223.84	2,995.46
Education & Training	0.00	1,057.00	6,000.00	4,943.00	1,600.00
Insurance & Surety Bonds	0.00	0.00	0.00	0.00	14,656.25
2012 Bond Interest	0.00	0.00	1,283,000.00	1,283,000.00	0.00
Maintenance & Repairs	1,755.00	4,960.00	25,000.00	20,040.00	5,830.57
Maintenance - SH 550	9,695.81	24,702.61	100,000.00	75,297.39	16,885.63
Returned Bank Pmt Fees	0.00	48.00	0.00	(48.00)	0.00
Interop Collection Fees	3,256.56	12,776.10	40,000.00	27,223.90	12,569.83
PBM Add on Fees	137.42	327.45	5,000.00	4,672.55	15,474.38
PBM Image Review	0.00	0.00	0.00	0.00	11,539.40
PBM Pre-Court Program	350.95	900.95	4,000.00	3,099.05	380.00
Office Supplies	760.29	5,506.70	25,000.00	19,493.30	6,711.23
2014 CO Bonds	0.00	0.00	169,550.00	169,550.00	0.00
2015 CO Bonds Interest Expense	0.00	0.00	146,688.00	146,688.00	0.00
2016 Series Toll Revenue Bonds	0.00	0.00	649,700.00	649,700.00	0.00
Postage	5,000.00	37,991.99	210,000.00	172,008.01	30,552.70
Rent	1,459.60	5,909.93	25,000.00	19,090.07	3,549.28
Travel	628.14	1,778.31	12,000.00	10,221.69	5,632.66
Utilities	3,575.12	14,026.15	50,000.00	35,973.85	16,710.62
Bridge Interoperability Maintenance	0.00	0.00	2,250.00	2,250.00	0.00
Toll Road Property Insurance	14,845.00	29,559.00	80,000.00	50,441.00	14,490.25
Toll Operational Support	7,728.00	51,886.50	100,000.00	48,113.50	20,299.00
Toll System Provider Maintenance	13,390.31	58,222.21	168,000.00	109,777.79	53,500.00
BOS System Provider Maintenance	14,639.63	52,282.31	180,000.00	127,717.69	14,335.00
Merchant Card Services	2,980.75	13,721.41	45,000.00	31,278.59	5.66
Out of State DMV	278.72	1,857.44	0.00	(1,857.44)	0.00
Total Toll Operating Expenses	124,437.13	480,699.41	3,956,319.00	3,475,619.59	321,885.59
Changes in Net Assets	290,482.37	1,156,959.32	(1,967,319.00)	3,124,278.32	195,154.70

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Toll Operations Revenues Expenditures - Cash - Unposted Transactions Included in Report
From 1/1/2018 Trough 1/31/2018
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original	Prior Year Actual
Toll Operating Revenues					
Toll Operating Revenues					
Toll Revenue	1,268.73	3,064.28	2,200.00	864.28	145,957.73
Toll Violation Revenue	774.55	10,473.09	7,000.00	3,473.09	102,317.86
Interop Revenue	<u>48,030.73</u>	<u>138,245.73</u>	<u>589,000.00</u>	<u>(450,754.27)</u>	<u>188,338.50</u>
Total Toll Operating Revenues	<u>50,074.01</u>	<u>151,783.10</u>	<u>598,200.00</u>	<u>(446,416.90)</u>	<u>436,614.09</u>
TPS Revenues					
	<u>178,425.71</u>	<u>679,066.99</u>	<u>1,390,800.00</u>	<u>(711,733.01)</u>	<u>9,832.22</u>
Total TPS Revenues	<u>178,425.71</u>	<u>679,066.99</u>	<u>1,390,800.00</u>	<u>(711,733.01)</u>	<u>9,832.22</u>
Total Toll Operating Revenues	<u>228,499.72</u>	<u>830,850.09</u>	<u>1,989,000.00</u>	<u>(1,158,149.91)</u>	<u>446,446.31</u>
Toll Operating Expenses					
Payroll - Direct	2,422.98	13,095.63	0.00	(13,095.63)	0.00
Payroll - Indirect	24,660.43	103,904.44	379,270.00	275,365.56	43,562.92
Payroll Taxes	1,856.61	7,826.61	30,664.00	22,837.39	3,241.01
Payroll Benefits - Retirement	6,411.06	13,432.79	32,252.00	18,819.21	1,610.32
Payroll Benefits TCDRS GTL	44.23	162.73	1,345.00	1,182.27	0.00
Payroll Benefits - Health	8,560.52	15,875.30	81,600.00	65,724.70	8,224.82
Advertising & Marketing	0.00	3,071.69	60,000.00	56,928.31	9,528.60
Contractual	0.00	0.00	10,000.00	10,000.00	8,000.00
Legal Expense	0.00	2,040.00	30,000.00	27,960.00	0.00
Dues & Memberships	0.00	3,776.16	5,000.00	1,223.84	2,995.46
Education & Training	0.00	1,057.00	6,000.00	4,943.00	1,600.00
Insurance & Surety Bonds	0.00	0.00	0.00	0.00	14,656.25
2012 Bond Interest	0.00	0.00	1,283,000.00	1,283,000.00	0.00
Maintenance & Repairs	1,755.00	4,960.00	25,000.00	20,040.00	5,830.57
Maintenance - SH 550	9,695.81	24,702.61	100,000.00	75,297.39	16,885.63
Returned Bank Pmt Fees	0.00	48.00	0.00	(48.00)	0.00
Interop Collection Fees	3,256.56	12,776.10	40,000.00	27,223.90	12,569.83
PBM Add on Fees	137.42	327.45	5,000.00	4,672.55	15,474.38
PBM Image Review	0.00	0.00	0.00	0.00	11,539.40
PBM Pre-Court Program	350.95	900.95	4,000.00	3,099.05	380.00
Office Supplies	760.29	5,506.70	25,000.00	19,493.30	6,711.23
2014 CO Bonds	0.00	0.00	169,550.00	169,550.00	0.00
2015 CO Bonds Interest Expense	0.00	0.00	146,688.00	146,688.00	0.00
2016 Series Toll Revenue Bonds	0.00	0.00	649,700.00	649,700.00	0.00
Postage	5,000.00	37,991.99	210,000.00	172,008.01	30,552.70
Rent	1,459.60	5,909.93	25,000.00	19,090.07	3,549.28
Travel	628.14	1,778.31	12,000.00	10,221.69	5,632.66
Utilities	3,575.12	14,026.15	50,000.00	35,973.85	16,710.62
Bridge Interoperability	0.00	0.00	2,250.00	2,250.00	0.00
Toll Road Property Insurance	14,845.00	29,559.00	80,000.00	50,441.00	14,490.25
Toll Operational Support	7,728.00	51,886.50	100,000.00	48,113.50	20,299.00
Toll System Provider Maintenance	13,390.31	58,222.21	168,000.00	109,777.79	53,500.00
BOS System Provider Maintenance	14,639.63	52,282.31	180,000.00	127,717.69	14,335.00
Merchant Card Services	2,980.75	13,721.41	45,000.00	31,278.59	5.66
Out of State DMV	<u>278.72</u>	<u>1,857.44</u>	<u>0.00</u>	<u>(1,857.44)</u>	<u>0.00</u>
Total Toll Operating Expenses	<u>124,437.13</u>	<u>480,699.41</u>	<u>3,956,319.00</u>	<u>3,475,619.59</u>	<u>321,885.59</u>
Changes in Net Assets	<u>104,062.59</u>	<u>350,150.68</u>	<u>(1,967,319.00)</u>	<u>2,317,469.68</u>	<u>124,560.72</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
 Combined Statement of Revenues and Expenses - Unposted Transactions Included in Report
 From 1/1/2018 Trough 1/31/2018
 (In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original	Prior Year Actual
Operating Revenues					
Vehicle registration fees	217,413.33	869,653.33	3,150,000.00	(2,280,346.67)	882,700.00
Toll revenues	414,919.50	1,637,658.73	2,004,000.00	(366,341.27)	517,040.29
TRZ revenue	0.00	0.00	275,000.00	(275,000.00)	0.00
Other revenue	<u>166,368.07</u>	<u>2,609,913.37</u>	<u>10,177,938.00</u>	<u>(7,568,024.63)</u>	<u>139.50</u>
Total Operating Revenues	<u>798,700.90</u>	<u>5,117,225.43</u>	<u>15,606,938.00</u>	<u>(10,489,712.57)</u>	<u>1,399,879.79</u>
Operating Expenses					
Personnel costs	97,086.87	417,140.55	1,124,940.00	707,799.45	290,006.56
Accounting software and services	456.00	1,260.00	10,000.00	8,740.00	0.00
Professional services	0.00	22,500.00	185,000.00	162,500.00	117,256.00
Contractual services	2,849.25	22,770.98	390,000.00	367,229.02	23,290.26
Debt interest	0.00	150,253.00	4,463,891.00	4,313,638.00	306,051.99
Advertising & marketing	5,000.00	13,583.26	85,000.00	71,416.74	11,154.71
Data processing	588.02	1,945.10	10,000.00	8,054.90	1,053.00
Dues & memberships	420.00	4,846.16	25,000.00	20,153.84	4,010.46
Education & training	18.00	1,843.00	14,000.00	12,157.00	1,799.00
Fiscal agent fees	1,250.00	3,420.00	45,000.00	41,580.00	2,170.00
Insurance	15,010.50	33,436.50	85,000.00	51,563.50	30,807.50
Maintenance & repairs	1,755.00	4,960.00	35,000.00	30,040.00	7,360.57
Office supplies	15,596.84	65,252.23	297,562.00	232,309.77	46,234.99
Road maintenance	40,706.50	148,928.54	495,250.00	346,321.46	84,726.29
Rent	4,627.49	18,581.49	67,000.00	48,418.51	12,757.17
Toll services	11,751.65	67,796.44	149,000.00	81,203.56	60,262.61
Travel	2,139.11	11,006.54	37,000.00	25,993.46	10,832.55
Utilities	3,940.07	16,007.46	58,000.00	41,992.54	18,430.10
Other expenses	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>5,000.00</u>	<u>0.00</u>
Total Operating Expenses	<u>203,195.30</u>	<u>1,005,531.25</u>	<u>7,581,643.00</u>	<u>6,576,111.75</u>	<u>1,028,203.76</u>
Non Operating Revenue					
Interest income	2,606.12	8,644.02	15,000.00	(6,355.98)	1,980.68
Other Financing sources	<u>33,822.56</u>	<u>45,109.24</u>	<u>50,000.00</u>	<u>(4,890.76)</u>	<u>0.00</u>
Total Non Operating Revenue	<u>36,428.68</u>	<u>53,753.26</u>	<u>65,000.00</u>	<u>(11,246.74)</u>	<u>1,980.68</u>
Changes in Net Assets	<u>631,934.28</u>	<u>4,165,447.44</u>	<u>8,090,295.00</u>	<u>(3,924,847.56)</u>	<u>373,656.71</u>
Net Assets Beginning of Year	<u>3,533,513.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Assets End of Year	<u>4,165,447.44</u>	<u>4,165,447.44</u>	<u>8,090,295.00</u>	<u>(3,924,847.56)</u>	<u>373,656.71</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Capital Project Expenses - Summarized- Unposted Transactions Included in Report
From 1/1/2018 Trough 1/31/2018
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Capital Projects				
South Padre Island 2nd Access	19,289	24,434	1,250,000	1,225,566
Outer Parkway	0	48,900	1,500,000	1,451,100
FM 1925	0	0	125,000	125,000
West Rail Relocation	3,603	289,538	500,000	210,462
SH 550	445,200	2,153,334	8,350,000	6,196,666
SH 32 (East Loop)	0	0	5,000,000	5,000,000
Port Connector - SH32	0	53,408	0	(53,408)
Port Isabel Access Rd	0	0	50,000	50,000
Spur 54 Project	0	16,834	15,000	(1,834)
CC- Veterans Bridge	131,867	131,867	0	(131,867)
Pharr-Reynosa Intl Bridge	15,288	193,662	0	(193,662)
Toll Equipment & Operational	0	6,216	1,450,000	1,443,784
Infrastructure				
Total Capital Projects	<u>615,248</u>	<u>2,918,194</u>	<u>18,240,000</u>	<u>15,321,806</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet
As of 1/31/2018
(In Whole Numbers)

	<u>Current Year</u>
ASSETS	
Current Assets:	
Cash and cash equivalents	
CCRMA Claims Account	37,200
CCRMA Operating Fund	1,580,222
CCRMA Merchant Card Account	107,260
CCRMA Mail Payments Account	87,996
CCRMA Line of Credit Account - TRB	1,000
Toll Operators Cash	60
TxDMV Escrow Account	30,109
USPS Escrow Account	20,108
TxTag - Replenishment Account	7,251
CCRMA Bond/Debt Funds	<u>972,286</u>
Total Cash and cash equivalents	2,843,493
Restricted cash accounts - debt service	
CCRMA Toll Revenue Funds	(45,724)
2010 A & B Pledged Revenue Funds	1,250,000
2010 A Debt Reserve	1,051,831
2010 A Debt Service	93,333
2010 B Debt Reserve	1,233,825
2010 B Debt Service	234,002
2012 Bond CAPI funds	999
2012 Bond Operating Fund	5,471
2012 Bonds Rate Stabilization Fund	1,600,000
2012 Bonds Debt Service	2,563,080
2012 Bond Renewal & Replacement Fund	200,000
2014 Refunding Series Escrow Account	671
2014 Refunding Series 10 Proceeds	5,125
Series 2014 Revenue and Tax	<u>1,750</u>
Total Restricted cash accounts - debt service	8,194,365
Accounts receivable	
Accounts Receivable - Customers	3,694
TPS Accounts Receivable	1,862,064
TPS RBP Accounts Receivable	56,359
Vehicle Registration Fees - Receivable	<u>391,086</u>
Total Accounts receivable	2,313,204
Accounts receivable - other agencies	
Allowance Accounts Receivable - Tolls	(882,820)
Accounts Receivable - Other Agencies	53,625
Due from Other Agencies	<u>782,644</u>
Total Accounts receivable - other agencies	(46,551)
Prepaid expenses	
Prepaid Rent	3,210
Accrued Interest Earned	1,302
Prepaid Other Expense	5,866
Net Pension Asset	<u>1,428</u>
Total Prepaid expenses	<u>11,806</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet
As of 1/31/2018
(In Whole Numbers)

	<u>Current Year</u>
Total Current Assets:	13,316,316
Non Current Assets:	
Capital assets, net	
Land & Right of Way	121,274
Buildings	202,803
Accumulated Depreciation-Buildings	(25,350)
Improvements	20,791
Accumulated Depreciation-Improvements	(1,938)
Furnishings & Equipment	7,597,314
Accumulated Depreciation-Furnishings & Equipment	(1,515,056)
Software & Technology	1,781,245
Accumulated Depreciation Software & Technology	(109,568)
Infrastructure & Utilities	97,809,843
Improvements - Infrastructure	337,157
Accumulated Depreciation-Infrastructure	<u>(5,285,661)</u>
Total Capital assets, net	100,932,853
Capital projects in progress	
CIP - Planning & Coordination	917,846
CIP - Preliminary Engineering & Design	4,219,441
CIP - Environmental Studies	15,573,135
CIP - Mitigation	340,022
CIP - Public Presentations, RFP, RFQ, Bidding & Letting	71,414
CIP - Right of Way	65,617
CIP - Construction	3,935,514
CIP - Construction Management	295,650
CIP - Direct Legal Costs	346,206
CIP - Capitalized Interest	61,658
CIP - Direct Administration	722,036
CIP - Indirect Administration and Overhead	570,258
Toll Equipment & Software in Process	<u>208,518</u>
Total Capital projects in progress	27,327,315
Other assets	
Other Assets	47,382,303
CC FAST Lanes Project Veterans Bridge	87,504
CC Primary Lanes Veterans Bridge	44,364
Pharr Reynosa Intl Bridge Project	185,262
Deferred Outflow - Changes of Assumption	<u>1,086</u>
Total Other assets	47,700,518
Unamortized bond prepaid costs	
2012 Bonds Prepaid Insurance	103,821
2014 Bond Prepaid Insurance	<u>10,283</u>
Total Unamortized bond prepaid costs	<u>114,104</u>
Total Non Current Assets:	<u>176,074,791</u>
Total ASSETS	<u>189,391,107</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet
As of 1/31/2018
(In Whole Numbers)

	<u>Current Year</u>
LIABILITIES	
Current Liabilities	
Accounts payable	
AP - Operations	75,978
AP - Project Expenditures	<u>1,353,586</u>
Total Accounts payable	1,429,564
Accrued expenses	
TxTag Customer Deposits	(5,674)
Toll Refunds from MSB	8,180
Accrued Expense	426,343
Line of Credit - TRB	<u>935,935</u>
Total Accrued expenses	1,364,783
Payroll liabilities	
Federal Tax Withholding	(133)
Payroll Tax Payable	(235)
Retirement Contribution Payable	(1,887)
Health Insurance Payable	1,500
Aflac Employee Liabilities	34
Dental Insurance Payable	(436)
Employee Vision Insurance	<u>(175)</u>
Total Payroll liabilities	(1,331)
Deferred revenue	
UFV Fund Deposits	1,654
RBP Customers Refund	38
Deferred Revenue	940
TPS Customer Deposits	2,572
Restricted Funds - West Rail	<u>309,507</u>
Total Deferred revenue	<u>314,710</u>
Total Current Liabilities	3,107,727
Non Current Liabilities	
Due to other agencies	
Cameron County	167,500
Due to other Entity's	<u>2,014,428</u>
Total Due to other agencies	2,181,928
Due to TxDot	
Union Pacific - West Rail Project	31,086,807
Union Pacific - Olmito Switchyard	9,919,811
Pharr-Reynosa Project- Accumulation	218,735
Cameron County POV Expansion Veterans	35,512
County Fast Lane Veterans Bridge	10,032
TxDot FAA - South Padre Island	12,991,920
TxDot FAA - West Parkway	2,244,589
TxDot FAA - Outer Parkway	<u>699,933</u>
Total Due to TxDot	57,207,339
Long term bond payable	
2010A Bonds Payable	0
2010B Bonds Payable	15,535,000
2012 Bonds Payable	25,660,000

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet

As of 1/31/2018

(In Whole Numbers)

	<u>Current Year</u>
2012 Unamortized Premium	2,436,060
2014 Bonds Payable	4,305,000
2014 Bond Premium	102,753
2010A Refund Series 2014	4,610,000
2010A Refund Premium Series 2014	78,337
2010A Refunding Deferred Charge 2014 Series	25,226
2015 CO Bonds	4,255,000
2015 CO Bonds Discount	(32,604)
2016 Refunding Series Toll Revenue	15,805,000
2016 Refunding Series Bond Premium	96,173
2016 Refunding Series Deferred Amount on Refunding	746,719
2017 Refunding Bonds 2010A	4,470,000
2017 Refunding Premium	456,100
2017 Refunding Deferred Charge	(365,748)
Total Long term bond payable	<u>78,183,016</u>
Total Non Current Liabilities	137,572,283
Total LIABILITIES	<u>140,680,010</u>
NET POSITION	
Beginning net position	
	<u>45,908,199</u>
Total Beginning net position	45,908,199
Changes in net position	
	<u>3,521,542</u>
Total Changes in net position	<u>3,521,542</u>
Total NET POSITION	<u>49,429,741</u>
TOTAL LIABILITIES AND NET POSITION	<u>190,109,751</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Cash Flows

As of 1/31/2018

(In Whole Numbers)

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Vehicle Registration Fees	214,250.00	946,660.00
Receipts from MSB/Interop Toll revenues	2,043.28	50,481.31
Receipts from TPS Toll Revenues	178,692.93	680,835.41
Receipts from Other Operating Revenues	200,190.63	211,477.31
Payments to Vendors	(112,072.62)	(455,817.56)
Payments to Employees	<u>(100,491.21)</u>	<u>(434,999.11)</u>
Total Cash Flows from Operating Activities	<u>382,613.01</u>	<u>998,637.36</u>
Cash Flows from Capital and Related Financing Activities		
Acquisitions of Property and Equipment	0.00	(50,613.33)
Acquisitions of Construction in Progress	(924,778.67)	(3,625,127.39)
Payments on interest	0.00	78,119.67
Payments on Bond Principal	0.00	(4,480,000.00)
Bond and Debt Proceeds	(47,670.71)	5,255,681.81
Proceeds related to Redevelopment Assets	322,689.08	1,452,976.16
Advances on FAA and Grant Proceeds	<u>0.00</u>	<u>3,912,429.78</u>
Total Cash Flows from Capital and Related Financing Activities	<u>(649,760.30)</u>	<u>2,543,466.70</u>
Cash Flows from Investing Activities		
Receipts from Interest Income	<u>2,606.12</u>	<u>8,644.02</u>
Total Cash Flows from Investing Activities	<u>2,606.12</u>	<u>8,644.02</u>
Beginning Cash & Cash Equivalents	<u>11,302,398.88</u>	<u>7,487,109.63</u>
Ending Cash & Cash Equivalents	<u>11,037,857.71</u>	<u>11,037,857.71</u>



Toll Operations January Updates

Updates from January

Updates	Comments
Sent out set 250 off cycle letters.	
Sent out 53 Last Chance Letters	
Enrolled 49 new vehicles to TxTag	Previous month enrollments were 49. Walking enrollments only
14 new DV enrolled	Winter Texan event was attended to promote DV options and the toll road. \$445.53 DV Tag account replenishment \$402.83 TPS DV dismissal
Enrolled 3 new commercial accounts	Working with two new companies to settle balances.
9 accounts were sent to court	

Ongoing Items

Upcoming Changes	Comments
Finalizing pending items to transfer MSB collection items to Duncan solutions	

Attached:

January Traffic Totals

Payments Received for the January

Year Mail Batch Summary

Out of State January Report

Image Review Totals for the month and year comparisons

Code-Off Totals for the month and year comparisons

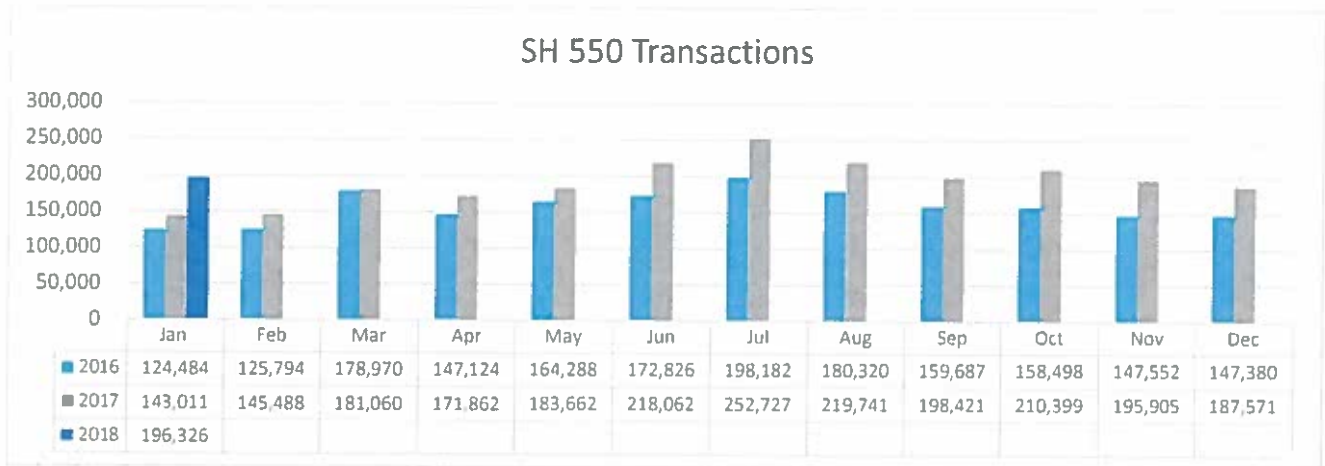


January Transaction and Revenue Data by Axle				
2 Axle Passenger Vehicle vs. 3+ Axles Commercial Vehicle				
per Plaza				
Plaza	2 Axles	3+ Axles	2 Axle Rev.	3+ Axle Rev.
Mainline NB	21,320	7,481	7,370.00	9,952.50
Mainline SB	18,315	8,599	6,389.50	11,717.50
Port Spur NB	15,664	6,010	5,399.50	5,920.50
Port Spur SB	17,372	7,333	5,300.50	9,908.50
DC Main NB	17,991	6,391	6,209.50	8,342.50
DC Main SB	15,118	6,590	5,217.00	8,775.00
OE Entry NB	17,772	6,199	6,026.50	7,940.00
OE Exit SB	17,141	7,030	5,816.50	9,229.50
Total by Axles	140,693	55,633	\$ 47,729.00	\$ 71,786.00
Month Total		196,326	\$	119,515.00

Month Transactions and Revenue Data by Plaza
2 axle Passenger vs. 3+ axles Commercial Vehicles



Year to Year Traffic Comparison 2016-2018



Payment Processing 2018

Source	Payment Mode	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CSC Payments	Bank												
	Cashier Check	\$0.00											
	Cash	\$2,558.74	\$2,304.33										
	Check	\$37,860.82	\$33,755.76										
	CreditCard	\$10,211.09	\$8,430.99										
	DebitCard	\$29,411.63	\$26,268.16										
	MoneyOrder	\$1,831.66	\$1,275.45										
	Total Amount	\$81,873.94	\$72,034.69	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
WEB Payments	Bank	\$3,391.51	\$3,349.00										
	CreditCard	\$49,459.33	\$28,182.29										
	DebitCard	\$36,424.74	\$42,795.42										
	Total Amount	\$89,275.58	\$74,326.71	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Combined Total	\$ 171,149.52	\$ 146,361.40	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$90.00

Mail Batch Summary Report



2018

Month	Toll Bill		1st Notice		2nd Notice		Final Notice		Total Completed
	Generated	Completed	Generated	Completed	Generated	Completed	Generated	Completed	
January	9,039	8,914	5,352	5,751	4,762	5,114	7,416	7,566	27,345
February		941		222		372			1,535
March									-
April									-
May									-
June									-
July									-
August									-
September									-
October									-
November									-
December									-
	9,039	9,855	5,352	5,973	4,762	5,486	7,416	7,566	28,880

Out Of State Billing and Payments



2018

Month	Invoiced Amount (w/fees)	Amount Paid	Outstanding Amount
January	\$5,539.59	\$2,355.88	\$3,183.71
February	\$3,505.16	\$667.01	\$2,838.15
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	\$9,044.75	\$3,022.89	\$6,021.86

**amounts change from monthly report due to nonpayment and accrual of fees. New payments also affect balance.*



OPERATION OVERVIEW 2018

Month	1st Review	2nd Review	3rd Review	3rd Review %	Total
Misread	52				52
January	53,451	36,025	3,835	4%	93,311
February				#DIV/0!	-
March				#DIV/0!	-
April				#DIV/0!	-
May				#DIV/0!	-
June				#DIV/0!	-
July				#DIV/0!	-
August				#DIV/0!	-
September				#DIV/0!	-
October				#DIV/0!	-
November				#DIV/0!	-
December				#DIV/0!	-
Total p/Review	53,451	36,025	3,835	4%	
Total Images Processed					93,363

OPERATION OVERVIEW January 2018

CSR	1st Review	2nd Review	3rd Review	Total
Misread			52	52
Dianelys	23606	1529		25,135
Madeline	11748	6023		17,771
Anai	7576	7360		14,936
AJ	452	12263		12,715
Nena	7683	2365		10,048
Ema		818	1782	2,600
Eddie	840	1754		2,594
Adriana	1446	728		2,174
Cristina		109	1953	2,062
Luis		1494		1,494
Janett		1008		1,008
Liz		450	100	550
Raul	100	124		224
Total Images Processed				93,363

Code Off Report
2018

Gantry	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	AVG
SH550-Main-North	14%												1%
SH550-Main-South	12%												1%
Port Spur NB	12%												1%
Port Spur SB	18%												2%
DC North	12%												1%
DC South	11%												1%
Old Alice Rd E NB	13%												1%
Old Alice Rd X SB	27%												3%

January Breakdown - Reason Codes													
	Main N	Main S	Port Spur N	Port Spur S	DC N	DC S	OAN	OA S	Total				
Temp Plate	609	476	315	394	460	415	499	335	3503				
Too Dark	177	36	70	65	190	44	230	1363	2175				
Exempt	484	381	188	238	257	185	244	182	2159				
Not Clear	150	66	57	37	165	64	162	1331	2032				
Unreadable	251	225	188	477	146	145	133	192	1757				
Too Bright	126	188	73	1086	35	92	24	17	1641				
No Plate	146	211	216	175	127	137	144	83	1239				
OOC Other	150	143	105	116	113	113	125	150	1015				
Undefined	139	96	81	196	67	77	70	78	804				
Plate Obstructed	82	68	61	68	71	59	75	63	547				
Blurred Image	55	22	28	31	29	16	23	163	367				
Camera Alignment	25	53	22	18	28	13	4	4	167				
Corrupted	2	1	1	7	5	3	78	9	106				
Motorcycle	16	12	11	15	14	8	15	10	101				
No Vehicle	4	28		2		3	2	1	40				
Plate Mismatch	1	1			1		3		6				
Non Vehicle				1		1	1	1	4				
Total per Plaza	2417	2007	1416	2926	1708	1375	1832	3982	14,160				

**4-C CONSIDERATION AND APPROVAL OF THE CAMERON COUNTY
REGIONAL MOBILITY AUTHORITY (CCRMA) COMPLIANCE REPORT
PURSUANT TO 43 TAC §26.65(a).**



M E M O R A N D U M

TO: Board of Directors

FROM: Adrian Rincones

DATE: March 22, 2018

SUBJ: CCRMA Annual Compliance Report per 43 Texas Administrative Code §26.65(a)

Attached is our annual compliance report for the 2017 fiscal year to be submitted to TxDOT per the Texas Administrative Code. Staff recommends board approval.

Cameron County Regional Mobility Authority
Compliance Report

Texas Administrative Code Title 43, Part I, Chapter 26, Subchapter G
 §26.65(a) Annual Reports to the Commission

Compliance Rule	Compliance Statement	Certification
<i>Rule §26.61 Written Reports:</i>		
The annual operating and capital budgets adopted by the RMA year.	CCRMA Board of Directors adopted and approved in September 2016 the budget for FY 2017	The CCRMA budget was approved by the Board of Directors on September 8, 2016
Any annual financial information and notices of material events required to be disclosed under Rule 15c2-12 of the SEC.	None were required by CCRMA for the 2017 Fiscal Year	Not Applicable
To the extent not disclosed in another report required in this compliance report, a statement of any surplus revenue held by the RMA and a summary of how it intends to use the surplus revenue.	The CCRMA revenues are budgeted and accounted for in the financial statements of the entity. All revenues are used in accordance with the Texas Administrative Code	CCRMA approved budget and annual audited financial statements
An independent auditor's review of the reports of investment transactions prepared under Government Code, §2256.023.	The independent auditor has applied all required procedures within the scope of their audit which resulted in an "unqualified opinion" with no findings for the 2016 Fiscal Year. The 2017 Fiscal Year audit is currently ongoing.	The independent audit firm issued an unqualified opinion on January 20, 2017 for the 2016 Fiscal Year. The 2017 Fiscal Year audit is currently ongoing.
<i>Rule §26.62 Annual Audit:</i>		
The RMA shall maintain its books and records in accordance with generally accepted accounting principles in the United States and shall have an annual financial and compliance audit of such books and records.	The CCRMA received an unqualified opinion from the independent auditor on January 20, 2017 for the 2016 fiscal year.	The independent audit firm issued an unqualified opinion on January 20, 2017 for the 2016 Fiscal Year. The 2017 Fiscal Year audit is currently ongoing.
The annual audit shall be submitted to each county or city that is a part of the RMA within 120 days after the end of the fiscal year, and conducted by an independent certified public accountant.	The annual audit was conducted by an independent certified public accountant, furthermore the CCRMA was treated as a component unit of the Cameron County included within the County financial report	CCRMA has made available the annual financial reports available to the public and all interested parties.
All work papers and reports shall be retained for a minimum of four years from the date of the audit.	The CCRMA retains all relevant workpapers and financial records for a minimum of five years.	CCRMA's records retention policy is within compliance with this requirement.
<i>Rule §26.63 Other Reports to Counties and Cities:</i>		
Provide other reports and information regarding its activities promptly when requested by the counties or cities.	The CCRMA responds promptly to the request of information by the County or local cities and provides information on its website.	No comments

Rule §26.64 Operating Records:		
The Department will have access to all operating and financial records of the RMA. The executive director will provide notification if access is desired by the department.	The CCRMA complies with rule 26.64 of Subchapter G of the Texas Administrative Code granting access to the department to all records.	No comments

- 4-D CONSIDERATION AND AUTHORIZATION TO AMEND THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY TRAVEL POLICY AS PER THE UPDATED RATES FROM THE TEXAS COMPTROLLER AND GSA FOR THE NEW FISCAL YEAR PERIOD.**



REIMBURSEMENT AND TRAVEL POLICY

Travel Arrangements

- Should be made at lowest cost, using the Internet, if possible, to mitigate fees with the guidelines set below for Lodging, Mileage, and Meals. Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- Employee travel should be done in a manner to minimize time away from work.
- Hotel shuttles should be used when available.
- Additional lodging reimbursement would be allowed only if the reduction in airfare is greater than the extra days lodging and per diems.

Hotel Accommodations

In State or Out of State Lodging must follow the below guidelines for daily rates. These rates match those set by the Texas Comptroller for State of Texas Employee's Travel Reimbursement as of October 1, 2017.

See attachment of GSA Rates

- Executive Staff, Key Personnel, and Board Members are eligible up to twice the amount listed on the attached GSA Rates.
- Exceptions to the attached rates require prior approval by CFO or Executive Director and would include:
 - The hotel would reduce total overall costs of travel, such as not requiring a rental car.
 - Time constraints for business meetings would require staying at a closer hotel.
 - Conference Rate
 - Out of State or Out of Country Travel

Meals

In State or Out of State meals must follow the below guidelines for daily rates. These rates match those set by the Texas Comptroller for State of Texas Employee's Travel Reimbursement as of October 1, 2017.

See attachment of GSA Rates

- Executive Staff, Key Personnel, and Board Members are eligible up to twice the amount listed on the attached GSA Rates
- Meals not related to CCRMA business will not be reimbursed
- Exceptions for meals exceeding the daily rate require justification and approval by Executive Director
- No reimbursement for alcohol will be allowed

Incidentals

- Reasonable and customary tips and gratuities can be included in meals and do not require a receipt
- Parking, toll, and taxi expenses will be reimbursed
- Other minor expenses should have receipt and justification for reimbursement
- There will be no reimbursement for parking or traffic violations
- There will be no reimbursement for entertainment purposes, including hotel movies

Rental Vehicles

- Should use compact to mid-sized vehicles unless multiple persons traveling
- Loss Damage Waiver should be used

Airfare

- Airfare should be booked at the most economical rate as far in advance as reasonably possible
- Coach, business fares, or internet specials should be used when possible
- Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs
- Cancellation fees or fees for ticket changes will be reimbursed if in the best interests of the CCRMA or a family emergency

Mileage Reimbursement

Use of a personal vehicle on CCRMA business will be reimbursed using the current Internal Revenue Service Rate for business expense. The CCRMA travel reimbursement form should be used and include:

- Purpose of Travel
- Dates of Travel
- Net Mileage (using the CCRMA headquarters as origination point)
- Maximum reimbursement is mileage rate times the number of miles driven

Food Service at Local Meetings

Food service for local business meeting will be reimbursed. These business meetings are required for the active conduct of CCRMA business and include CCRMA Board meetings and workshops, CCRMA Board Committee meetings, meetings with other governmental entities for CCRMA business. A request for reimbursement should include:

- The Purpose of the Meeting
- The time and Location of the Meeting
- Names of Principal Attendees
- Approval of Reimbursement by CFO or Executive Director



Current Rates

Fiscal 2018 Travel Reimbursement Rates

Employees

In-State or Out-of-State Meals and Lodging	<p>Refer to the GSA's federal Domestic Maximum Per Diem Rates, effective Oct. 1, 2017.</p> <p>If the city is not listed, but the county is listed, use the daily rate of the county.</p> <p>For locations not listed (city or county), the daily rates are:</p> <ul style="list-style-type: none"> • Lodging In-State/Out-of-State: up to \$91 (Sept. 1 – 30, 2017) • Lodging In-State/Out-of-State: up to \$93 (Oct. 1, 2017 – Aug. 31, 2018) • Meals In-State/Out-of-State: up to \$51 (Sept. 1, 2017 – Aug. 31, 2018)
In-State or Out-of-State Non-Overnight Meals	Not to exceed \$36 daily
Automobile Mileage	53.5 cents per mile (Sept. 1 – Dec. 31, 2017)
	54.5 cents per mile (Jan. 1 – Dec. 31, 2018)
Aircraft Mileage	\$1.21 per mile (Jan. 1 – Dec. 31, 2018)

Key Officials

In-State or Out-of-State Meals and Lodging	<p>Up to twice the amount listed on GSA's Domestic Maximum Per Diem Rates.</p> <p>For areas not listed, the daily rates are:</p> <ul style="list-style-type: none"> • Lodging In-State/Out-of-State: up to \$182 (Sept. 1 – 30, 2017) • Lodging In-State/Out-of-State: up to \$186 (Oct. 1, 2017 – Aug. 31, 2018) • Meals In-State/Out-of-State: up to \$102 (Sept. 1, 2017 – Aug. 31, 2018)
In-State or Out-of-State Non-Overnight Meals	Not to exceed \$72 daily
Automobile Mileage	53.5 cents per mile (Sept. 1 – Dec. 31, 2017)
	54.5 cents per mile (Jan. 1 – Dec. 31, 2018)
Aircraft Mileage	\$1.21 per mile (Jan. 1 – Dec. 31, 2018)



Non-Overnight Travel

A [state employee](#) may be reimbursed for non-overnight meal expenses. If an employee on non-overnight travel receives reimbursement for meals, this amount would be considered income and must be reported on his or her W-2 tax form. See [Meal Reimbursements](#)

Non-overnight meal reimbursements may not exceed \$36 according to the [General Appropriations Act, Article IX, Part 5, Section 5.05\(b\)](#). The meal expense is only reimbursable if the employee is outside of his or her designated headquarters for at least six consecutive hours. [Texas Government Code Section 660.113\(b\)](#). A state employee's mere passing through the employee's designated headquarters while traveling to a duty point from the employee's residence or from another duty point which is outside the employee's designated headquarters does not terminate or suspend a consecutive-hour string of being outside the headquarters. See [documentation requirements for non-overnight meal expenses](#).

Note: State agencies are not required to reimburse for non-overnight meals but may choose to do so by authorization of the agency's [chief administrator](#). The authorization may be provided on a case-by-case or blanket basis.



FY 2018 Per Diem Rates for Texas

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2017 - September 2018 You searched for: **Texas Max** lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Standard Rate	Applies for all locations without specified rates / STANDARD RATE	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$51
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$163	\$59
Austin	Travis	\$146	\$146	\$146	\$165	\$165	\$165	\$146	\$146	\$146	\$146	\$146	\$146	\$59
Big Spring	Howard	\$97	\$93	\$93	\$93	\$93	\$93	\$97	\$97	\$97	\$97	\$97	\$97	\$54
College Station	Brazos	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$59
Corpus Christi	Nueces	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$59
Dallas	Dallas	\$142	\$142	\$142	\$155	\$155	\$155	\$155	\$155	\$155	\$142	\$142	\$142	\$64
El Paso	El Paso	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$59
Galveston	Galveston	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$121	\$121	\$121	\$99	\$64
Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$121	\$121	\$121	\$121	\$137	\$137	\$137	\$137	\$121	\$121	\$121	\$121	\$59
Midland	Midland	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$64
Pecos	Reeves	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$54
Plano	Collin	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$59
Round Rock	Williamson	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$59
San Antonio	Bexar	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$64
South Padre Island	Cameron	\$93	\$93	\$93	\$93	\$93	\$100	\$100	\$100	\$110	\$110	\$110	\$93	\$59
Waco	McLennan	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$59

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

2/26/2018

Per Diem Rates Look-Up

2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.

Amazon CloudFront

www.gsa.gov

2018 Standard Mileage Rates

Notice 2018-03

SECTION 1. PURPOSE

This notice provides the optional 2018 standard mileage rates for taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. This notice also provides the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan.

SECTION 2. BACKGROUND

Rev. Proc. 2010-51, 2010-51 I.R.B. 883, provides rules for computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes, and for substantiating, under § 274(d) of the Internal Revenue Code and § 1.274-5 of the Income Tax Regulations, the amount of ordinary and necessary business expenses of local transportation or travel away from home. Taxpayers using the standard mileage rates must comply with Rev. Proc. 2010-51. However, a taxpayer is not required to use the substantiation methods described in Rev. Proc. 2010-51, but

instead may substantiate using actual allowable expense amounts if the taxpayer maintains adequate records or other sufficient evidence.

An independent contractor conducts an annual study for the Internal Revenue Service of the fixed and variable costs of operating an automobile to determine the standard mileage rates for business, medical, and moving use reflected in this notice. The standard mileage rate for charitable use is set by § 170(i).

SECTION 3. STANDARD MILEAGE RATES

The standard mileage rate for transportation or travel expenses is **54.5 cents** per mile for all miles of business use (business standard mileage rate). See section 4 of Rev. Proc. 2010-51.

The standard mileage rate is 14 cents per mile for use of an automobile in rendering gratuitous services to a charitable organization under § 170. See section 5 of Rev. Proc. 2010-51.

The standard mileage rate is 18 cents per mile for use of an automobile (1) for medical care described in § 213, or (2) as part of a move for which the expenses are deductible under § 217. See section 5 of Rev. Proc. 2010-51.

SECTION 4. BASIS REDUCTION AMOUNT

For automobiles a taxpayer uses for business purposes, the portion of the business standard mileage rate treated as depreciation is 22 cents per mile for 2014, 24 cents per mile for 2015, 24 cents per mile for 2016, 25 cents per mile for 2017, and 25 cents per mile for 2018. See section 4.04 of Rev. Proc. 2010-51.

SECTION 5. MAXIMUM STANDARD AUTOMOBILE COST

For purposes of computing the allowance under a FAVR plan, the standard automobile cost may not exceed \$27,300 for automobiles (excluding trucks and vans) or \$31,000 for trucks and vans. See section 6.02(6) of Rev. Proc. 2010-51.

SECTION 6. EFFECTIVE DATE

This notice is effective for (1) deductible transportation expenses paid or incurred on or after January 1, 2018, and (2) mileage allowances or reimbursements paid to an employee or to a charitable volunteer (a) on or after January 1, 2018, and (b) for transportation expenses the employee or charitable volunteer pays or incurs on or after January 1, 2018.

SECTION 7. EFFECT ON OTHER DOCUMENTS

Notice 2016-79 is superseded.

DRAFTING INFORMATION

The principal author of this notice is Bernard P. Harvey of the Office of Associate Chief Counsel (Income Tax and Accounting). For further information on this notice contact Bernard P. Harvey on (202) 317-7005 (not a toll-free call).

- 4-E CONSIDERATION AND APPROVAL OF AN AGREEMENT BETWEEN
THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND
THE CITY LOS FRESNOS FOR ENVIRONMENTAL AND DESIGN OF
WHIPPLE ROAD.**

STATE OF TEXAS)
)
CAMERON COUNTY)

INTERLOCAL COOPERATION AGREEMENT

THIS INTERLOCAL COOPERATION AGREEMENT is entered into and between the CITY OF LOS FRESNOS, TEXAS hereinafter referred to as "City" and the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, hereinafter referred to as "CCRMA", pursuant to V.T.C.A., Government Code, and Chapter 791, whereby:

1. **PURPOSE OF INTERLOCAL COOPERATIVE AGREEMENT:** To allow the CCRMA to develop Whipple Road through Environmental and Design Phase on behalf of CITY.
2. **PROJECT TO BE COMPLETED:** To advance Project through the Environmental and Design Phases. This Project will improve east/west connectivity in the CITY.
3. **CCRMA HEREBY AGREES TO:**
 - a. To coordinate with the proper agencies to advance the Project through the Environmental and Design Phases.
 - b. To provide monthly progress reports of activities to the CITY, including preliminary cost estimate and project schedule.
 - c. To provide for early consultations with the environmental agencies.
 - d. To coordinate with local MPO's funding opportunities for the Project.
 - e. To utilize their General Engineering Consultants to perform the necessary Environmental and Design Tasks.
 - f. To coordinate the Project with the Texas Department of Transportation (TxDOT).
 - g. To assist CITY through the Advance Funding Agreement (AFA) process with TxDOT.
4. **CITY HEREBY AGREES TO:**
 - a. To provide funding from CAT 7 federal grants for the Environmental and Design Phases of the Project.
 - b. To provide local contribution required for the use of CAT 7 funds for the Environmental and Design Phases of the Project.
 - c. To manage and administer any environmental permits required for the development of the Project.
 - d. To Allow the CCRMA to be Project Sponsor.
 - e. To Request the Brownsville MPO to change the Project Sponsorship in the TIP to the CCRMA.
5. CCRMA will submit to CITY the scope and fee for the Project and will not commence work without CITY approval of the scope and fee.
6. It is specifically understood and agreed that in the event insufficient funds are appropriated and/or budgeted concerning the obligations under this Interlocal Cooperation Agreement on behalf of either of the Parties, then the Party with the insufficient funds shall notify the other Parties and this Interlocal Cooperation Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to the Party.

7. This Interlocal Cooperation Agreement constitutes a one-time Agreement between the Parties and does not constitute a continuing Agreement for the CITY and CCRMA. The Interlocal Cooperation Agreement expires when the Project is completed or a 30 day termination notice is given by either CITY or CCRMA.
8. The Rules, Regulations and Orders of CITY shall govern this Interlocal Cooperation Agreement and the Parties agree that CITY shall supervise the performance of this Interlocal Cooperation Agreement.
9. This Interlocal Cooperation Agreement shall have no legal force or effect until such time as it is properly Adopted and Approved by the CITY OF LOS FRESNOS CITY COUNCIL and the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY BOARD OF DIRECTORS.

Executed on this 10th day of April, 2018.

Attested by: Jacqueline Moya
Jacqueline Moya
City Secretary



Polo Narváez
Polo Narváez
Mayor of Los Fresnos

Attested by: Horacio Barrera
Horacio Barrera
CCRMA Secretary

Frank Parker, Jr.
Frank Parker, Jr.
CCRMA Chairman

**4-F DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST FROM
THE STARR COUNTY INDUSTRIAL FOUNDATION.**



ESTABLISHED 1974

STARR COUNTY INDUSTRIAL FOUNDATION

P. O. Box 502 • 601 E. Main Street
Rio Grande City, Texas 78582-0502
Telephone: 956.487.2709
www.starrcounty.org

March 8, 2018

Mr. Pete Sepulveda, Jr.
Executive Director
Cameron County Regional Mobility Authority
3461 Carmen Avenue
Rancho Viejo, TX 78575

Dear Mr. Sepulveda:

The Starr County Industrial Foundation would like to enter into an Agreement with the Cameron County Regional Mobility Authority (CCRMA) and request that you manage and develop transportation projects in Starr County, Texas area and it is our understanding that these transportation projects are necessary or incidental to the CCRMA's powers and duties.

I believe that the CCRMA has the project delivery expertise, credibility and the procurement procedures in place, to develop our projects using local, state and federal funds.

I look forward to hearing from you.

Sincerely,

Rose Benavidez
President
Starr County Industrial Foundation

- 4-G CONSIDERATION AND APPROVAL OF 1ST AMENDMENT TO THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY TOLL REVENUE GUARANTEE AND DEBT COLLECTION SERVICES CONTRACT FOR RFP NO. 2017-003 WITH PROFESSIONAL ACCOUNT MANAGEMENT, LLC (PAM).**

**1st Amendment to the
Cameron County Regional Mobility Authority**

Toll Revenue Guarantee And Debt Collection Services Contract for RFP No. 2017-003

THIS AMENDMENT ("Amendment") to the Cameron County Regional Mobility Authority Toll Revenue Guarantee And Debt Collection Services Contract for RFP No. 2017-003 ("Agreement") is made and entered into by and between the Cameron County Regional Mobility Authority ("Authority") and Professional Account Management, LLC ("PAM" or "Contractor"). The effective date of this Amendment ("Effective Date") shall be March 26, 2018. This Amendment is being entered into because the parties desire to revise the Agreement to correct scrivener's errors, so that the Agreement is consistent with their prior understandings and proposals.

1. Section 8.1.2.3 – Administrative Fees is hereby deleted in its entirety and replaced the following:

8.1.2.3 Administrative Fees. For Collection Proceeds collected by Contractor and applied to the Administrative Fee amount of each violation, 39% of proceeds will be retained by Contractor, and the remaining 61% of proceeds will be remitted to the Authority (net of Contractor's earned portion of proceeds).

2. Pursuant to the Best and Final Offer document submitted by Contractor on September 19, 2017, a new Section 8.1.7 shall be added as follows:

8.1.7 Collection Fees for Portfolio I Existing Debt. For Collection Proceeds collected by Contractor for existing debt in Portfolio I, Contractor shall retain as its compensation 18% of gross revenue collected. For the avoidance of doubt, Section 8.1.1 and 8.1.2 are not applicable to Portfolio I Existing Debt since there will be no advanced or guaranteed payments or administrative fees.

3. Miscellaneous

This Amendment may be executed in one or more counterparts, and counterparts may be exchanged by electronic transmission (including by email), each of which will be deemed an original, but all of which together constitute one and the same instrument.

Except as amended and/or modified by this Amendment, all other terms of the Agreement shall remain in full force and effect, unaltered and unchanged by this Amendment. Whether or not specifically amended by this First Amendment, all of the terms and provisions of the Agreement are hereby amended to the extent necessary to give effect to the purpose and intent of this Amendment.

IN WITNESS WHEREOF, the parties have executed this First Amendment.

CAMERON COUNTY REGIONAL
MOBILITY AUTHORITY

PROFESSIONAL ACCOUNT
MANAGEMENT, LLC

By:

/s/



Name:

Frank Tanker Sr.

Its:

Chairman

3-26-18

By:

/s/



Name:

Tim Wendler

Its:

CEO

- 4-I CONSIDERATION AND APPROVAL OF GENERAL ENGINEERING CONTRACT BETWEEN THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND S&B INFRASTRUCTURE. (SEE MEETING OF MAY 10, 2018 FOR EXECUTED CONTRACT)**

- 4-J CONSIDERATION AND APPROVAL OF GENERAL ENGINEERING CONTRACT BETWEEN THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND HALFF & ASSOCIATES. (SEE MEETING OF MAY 10, 2018 FOR EXECUTED CONTRACT)**

4-K CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION NO. 17 WITH S&B INFRASTRUCTURE FOR THE PORT CONNECTOR ROAD PROJECT.

WORK AUTHORIZATION NO. 17

This Work Authorization is made as of this 22nd day of March, 2018, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of November 1, 2014 (the "Agreement"), between the Cameron County Regional Mobility Authority (CCRMA) ("Client") and S&B Infrastructure, Ltd. ("Engineer"). This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement.

PART 1. The Engineer will provide engineering services to include Schematic, Plans, Specifications & Estimate for the Port Road Connector from SH 4 to the Port of Brownsville. S&B will perform the services set forth in Exhibit B to this Work Authorization shall be completed and delivered to Client by no later than December 31, 2018.

PART 2. The Client must pay S&B for the services being provided as follows [Place an "X" in the appropriate block]:

☒ The Services will be provided for the fixed price amount of \$750,000.00. This amount may be amended by mutual agreement of the Parties and established in a Work Authorization revision.

☐ The services will be provided on a cost reimbursable basis. The rates and associated charges are described in Exhibit D of this Work Authorization. The maximum amount payable for services under this Work Authorization is \$750,000.00 unless amended by mutual agreement of the Parties and established in a Work Authorization revision.

PART 3. This Work Authorization shall become effective on the date of final acceptance of the parties hereto. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement. This Work Authorization is hereby accepted and acknowledged below.


Cameron County Regional
Mobility Authority

S&B Infrastructure, Ltd.

By: 
Frank Parker, Jr.

Chairman

Date: 3-26-18

By: 
Daniel O. Rios, PE

Senior Vice President

Date: 3/24/18

LIST OF EXHIBITS

- Exhibit A - Authority's Responsibilities
- Exhibit B - Services to be Provided by Engineer
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule

EXHIBIT A

Authority's Responsibilities

The following provides an outline of the services to be provided by the **Authority** in the development of the **Project** for this work authorization. (The **Project** is further defined and more particularly identified in **Exhibit "A"** attached to this work authorization).

GENERAL

The **Authority** will provide to the **Engineer** the following:

- (1) Payment for work performed by the **Engineer** and accepted by **Authority** in accordance with this Agreement.
- (2) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, **State** and Federal agencies that the **Engineer** cannot easily obtain.
- (3) Provide timely review and decisions in response to the **Engineer's** request for information and/or required submittals and deliverables, in order for the **Engineer** to maintain an agreed-upon work schedule.
- (4) Right of Entry

EXHIBIT B Scope of Work

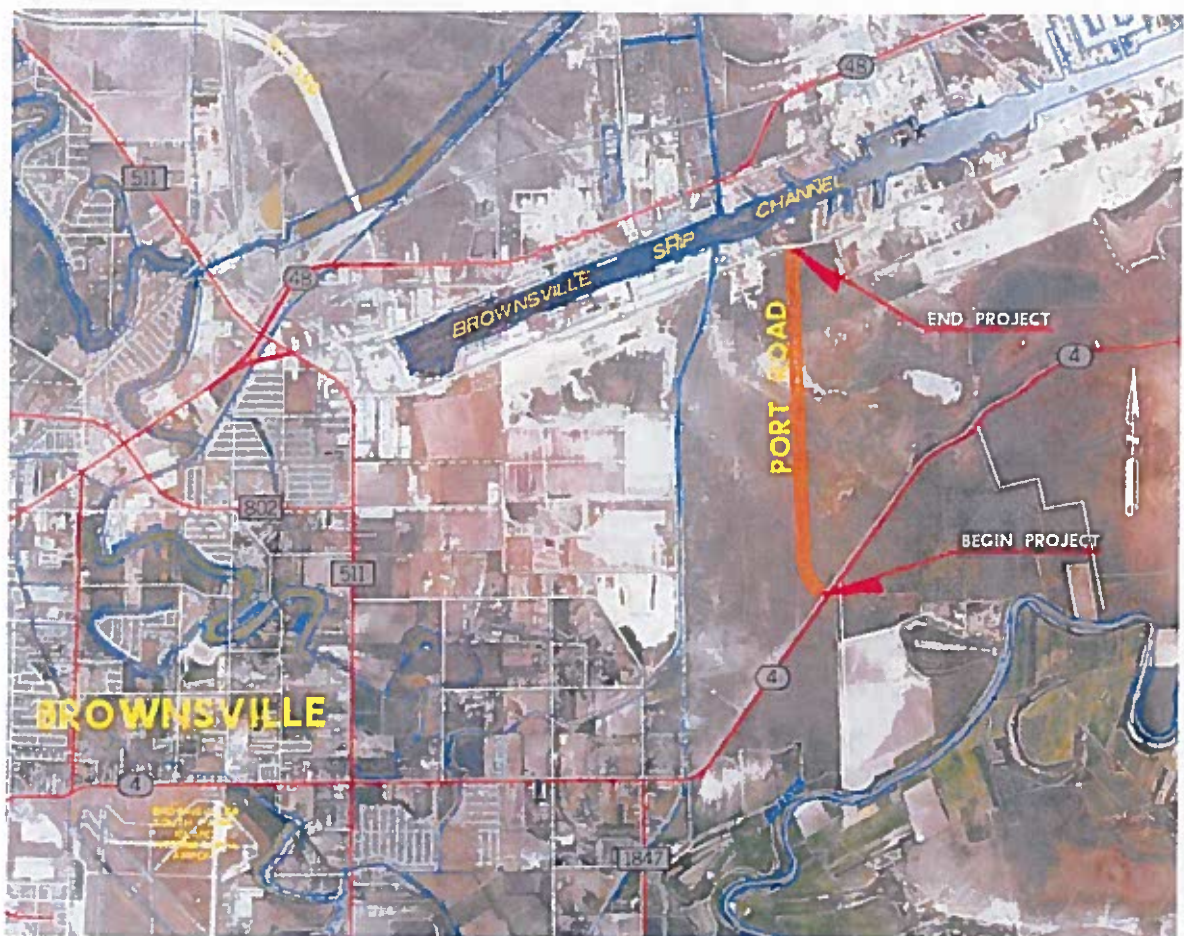
County: Cameron
Project: Port Connector Road

Services – Project Understanding and Goals

I. Preliminary Schematic, Final Design and Production of Construction Plans and Specifications

Services under this section begin upon receipt of capital sufficient to develop the transportation project and/or upon issuance of a Notice to Proceed or a Partial Notice to Proceed by the Authority.

The work to be performed by the CONSULTANT under this contract shall consist of providing engineering services required for the updating and repackaging of plans, specifications and estimates (PS&E) for the construction of Port Connector Road between SH 32 and the Port of Brownsville. These limits are illustrated below:



GENERAL REQUIREMENTS

G.1 Design Criteria. The Engineer shall prepare all work in accordance with the latest version of applicable State's procedures, specifications, manuals, guidelines, standard drawings, and standard specifications or previously approved special provisions and special specifications, which include: the *PS&E Preparation Manual*, *Roadway Design Manual*, *Hydraulic Design Manual*, the *Texas Manual on Uniform Traffic Control Devices* (TMUTCD), *Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges* (latest Edition), and other State approved manuals. When design criteria are not identified in State manuals, the Engineer shall notify the CCRMA and refer to the American Association of State Highway and Transportation Officials (AASHTO), *A Policy on Geometric Design of Highways and Street*, (latest Edition). The Engineer shall prepare each Plan, Specification, and Estimate (PS&E) package in a form suitable for letting through the CCRMA's construction contract bidding and awarding process.

The Engineer shall identify, prepare exhibits and complete all necessary forms for each Design Exception and Waiver required within project limits prior to the 30% project completion submittal. The Engineer shall submit each exception and waiver to the CCRMA for coordination and processing of approvals. If subsequent changes require additional exceptions, the Engineer shall notify the CCRMA in writing as soon as possible after identification of each condition that may warrant a design exception or waiver.

G.2 Right-of-Entry and Coordination. The Engineer shall notify the CCRMA and secure permission to enter private property to perform any surveying, engineering or geotechnical activities needed off State right-of-way. In pursuance of the State's policy with the general public, the Engineer shall not commit acts which would result in damages to private property, and the Engineer shall make every effort to comply with the wishes and address the concerns of affected private property owners. The Engineer shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from the CCRMA prior to each entry.

G.3 Progress Reporting and Invoicing. The Engineer shall invoice according to Function Code breakdowns shown in Attachment "C" of the Contract for Engineering Services and Exhibit "D" - *Fee Schedule*, of each Work Authorization. The Engineer shall submit each invoice in a format acceptable to the CCRMA.

With each invoice, the Engineer shall include a completed Projected vs. Actual Contract Invoices form. The Engineer shall submit a monthly written progress report to the CCRMA regardless of whether the Engineer is invoicing for that month. The Engineer's written progress report shall describe activities during the reporting period; activities planned for the following period; problems encountered and actions taken to remedy them; list of meetings attended; and overall status, including a per cent complete by task.

The Engineer shall prepare a design time schedule that shall indicate tasks, subtasks, critical dates, milestones, deliverables and review requirements in a format that depicts the interdependence of the various items. The Engineer shall provide assistance to CCRMA personnel in interpreting the schedules. The Engineer shall schedule milestone submittals at 30%, 60%, 90%, and Final (100%) project completion phases. The Engineer shall advise the CCRMA in writing if the Engineer is not able to meet the scheduled milestone review date.

Once the project goes to letting, all electronic files shall be delivered within 30 days of written request in conformance with the latest version of the State's Document and Information Exchange (Attachment G).

G.4 Level of Effort. The Engineer shall base the level of effort at each phase on the prior work developed in earlier phases without unnecessary repetition or re-study. As directed by the CCRMA, the Engineer shall provide written justification regarding whether or not additional or repeated level of effort of earlier completed work is warranted, or if additional detail will be better addressed at a later stage in the project development.

G.5 Quality Assurance (QA) and Quality Control (QC). The Engineer shall provide peer review at all levels. For each deliverable, the Engineer shall have some evidence of their internal review and mark-up of that deliverable as preparation for submittal. A milestone submittal is not considered complete unless the required milestone documents and associated internal red-line mark-ups are submitted. The CCRMA's Project Manager may require the Engineer to submit the Engineer's internal mark-up (red-lines) or comments developed as part the Engineer's quality control step. When internal mark-ups are requested by the CCRMA in advance, the CCRMA, at its sole discretion, may reject the actual deliverable should the Engineer fail to provide the evidence of quality control. The Engineer shall clearly label each document submitted for quality assurance as an internal mark-up document.

The Engineer shall perform QA and QC on all survey procedures, field surveys, data, and products prior to delivery to the CCRMA. If, at any time, during the course of reviewing a survey submittal it becomes apparent to the CCRMA that the submittal contains errors, omissions, or inconsistencies, the CCRMA may cease its review and immediately return the submittal to the Engineer for appropriate action by the Engineer. A submittal returned to the Engineer for this reason is not a submittal for purposes of the submission schedule.

G.6 Use of the State's Standards. The Engineer shall identify and insert as frequently as is feasible the applicable, current State's Standard Details, District Standard Details, or miscellaneous details that have been approved for use in the plan. The Engineer shall sign, seal, and date each Standard and miscellaneous detail if the Standard selected has not been adopted for use in a District. The Engineer shall obtain approval for use of these details during the early stages of design from the State Project Manager or designated State Area Engineer. In addition, these details shall be accompanied by

the appropriate general notes, special specifications, special provisions, and method of payment. The Engineer shall retain the responsibility for the appropriate selection of each Standard identified for use within their design.

G.7 Organization of Plan Sheets. The PS&E shall be complete and organized in accordance with the latest edition of the State's PS&E Preparation Manual. The PS&E package shall be suitable for the bidding and awarding of a construction contract, and in accordance with the latest State's policies and procedures, and the District's PS&E Checklist.

G.8 Utility Adjustment Coordination and Utility Engineering. The Engineer shall provide responsible parties necessary to perform engineering services consistent of Utility Adjustment Coordination and Utility Engineering. These responsible parties include: Utility Coordinators, herein referred to as the provider performing services in a non-engineering capacity; and Utility Engineers, herein referred to as the registered Professional Engineer performing services in a professional engineering capacity.

Geotechnical Borings and Investigations: The Engineer shall determine the location of proposed soil borings for bridge design, retaining walls, pavement, and slope stability in accordance with the latest edition of the State's Geotechnical Manual, estimated at 28 locations. The CCRMA will review and provide comments on a boring layout submitted by the Engineer showing the general location and depths of the proposed borings. Once the Engineer receives the CCRMA's review comments they shall perform soil borings (field work), soil testing and prepare the boring logs in accordance with the latest edition of the State's Geotechnical Manual and State District's procedures and design guidelines.

1. The Engineer shall undertake the following drilling program:

Bridge Borings:

15 Holes @ 120' = 1800 lf

Roadway/Pavement Borings:

13 Holes @ 10' = 130 lf

Total 18 Borings

Total Linear Footage – 1930 lf

NOTE: No Retaining wall Borings estimated at this time.

2. All geotechnical work should be performed in accordance with the latest version of the State's Geotechnical Manual. All testing shall be performed in accordance with the latest version of the State's Manual of Test Procedures. American Society for Testing Materials (ASTM) test procedures can be used only in the absence of the State's procedures. All soil classification should be done in accordance with the Unified Soil Classification System.
3. The Engineer shall perform soil borings, testing and analysis to include slope stability analysis, soil survey for pavement design, and foundation design recommendations for bridges, embankments and any temporary soil retaining

systems. The Engineer shall contact the appropriate utility location services to have underground utilities located prior to drilling in an area. The Engineer shall perform site clearing, as necessary, for soil boring access and drilling rig pad site. The Engineer shall take every precaution to retain all existing interior and perimeter fencing while conducting the necessary geotechnical investigations. Any and all damages to fences caused by the Engineer during geotechnical investigations shall be repaired immediately.

4. The Engineer shall provide a signed, sealed and dated geotechnical report which contains, but is not limited to, soil boring locations, boring logs, laboratory test results, generalized subsurface conditions, ground water conditions, analyses and recommendations for slope stability of the earthen embankments, skin friction and design capacity curves including skin friction and point bearing. The skin friction and design capacity curves must be present for piling and drilled shaft foundation.
5. The Engineer shall sign, seal and date soil boring sheets to be used in the PS&E package. The preparation of soil boring sheets must be in accordance with a State's District standards.
6. The Engineer shall incorporate soil boring data sheets prepared, signed, sealed, and dated by the Engineer. The soil boring sheets shall be in accordance with the State's WINCORE software as can be found on the Texas Department of Transportation (TxDOT) website.

Preliminary Design Schematic: The Engineer shall prepare a preliminary design schematic for the ultimate design.

1. Schematic layout shall include the location of main lanes and bridges.
2. Develop vertical and horizontal alignment of main lanes.
3. Show the tentative ROW limits:
4. Layout shall include the geometric (pavement cross slopes, lane and shoulder widths, slope rates for fills and cuts) of the typical sections of proposed highway main lanes, ramps, frontage roads, bridges, and cross roads.
5. Indicate the current and projected traffic volumes as provided by the Traffic Engineering Study.
6. Direction of traffic flow on all roadways.
7. Layout shall include the geometric of speed change (acceleration, deceleration, climbing) lanes.

8. The schematic layout shall include basic information which is necessary for the proper review and evaluation including the items listed above and in the TxDOT's checklist for schematic layout.

FUNCTION CODE 160(150) – ROADWAY DESIGN

- A. Field Survey.** The Engineer shall provide field survey associated with the design of the Project. For this project, the Engineer's surveyor shall verify and reduce previous flight data.

Project Control Sheets: The Engineer's Surveyor shall prepare a *Survey Control Index Sheet* and a *Horizontal and Vertical Control Sheet(s)*, signed, sealed and dated by the professional engineer in direct responsible charge of the surveying and the responsible RPLS for ultimately inserting into a plan set(s). The *Survey Control Index Sheet* shows an overall view of the project control and the relationship or primary monumentation and control used in the preparation of the project; whereas, the *Horizontal and Vertical Control sheet(s)* identifies the primary survey control and the survey control monumentation used in the preparation of the project. Both the *Survey Control Index Sheet* and the *Horizontal and Vertical Control Sheet(s)* must be used in conjunction with each other as a set. The State's forms for these sheets can be downloaded from the State's website.

- a. The following information shall be shown on the *Survey Control Index Sheet*:
 - (1) Overall view of the project and primary control monuments set for control of the project.
 - (2) Identification of the control points.
 - (3) Baseline or centerline.
 - (4) Graphic (Bar) Scale.
 - (5) North Arrow.
 - (6) Placement of note "*The survey control information has been accepted and incorporated into this PS&E*" which shall be signed, sealed and dated by a Texas Professional Engineer employed by the State.
 - (7) RPLS signature, seal, and date.
 - (8) The State's title block containing District Name, County, Highway, and CSJ
- b. The following information shall be shown on all *Horizontal and Vertical Control Sheets*:
 - (1) Location for each control point, showing baseline or centerline alignment and North arrow.
 - (2) Station and offset (with respect to the baseline or centerline alignments) of each identified control point.
 - (3) Basis of Datum for horizontal control (base control monument/benchmark name, number, datum).
 - (4) Basis of Datum for the vertical control (base control monument, benchmark name, number, datum).
 - (5) Date of current adjustment of the datum.

- (6) Monumentation set for Control (Description, District name/number and Location ties).
- (7) Surface Adjustment Factor and unit of measurement.
- (8) Coordinates (State Plan Coordinates [SPC] Zone and surface or grid).
- (9) Relevant metadata.
- (10) Graphic (Bar) Scale.
- (11) Placement of note "*The survey control information has been accepted and incorporated into this PS&E*" which shall be signed, sealed and dated by a Texas Professional Engineer employed by the State.
- (12) RPLS signature, seal and date.
- (13) The State's title block containing District Name, County, Highway, and CSJ.

Technical Requirements:

- a. Design surveys and construction surveys must be performed under the supervision of a RPLS currently registered with the TBPLS.
- b. Horizontal ground control used for design surveys and construction surveys, furnished to the Surveyor by the State or based on acceptable methods conducted by the Surveyor, must meet the standards of accuracy required by the State.

Reference may be made to standards of accuracy for horizontal control traverses, as described in the TxDOT Survey Manual, latest edition, or the TSPS Manual of Practice for Land Surveying in the State of Texas, as may be applicable.

- c. Vertical ground control used for design surveys and construction surveys, furnished to the Surveyor by the State or based on acceptable methods conducted by the Surveyor, must meet the standards of accuracy required by the State.

Reference may be made to standards of accuracy for vertical control traverses, as described in the TxDOT Survey Manual, latest edition, or the TSPS Manual of Practice for Land Surveying in the State of Texas, as may be applicable.

Deliverables: The deliverables for field surveys shall be any combination of the following:

- Digital Terrain Models (DTM) and the Triangular Irregular Network (TIN) files in a format acceptable by the State.
- An 8 ½ inch by 11 inch survey control data sheet for each control point which must include, but need not be limited to, a location sketch, a physical description of the point including a minimum of two reference ties, surface coordinates, a surface adjustment factor, elevation, and the horizontal and vertical datums used. A pre-formatted survey control data sheet form in Microsoft Office Word 2010 format will be provided by the State.

B. Aerial Photogrammetry. The Engineer shall utilize previous flown photogrammetry.

1. .LAS File Processing

- a. ABGPS / IMU Post Processed. The Engineer will use TerraPos (GPS+GLONASS) post-processing software based on the principle of Precise Point Positioning (PPP, P3). This processing technique uses post-processed precise satellite ephemeris and various sophisticated error modeling such as troposphere, ionosphere and clock corrections. For additional control, the Engineer shall utilize the National Geodetic Survey (NGS), Continuously Operating Reference Station (CORS) utilizing Trimble Applanix Smart Base software. Airborne post processing will use base stations as a top priority with TerraPOS and SmartBase secondary.
- b. LAS Development. After standard GPS post processing, the Engineer shall combine the laser measurements with the GPS\IMU data utilizing the Topit LiDAR software (Trimble software) where the SBET (Smoothed Best Estimated Trajectories) and SDC (angle and distances) files are combined to produce an LAS file or Point Cloud. Also in this process the laser measurements shall be transformed from WGS84 coordinate to the State Coordinate System.
- c. Ground Control / Check Points. Field Survey activities necessary for the successful completion of the aerial photogrammetry will be performed under **FUNCTION CODE 160(150) – ROADWAY DESIGN**, where select ground control locations, per site, will be coordinated with the aerial sub-provider. Each control point will be compared to the LiDAR to ensure that data collected meets the accuracy requirements expected.

2. Deliverables:

- Provide DGN, DTM, and Tin files on a medium and in a format acceptable to the State, delivered on CD or DVD.

FUNCTION CODE 130 (130) – RIGHT-OF-WAY / UTILITY DATA

A. Utility Locations And Layouts

1. Coordination of engineering activities during the schematic state includes development of a Preliminary Utility Layout: The Engineer shall maintain a utility layout in the latest version of MicroStation used by the State. This layout shall include all existing utilities which are to remain in place or be abandoned, and all adjusted utilities. This layout shall be utilized to monitor the necessity and evaluate alternatives. The Engineer shall utilize the layout of existing utilities as prepared, if available, and make a determination of the following:
 - a. Facilities in conflict with the proposed project that are to be relocated.
 - b. Facilities to be abandoned in place.
 - c. Facilities to remain in service and in place as a result roadway design adjustments and meeting the current UAR.The Utility Engineer shall be responsible for determining if there are additional facilities, not shown in the Subsurface Utility Engineering (SUE) documents,

which require relocation. The Engineer shall coordinate this information with the State immediately upon discovery.

2. Public & individual meetings with Utility Companies, as required, to facilitate utility conflict identification and resolution.
 - a. Establish contact with all existing utilities within and adjacent to the project limits and set up utility coordination meetings to discuss concepts and options for construction.
 - b. Schedule all utility coordination meetings and ensure compatibility with the schedule of the State.
 - c. Set agenda for all coordination meetings as directed by the CCRMA.
 - d. Establish and promote the desired agenda.

PS&E SERVICES

FUNCTION CODE 102(110) – ROUTE AND DESIGN STUDIES

- A. **Data Collection and Field Reconnaissance.** The Engineer shall collect, review and evaluate data described below. The Engineer shall notify the CCRMA in writing whenever the Engineer finds disagreement with the information or documents:
 1. New or updated data collection, if available, from the CCRMA, environmental documents, existing traffic counts, accident data, Bridge Inspection records, Project Management Information system (PMIS) data, identified endangered species, identified hazardous material sites, current unit bid price information, current special provisions, special specifications, and standard drawings.
 2. Updated documents for existing and proposed development along proposed route from local municipalities and local ordinances related to project development.
 3. Updated utility plans and documents from appropriate municipalities and agencies.
 4. Conduct field reconnaissance and collect new data including a photographic record of notable existing features.
 5. Available floodplain information and studies.
- B. **Design Criteria.** The Engineer shall update the roadway design criteria based on the controlling factors specified by the State (*i.e.* 4R, 3R, 2R, or special facilities), by use of the funding categories, design speed, functional classification, roadway class and any other set criteria as set forth in *PS&E Preparation Manual, Roadway Design Manual, Bridge Design Manual, Hydraulic Design Manual*, and other deemed necessary State approved manuals. In addition, the Engineer shall update the Design Summary Report (DSR) and submit it electronically. The Engineer shall obtain written concurrence from the CCRMA prior to proceeding with a design if any questions arise during the design process regarding the applicability of State's design criteria.

- C. Preliminary Cost Estimates.** The Engineer shall develop a preliminary cost estimate using the Average Low Bid Unit Price. The Engineer shall estimate the total project cost including preliminary engineering, final engineering, environmental compliance and mitigation, construction, utility relocation, and construction engineering and inspection (CEI).
- D. Design Concept Conference.** In accordance with the State's Project Development Process Manual, the Engineer, in cooperation with the CCRMA, shall plan, attend and document the Design Concept Conference (DCC) to be held prior to the 30% milestone submittal. In preparation for the DCC, the Engineer shall update the State's Design Summary Report to serve as a checklist for the minimum required design considerations. The conference will provide for a brainstorming session in which decision makers, stakeholders and technical personnel may discuss and agree on:
- Roadway and drainage design parameters
 - Engineering and environmental constraints
 - Project development schedule
 - Other issues as identified by the CCRMA
 - Identify any Design Exceptions and Waivers

FUNCTION CODE 120 (120) – SOCIAL, ENVIRONMENTAL, AND PUBLIC INVOLVEMENT

- A. Environmental Permits Issues and Commitments (EPIC) Sheets.** The Engineer shall complete the latest version of the EPIC sheets per information provided by the State. These sheets shall be signed, sealed and dated by the Engineer as indicated in signature block. The final sheets shall be submitted for the State's signature.
- B. Environmental Study Review.** The CCRMA shall provide the draft and final environmental study to the Engineer for review and implementation into the PS&E package. The Engineer shall consider the constructability issues as it relates to the environmental impacts.
- C. Environmental Exhibits.** The Engineer shall prepare the necessary exhibits for the environmental study to be performed by others. The Engineer shall coordinate with the Environmental Project Manager and the State's Environmental Engineer for the preparation of these exhibits.

FUNCTION CODE 145(145, 164) – GENERAL MANAGEMENT / COORDINATION

- A. Project Administration.** The Engineer shall monitor and coordinate services provided to the CCRMA. Included in this task are establishing invoice format, project control and management, maintenance of project records and files, reporting requirements, project meetings, and quality assurance.

- B. Project Control and Management.** The Engineer shall be responsible for the day-to-day activities of managing the project for the project's duration and within the respective geographic limits. Specific activities include review, verification, and ongoing reassessments of contract and schedule adherence. Manage / coordinate all sub-consultant activity to include quality of and consistency of the work and administration of the invoices and monthly progress reports. The Engineer should continuously monitor the sub-consultant schedules to ensure that the delivery dates are accomplished. All communications associated with the work will be directly channeled through the Engineer and the CCRMA.
- C. Project Schedule.** The Engineer shall develop and maintain a detailed project schedule to track project conformance to Exhibit C, Work Schedule, for each work authorization. The schedule submittals shall be hard copy and electronic format.
- D. Project Records and Files.** The Engineer shall develop a project filing system, both for data in hard copy format and electronic data. The filing system, which shall be maintained by the Engineer for the life of the project, shall be designed to assure that files can be easily located and retrieved. The filing system shall also assure that electronic files are frequently backed up, with duplicate copies stored at a secure, off-site location. One copy of the electronic data shall be submitted to the State at project closure as a deliverable. The "Data Exchange Statement" provided as part of this Contract describes the project's electronic transfer specifications.
- E. Progress / Status Reports and Meetings.** Status reports and meetings shall be conducted by the Engineer as required to facilitate the timely transmission of accurate data to the CCRMA. The Engineer shall prepare monthly written progress / status reports. The reports shall contain a concise summary of project progress and contract fulfillment, and shall include discussions of technical progress, contract progress, and management-related topics.
- F. Quality Assurance.** The Engineer shall provide timely and accurate data to the CCRMA for its decision making and will utilize its Quality Matrix to this end. The matrix identifies the responsible party and quality reviewer for each deliverable.
- G. Meetings/Teleconferences.** The Engineer shall participate in meetings, field reviews and teleconferences for the project with the CCRMA affected regional and local agencies and stakeholders. For all meetings, field reviews and teleconferences initiated by the Engineer, the Engineer shall prepare the agenda, sign-in sheet, note those in attendance, prepare review materials if required and meeting and teleconference minutes.
- H. Deliverables:**
- Invoices
 - Progress / Status Reports
 - Project-Specific Quality Plan
 - Project Procedures Manual

- Agendas, Meeting, Minutes, Other Meeting Support Documentation
- Project Close-Out Documentation

FUNCTION CODE 160(160) - ROADWAY DESIGN

ROADWAY DESIGN CONTROLS

The Engineer shall inform the CCRMA of changes made from previous initial meetings regarding each exception, waiver, and variance that may affect the design. The Engineer shall cease all work under this task until the exceptions, waivers, and variances have been resolved between the Engineer and the CCRMA unless otherwise directed by the CCRMA to proceed. The Engineer shall identify, prepare exhibits, and complete all necessary forms for Design Exceptions and Waivers within project limits prior to the 30% Submittal. These exceptions shall be provided to the CCRMA for coordination and processing of approvals.

A. Refine Schematic. The Engineer shall review the schematic provided by the CCRMA to confirm their understanding of the project and to verify completeness and accuracy of the information. Minor modifications in the alignment will be considered to provide optimal design. Modifications must be coordinated with the CCRMA. The CCRMA must approve the modifications prior to the Engineer proceeding to the 30% milestone submittal.

B. Roadway Design: The Engineer shall provide roadway plan and profile drawings using CADD standards as required by the CCRMA for all main lanes, ramps, and cross streets. The drawings shall consist of a planimetric file of existing features and files of the proposed improvements. The roadway base map shall contain line work that depicts existing surface features. Existing major subsurface and surface utilities shall be shown. Existing and proposed right-of-way lines shall be shown. Plan and profile to be shown on the same sheets.

The plan view shall contain the following design elements:

- Calculated roadway centerlines for new bridge and approaches. Horizontal control points shall be shown.
- Pavement edges for all improvements.
- Lane and pavement width dimensions.
- Proposed structure locations, lengths and widths.
- Direction of traffic flow on all roadways. Lane lines and arrows indicating the number of lanes shall also be shown.
- Drawing scale shall be 1"=100'.
- Existing/proposed ROW lines and easements.
- Begin and end superelevation transitions and cross slope changes.
- Limits of rip rap, block sod, and seeding.
- Existing utilities and structures.
- Benchmark information.

- Radii call outs, curb location, Concrete Traffic Barrier (CTB), guard fence, crash safety items and American with Disabilities Act Accessibility Guidelines (ADAAG) compliance items.

The profile view shall contain the following design elements:

- Calculated profile grade for proposed mainlanes (cite direction) and cross streets. Vertical curve data, including "K" values shall be shown.
- Existing and proposed profiles along the proposed centerline of the mainlanes and cross streets.
- Cross drainage structures.
- Special ditch profiles, if appropriate.
- Drawing vertical scale shall be 1"=10', or as needed for proper and clear display of the vertical alignment.

- C. Typical Sections.** The Engineer shall prepare typical sections for all proposed and existing roadways and structures based on the approved interim design. Typical sections shall include width of travel lanes, shoulders, border widths, and ROW for the interim and ultimate (dashed in) conditions. The typical section shall also include PGL, centerline, pavement design, side slopes, sodding/seeding limits, concrete traffic barriers and sidewalks, if required, station limits, common proposed and existing structures including retaining walls, existing pavement removal, riprap, limits of embankment and excavation, etc. Typical sections shall include the pavement design provided by the CCRMA.
- D. Interchange:** The Engineer shall provide the design of the ramp and applicable auxiliary lanes at the direct connector tie-in points. The design shall be consistent with the approved schematic and/or refined schematic along with the current Roadway Design Manual referenced above.
- E. Cut and Fill Quantities.** The Engineer shall develop an earthwork analysis to determine cut and fill quantities and provide final design cross sections at 100 feet intervals. The cross sections will be based on Corridor Modeling templates and surface models. The generated cross sections shall be delivered in standard GEOPAK format on 11"x17" sheets and electronic files. Annotation shall include at a minimum existing and proposed ROW, side slopes (front & back), profiles, etc. The Engineer shall also provide separate cross section information (in dgn, XLR & ASCII formats) for the contractor's use. Parallel roadside ditches shall be designed to positively drain to an adequate outfall location while utilizing a relatively constant front slope (ditch bottom shall vary in location within the State ROW).
- F. Plan Preparation.** The Engineer shall prepare roadway plans, profiles, typical sections and horizontal and vertical data sheets for the proposed improvements. The roadway plans shall be organized in the sequence as described in "Stand Alone Manual Notice Number 00-1".

- G. Pavement Design.** The Engineer shall develop the pavement design for this project.

FUNCTION CODE 160(161) - ROADWAY DESIGN

DRAINAGE

- A. Drainage/Culvert Design.** The Engineer shall develop drainage design details that minimize the interference with the passage of traffic or incur damage to the highway and local property. The Engineer shall provide updated layouts, drainage area maps, and design of all drainage components from previous drainage design efforts from previous schematic design work orders for inclusion in PS&E. The Engineer shall design all conventional cross drainage in conformance with the latest edition of State Hydraulic Manual, Districts' criteria, and any specific guidance provided by the State. Non-FEMA crossing drainage design shall be performed using Bentley's Culvert Master, WinStorm, HY 8 or HEC RAS. FEMA crossing drainage design shall be performed using HEC-RAS.

The Engineer shall perform the following:

1. **Refine Drainage Design:** The Engineer shall prepare the following drainage sheets for inclusion in the final PS&E:
 - a. Drainage Area Maps
 - b. Hydrologic Calculations
 - c. Hydraulic Calculations
 - d. Hydraulic Data Sheets
 - e. **Updated Hydraulic Data Sheets:** The Engineer shall provide updated Hydraulic Data Sheets previously completed for the Comprehensive Drainage Study for each of the bridges over waterways and bridge-class culverts noted below:
2. **Box Culvert Supplemental (BCS) Standard:** The Engineer shall complete the BCS standard with the applicable project information.
3. **Roadside Drainage Channels:** The Engineer shall analyze and design the parallel open roadside ditches to convey the design runoff in accordance with the State's Hydraulic Design Manual. The roadside ditches will be detailed in a tabular format and not shown in profile view with hydraulic grade line. Tabular format will include summaries of ditch name, stationing, geometry, manning's "n", peak design flow, 100-year peak flow, normal depth, velocities, and shear stress at 100 foot intervals to determine if channel linings or protection are warranted. If channel linings are deemed necessary to minimize maintenance, resist the erosive forces of flowing water, improve hydraulic efficiency, and / or to limit the channel size for ROW or safety considerations, the material, quantity, and locations will be shown on roadway and/or drainage layout sheets. This contract does not include the detailed design of outfall improvements outside of the right

of way, except for ditch outfall transitions of cross drainage culvert structures to the existing or proposed roadside ditches.

FUNCTION CODE 160(162) - ROADWAY DESIGN
SIGNING, PAVEMENT MARKINGS AND SIGNALIZATION (PERMANENT)

- A. Signing.** The Engineer shall prepare drawings, specifications, and details for all signs. The Engineer shall coordinate with the CCRMA for overall temporary, interim and final signing strategies and placement of signs outside contract limits. The Engineer shall:
1. Prepare sign detail sheets for large guide signs showing dimensions, lettering, shields, borders, corner radii, etc., and shall provide a summary of large and small signs to be removed, relocated, or replaced.
 2. Designate the shields to be attached to guide signs.
 3. Dimensioning (letters, shields, borders, etc.)
 4. Illustrate and number the proposed signs on plan sheets.
 5. Select each sign foundation from State Standards.
 6. Summary of Quantities:
 - Small signs tabulation
 - Large signs tabulation including all guide signs
- B. Pavement Marking.** The Engineer shall detail both permanent and temporary pavement markings and channelization devices on plan sheets. The Engineer shall coordinate with the CCRMA for overall temporary, interim, and final pavement marking strategies. The Engineer shall select Pavement markings from the latest State standards.

The Engineer shall provide the following information on sign and pavement marking layouts:

- Roadway layout.
- Center line with station numbering.
- Designation of arrow used on exit direction signs
- Culverts and other structures that present a hazard to traffic.
- Location of utilities.
- Existing signs to remain, to be removed, to be relocated or replaced.
- Proposed signs (illustrated, numbered and size).
- Proposed overhead sign bridges to remain, to be revised, removed, relocated, or replaced.
- Proposed overhead sign bridges, indicating location by plan.
- Proposed markings (illustrated and quantified) which include pavement markings, object markings and delineation.
- Quantities of existing pavement markings to be removed.
- Proposed delineators, object markers, and mailboxes.
- The location of interchanges, mainlanes, grade separations, and ramps.
- The number of lanes in each section of proposed highway and the location of changes in numbers of lanes.

- Right-of-way limits.
- Direction of traffic flow on all roadways.

FUNCTION CODE 160(163) - ROADWAY DESIGN

MISCELLANEOUS (ROADWAY)

A. Traffic Control Plan, Detours, Sequence of Construction. The Engineer shall prepare Traffic Control Plans (TCP) including TCP typical sections, for the project. The Engineer shall complete Form 2229-Significant Project Procedures along with Page 4 of Form 1002, specifically titled Accelerated Construction Procedures. A detailed TCP must be developed in accordance with the latest edition of the TMUTCD. The Engineer shall implement the current Barricade and Construction (BC) standards and TCP standards as applicable. The Engineer shall:

1. Provide a written narrative of the construction sequencing and work activities per phase and determine the existing and proposed traffic control devices (regulatory signs, warning signs, guide signs, route markers, construction pavement markings, barricades, flag personnel, temporary traffic signals, etc.) to be used to handle traffic during each construction sequence. The Engineer shall show proposed traffic control devices at grade intersections during each construction phase (stop signs, flagperson, signals, etc.). The Engineer shall show temporary roadways, ramps, structures and detours required to maintain lane continuity throughout the construction phasing. If temporary shoring is required, prepare layouts and show the limits on the applicable TCP.
2. Develop each TCP to provide continuous, safe access to each adjacent property during all phases of construction and to preserve existing access. The Engineer shall notify the CCRMA in the event existing access must be eliminated, and must receive approval from the CCRMA prior to any elimination of existing access.
3. Design temporary drainage to replace existing drainage disturbed by construction activities or to drain detour pavement. The Engineer shall show horizontal and vertical location of culverts and required cross sectional area of culverts.
4. Prepare each TCP in coordination with the CCRMA. The TCP must include interim signing for every phase of construction. Interim signing must include regulatory, warning, construction, route, and guide signs. The Engineer shall interface and coordinate phases of work, including the TCP, with adjacent Engineers, which are responsible for the preparation of the PS&E for adjacent projects.
5. Maintain continuous access to abutting properties during all phases of the TCP. The Engineer shall develop a list of each abutting property along its alignment. The Engineer shall prepare exhibits for and attend meetings with the public, as requested by the CCRMA.

6. Make every effort to prevent detours and utility relocations from extending beyond the proposed Right-of-way lines. If it is necessary to obtain additional permanent or temporary easements and Right-of-Entry, the Engineer shall notify the CCRMA in writing of the need and justification for such action. The Engineer shall identify and coordinate with all utility companies for relocations required.
 7. Describe the type of work to be performed for each phase of sequence of construction and any special instructions (e.g. storm drain, culverts, bridges, railing, illumination, signals, retaining walls, signing, paving surface sequencing or concrete placement, ROW restrictions, utilities, etc.) that the contractor should be made aware to include limits of construction, obliteration, and shifting or detouring of traffic prior to the proceeding phase.
 8. Include the work limits, the location of channelizing devices, positive barrier, location and direction of traffic, work area, stations, pavement markings, and other information deemed necessary for each phase of construction.
- B. Illumination.** The Engineer shall refer to TxDOT's Highway Illumination Manual and other deemed necessary State approved manuals for design of conventional safety lighting. The Engineer shall prepare circuit wiring diagrams showing the number of luminaries on each circuit, electrical conductors, length of runs, service pole assemblies. The Engineer shall integrate existing illumination within the project limits into the proposed design.
- C. Storm Water Pollution Prevention Plans (SWP3).** The Engineer shall develop SWP3, on separate sheets from (but in conformance with) the TCP, to minimize potential impact to receiving waterways. The SWP3 must include text describing the plan, quantities, type, phase and locations of erosion control devices and any required permanent erosion control. From information provided by the CCRMA, wetland and any required wetland mitigation areas shall be shown on the SWP3 sheets. The Engineer shall also complete the latest version of the EPIC sheet per information provided by the CCRMA. The final EPIC sheet shall be submitted for the CCRMA's signature.
- D. Compute and Tabulate Quantities.** The Engineer shall provide the summaries and quantities within all formal submittals.
- E. State Standard Sheets.** The Engineer shall identify and insert the applicable, current State Standard Details, District Standard Details, or miscellaneous details that have been approved for use as frequently as is feasible.
- F. Miscellaneous Details.** The Engineer shall provide necessary details required to supplement standard details. The Engineer shall also prepare a title sheet, index of sheets, project location maps, control point index sheet, alignment data sheets, consolidated summaries, removal items, and miscellaneous grading and detail sheets.

- G. Construction Cost Estimate.** The Engineer shall independently develop and report quantities necessary to derive an opinion of construction costs in standard State bid format at the specified milestones and Final PS&E submittals. The Engineer shall prepare each opinion of construction cost in a Microsoft Excel spreadsheet format. The estimate shall be provided in DCIS format from the 90% to the Final PS&E submittals.
- H. Specifications and General Notes.** The Engineer shall identify necessary standard specifications, special specifications, special provisions and the appropriate reference items. The Engineer shall prepare General Notes from the District's *Master List of General Notes*, Special Specifications and Special Provisions for inclusion in the plans and bidding documents. The Engineer shall provide General Notes, Special Specifications and Special Provisions in the required format.
- I. Construction Contract Time Schedule Estimate.** The Engineer shall prepare an estimated construction contract time schedule in accordance with the State's Administrative Circular No. 17-93. The schedule shall indicate tasks, subtasks, critical dates, milestones, deliverables and review requirements in a format which depicts the interdependence of the various items. The Engineer shall provide assistance to the CCRMA in interpreting the schedule. The Engineer shall use 18 working days equivalent to one month in determining "working days to construct".
- J. Supporting Paperwork for PS&E.** The Engineer shall provide the necessary Stage Gate Checklists long with the PS&E Transmittal Data (Form 1002 items) and supporting documentation in accordance with the State's PS&E Preparation Manual for letting through the State's construction contract bidding and awarding process.
- K. Plan Review.** The Engineer shall provide the CCRMA with a PDF copy of review plan sets at the 30%, 60%, 90%, and Final (100%) submittals. Verify conformance to the State and Federal design standards. Review for sequence of work for constructability and safety. Review for completeness of PS&E package. Review cross sections. Review TCP to assure safe and efficient traffic flow. Review and verify quantities in the summary sheet. Verify all pay items are included in the estimate. Verify standard and special specifications and special provisions are current and appropriate. Perform a thorough review of the proposed General Notes. Verify State and District standard sheets are current and appropriately used. Resolve comments with designers. Coordinate and manage PS&E review meetings with individual designers. Perform plan-in-hand site visits to ensure design elements used are appropriate and conditions are favorable.

FUNCTION CODE 160(170) – ROADWAY DESIGN

Bridge Design (PS&E = 2 Bridges to minimize wetland impacts)

- A. Bridge Layout.** The Engineer shall prepare a bridge layout plan sheet for the bridge. The Engineer shall utilize soil borings and report developed under previous work orders in accordance with the *Geotechnical Manual*.

Prior to preparation of the bridge layout, the Engineer shall prepare a comparative cost analysis of bridge structures to determine: (1) the optimum bridge beams for vertical clearance over railroads, roadway, or waterways, and (2) the optimum bridge structure versus roadway embankment, pavement, soil stabilization, and retaining walls.

The Engineer shall comply with all relevant sections of the manuals and checklists referenced herein and/or provided by the CCRMA. Each bridge layout sheet must include bridge typical sections, structural dimensions, abutment and bent locations, superstructure and substructure types. The Engineer shall locate and plot all soil borings and utilities, show proposed retaining walls, and, for staged construction, indicate limits of existing bridge for removal and reconstruction if applicable.

- B. Bridge Detail Summary.** The Engineer shall prepare total bridge quantities, estimates, and summary sheets for the bridge.

- C. Bridge Structural Details.** The Engineer shall prepare each structural design and develop detailed structural drawings of all required details in compliance with above-listed manuals and guidelines. The Engineer shall assemble and complete all applicable State Standard Details sheets.

Additionally, the Engineer shall:

1. Perform calculations for design of bridge abutments.
2. Perform calculations for bridge slab design.
3. Perform calculations to determine elevations of bridge substructure and super structure elements.
4. Perform calculations for bridge beam design.
5. Prepare necessary foundation details and plan sheets.
6. Prepare plan sheets for abutment design.
7. Prepare plan sheets for additional abutment details.
8. Prepare framing plan and slab plan sheets.
9. Compute and prepare tables for slab and bearing seat elevations, dead load deflections, etc.
10. Design beams and prepare beam design tables.
11. Select applicable TxDOT Standards
12. Prepare Boring Log Sheets
13. Prepare special provisions and special specifications in accordance to the above-listed manuals and guidelines.

- D. Deliverables.** The Engineer shall provide the following information at each submittal:

1. 30% Plans Submittal:

- o Two (2) sets of 11" x 17" plan sheets and .pdf copy for the CCRMA Review.
 - Title Sheet

- Index Sheet (including Corresponding Standard Details Sheets)
- Existing and Proposed Typical Sections Sheets
- Plan & Profile Sheets
- Alignment Data Sheets
- Hydrologic Drainage Area Maps
- Bridge and Retaining Wall Layouts
 - Geotechnical Report including External Stability Analysis for Retaining Walls and a Bridge Foundation Recommendation from previous work order.
- Corresponding Quantity Summary Sheets
- Applicable General Notes
- Preliminary Estimate of Construction Cost.
- Engineer's internal QA and QC markup set.
- Updated Draft Form 1002 and Design Exceptions with existing and proposed typical sections, location map and, design exception exhibits.
- Draft Special Specifications and Special Provisions with a completed Form 1814.
- One (1) set of roll format TCP phasing layouts and significant project procedures form (State Form 2229) to present at the TCAT for the State review.

2. 60% Plans Submittal:

- Two (2) sets of 11" x 17" plan sheets for the CCRMA review. In addition to updated sheets from previous submittals also include:
 - Hydrologic Computation Sheets
 - Hydraulic Data Sheets
 - Drainage Area Maps
 - Drainage Plan & Profile
 - Drainage Structure Details
 - Storm Sewer Details
 - Storm Water Pollution Prevention Plan
 - EPIC Sheet (Data To be Provided by TxDOT)
 - Corresponding Quantity Summary Sheets
 - Corresponding Standard Details Sheets
 - Applicable General Notes
- Preliminary Estimate of Construction Cost.
- Engineer's internal QA and QC marked up set.
- Two (2) sets of 11" x 17" Cross Section Sheets.
- Revised Supporting Documents from 30% Plans Submittal.
- Utility adjustment/relocation details.
- ROW acquisition details.
- Final Geotechnical Report signed and sealed by a Registered Professional Engineer in the State of Texas.
- Final Hydraulic Report signed and sealed by a Registered Professional Engineer in the State of Texas.

- o District Design Review Team Form.

3. Review Submittal (90%):

- o Two (2) sets of 11" x 17" plan sheets for the CCRMA Review. In addition to updated sheets from previous submittals also include:
 - Signing and Pavement Marking Sheets
 - Signalization Sheets
 - Illumination Sheets
 - Corresponding Quantity Summary Sheets
 - Corresponding Standard Details Sheets
 - Applicable General Notes
- o Preliminary Estimate of Construction Cost.
- o Engineer's internal QA and QC marked up set.
- o Revised Supporting Documents from 60% Plans Submittal.
- o Two (2) sets of 11" x 17" Cross Section Sheets.
- o Completed DCIS Estimate
- o Completed DCIS Specification List
- o List of governing Specifications and Special Provisions in addition to those required.
- o Triple Zero Special Provisions.
- o Engineer sign, seal and date supplemental sheets (8 ½" x 11").
- o Construction Contract Time Schedule Estimate.
- o Significant project procedures form.
- o Right of Way and utilities certification.

4. Final submittal (100%):

- o One (1) paper set and PDF copy of 11" x 17" plan sheets.
- o One (1) paper set and PDF copy of 11" x 17" final cross section sheets and associated cross section information for Contractor's use.
- o Revised Supporting Documents from 90% Review Submittal.
- o Three (3) originals, signed and sealed, of each of the Utility, ROW Encroachment, ROW Acquisition, ROW Relocation Certifications.
- o Final PS&E Stage Gate Checklist
- o The Engineer shall submit an electronic PS&E submittal portfolio as outlined by the State's Design Division.

5. Electronic Copies:

The Engineer shall furnish the CCRMA with three (3) CDs or DVDs of the final plans in the format of current CADD system used by the State, .pdf format.

Each CD/DVD shall be labeled and include the following:

- CSJ
- County
- Highway
- Date of the CD Burn
- INTERIM (in 1" letters) Note: As-built shall specify FINAL
- Volume sequence (ie. Disk 1 of 3)

The Engineer shall also provide separate CD or DVD containing cross section information (in dgn, XLR, & ASCII formats) for the State contractor to use.

6. Calculations:

The Engineer shall provide the following:

- A 3-ring binder with all quantity and non-structural design calculations.
- A bound copy of all engineering calculations, analysis, input calculations, quantities, geometric designs (GEOPAK GPK files), etc. relating to the project's structural elements. Project structural elements include, but are not limited to: bridges, retaining walls, overhead sign foundations, high-mast illumination foundations, non-standard culverts, custom headwalls and drainage appurtenances.
- Working copies of all spreadsheets and output from any programs utilized on a CD or DVD in a universally reliable format.

The Engineer may provide the calculations in .pdf format in lieu of the bound hard copies. The .pdf file should be submitted on a CD, DVD, or in ProjectWise (if applicable).

TASK 164 – PROJECT MANAGEMENT

- A. Continue to coordinate with CCRMA staff, local municipal agencies and utility companies.
- B. Develop geometric and design criteria to establish uniform practices to be followed. Assemble existing TxDOT standard plans and prepare supplemental details for use as standard or guide plans for pavement, drainage, structures, traffic interchange facilities, traffic control, and other necessary appurtenances, all subject to the approval of the Authority.
- C. Provide the Authority with monthly reports of progress and a summary of key decisions that have been made or need to be made.
- D. Recommend approved designs, plans, and specifications and deliver to the Authority for bid advertisement. Assist the Authority in the process of bidding and award of construction contracts. Prepare final estimates of construction costs prior to the opening of construction bids.
- E. Professional engineers' seals shall conform to the guidelines and regulations adopted by the Texas Board of Professional Engineers.

EXHIBIT C - WORK SCHEDULE

ID	Task Name	Duration	Start	Finish	2018	2019
1	Port Connector Road PS&E	106 days	Mon 3/26/18	Mon 8/20/18	Mar	Apr
2	NOTICE TO PROCEED	0 days	Mon 3/26/18	Mon 3/26/18	May	Jun
3	TxDOT/CCRMA COORDINATION	90 days	Mon 3/26/18	Fri 7/27/18	Jul	Aug
4	TxDOT MINUTE ORDER	90 days	Mon 3/26/18	Fri 7/27/18	Sep	Oct
5	ADVANCE FUNDING AGREEMENT (AFA)	90 days	Mon 3/26/18	Fri 7/27/18	Nov	Dec
6	TIP Revision	90 days	Mon 3/26/18	Fri 7/27/18	Jan	Feb
7	APD	83 days	Mon 3/26/18	Wed 7/18/18	Mar	Apr
8	ROUTE AND DESIGN STUDIES	19 days	Mon 3/26/18	Thu 4/19/18	May	Jun
21	SOCIAL, ECONOMIC, AND ENVIRONMENTAL STUDIES, AND PUBLIC INVOLVEMENT To be Done by CCRMA	67 days	Tue 4/17/18	Wed 7/18/18	Jul	Aug
27	RIGHT OF WAY DATA	49 days	Mon 3/26/18	Thu 5/31/18	Sep	Oct
30	FIELD SURVEYING	12 days	Mon 3/26/18	Tue 4/10/18	Nov	Dec
33	PS&E	106 days	Mon 3/26/18	Mon 8/20/18	Jan	Feb
34	ROUTE AND DESIGN STUDIES	2 days	Wed 4/18/18	Fri 4/20/18	Mar	Apr
38	RIGHT-OF-WAY DATA	42 days	Thu 4/19/18	Fri 6/15/18	May	Jun
41	ROADWAY DESIGN CONTROLS	66 days	Mon 3/26/18	Mon 6/25/18	Jul	Aug
51	DRAINAGE	38 days	Mon 3/26/18	Mon 6/11/18	Sep	Oct
61	SIGNING, MARKINGS AND SIGNALIZATION	13 days	Thu 4/19/18	Tue 5/8/18	Nov	Dec
67	MISCELLANEOUS ROADWAY	40 days	Thu 4/19/18	Wed 6/13/18	Jan	Feb
79	Bridge	60 days	Fri 4/20/18	Thu 7/12/18	Mar	Apr
80	Bridge Layouts	15 days	Fri 4/20/18	Thu 5/10/18	May	Jun
81	TxDOT Review	15 days	Fri 5/11/18	Thu 5/31/18	Jul	Aug
82	Bridge Design	45 days	Fri 5/11/18	Thu 7/12/18	Sep	Oct
83	GENERAL COORDINATION	70 days	Mon 5/14/18	Mon 8/20/18	Nov	Dec
84	Monthly and/or Progress Meetings (1) 30% Submittal	0 days	Mon 5/14/18	Mon 5/14/18	Jan	Feb
85	TxDOT Review	15 days	Tue 5/15/18	Mon 6/4/18	Mar	Apr
86	Monthly and/or Progress Meetings (2) 60% Submittal	0 days	Mon 6/18/18	Mon 6/18/18	May	Jun
87	TxDOT Review	15 days	Tue 6/19/18	Mon 7/9/18	Jul	Aug
88	Monthly and/or Progress Meetings (3) 90% Submittal	0 days	Mon 7/23/18	Mon 7/23/18	Sep	Oct
89	TxDOT Review	15 days	Tue 7/24/18	Mon 8/13/18	Nov	Dec
90	Revisions from review by TxDOT	5 days	Tue 8/14/18	Mon 8/20/18	Jan	Feb
91	FINAL SUBMITTAL	0 days	Mon 8/20/18	Mon 8/20/18	Mar	Apr
92	Work Authorization Complete	0 days	Mon 12/31/18	Mon 12/31/18	May	Jun

Task	Inactive Milestone	Finish-only
Split	Inactive Summary	External Tasks
Milestone	Manual Task	External Milestone
Summary	Duration-only	Progress
Project Summary	Manual Summary Rollup	Deadline
External Tasks	Manual Summary	
External Milestone	Start-only	

Project: Port Connector
Date: Tue 3/20/18

EXHIBIT "D"
Fee Schedule

Function Code	Description	Fee
110	Preliminary Design (Schematic, Geotech, Pavement Design)	\$ 125,000.00
145	Project Management (PS&E)	\$ 35,000.00
150	Field Survey/Aerial Triangulation	\$ 30,000.00
160	Roadway Design Controls	\$ 125,000.00
161	Drainage	\$ 15,000.00
162	Traffic Operations	\$ 20,000.00
163	Miscellaneous	\$ 35,000.00
170	Bridge Design	\$ 330,000.00
	Non-Labor	\$ 35,000.00
		\$ 750,000.00