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**WORK AUTHORIZATION NO. 7  
WILLIAMSON COUNTY LONG RANGE  
TRANSPORTATION CORRIDOR PROJECT:  
Corridor A/E**

This Work Authorization is made pursuant to the terms and conditions of the Williamson County Contract for Public Involvement Services, being dated May 27, 2016 and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Buie & Co., LLC (the "Firm").

Part 1. The Firm will provide the following Public Involvement Services set forth in Attachment "B" of this Work Authorization.

Part 2. The maximum amount payable for services under this Work Authorization without modification is \$575,000.00.

Part 3. Payment to the Firm for the services established under this Work Authorization shall be made in accordance with the Contract.

Part 4. This Work Authorization shall become effective on the date of final acceptance and full execution of the parties hereto and shall terminate on May 27, 2019. The Public Involvement Services set forth in Attachment "B" of this Work Authorization shall be fully completed on or before said date unless extended by a Supplemental Work Authorization.

Part 5. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

Part 6. This Work Authorization is hereby accepted and acknowledged below.

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

PUBLIC INVOLVMENT FIRM:

COUNTY:

Buie & Co., LLC

Williamson County, Texas

By: 

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

Signature

Signature

Jed Buie

Printed Name

\_\_\_\_\_  
Printed Name

President

Title

\_\_\_\_\_  
Title

  
12/4/2017

## LIST OF ATTACHMENTS

Attachment A - Services to be Provided by County

Attachment B - Services to be Provided by Engineer

Attachment C - Work Schedule

Attachment D - Rate Schedule

**Attachment A - Services to be Provided by County**

The County will provide direction to the public involvement team, availability for meetings as necessary, review and approval of strategy and materials.

## **Attachment B - Services to be Provided by Public Involvement Firm**

The Firm, by and through itself and its subcontractors, will provide public involvement services for the Corridor A/E Study and conduct work to share factual information; engage stakeholders through two-way communication; build public understanding and support for the project; gather input; and meet NEPA requirements with the necessary supporting documentation.

The Firm is to address issues early and openly, while extending a proactive invitation for public involvement. The Firm will build upon previous efforts and work toward the following goals:

- To keep the public well informed and aware of progress around the corridor program;
- To help ensure that no project delays or any loss of goodwill occur due to lack of communication;
- To build confidence in Williamson County, Texas as to purpose and progress of this program;
- To protect and nurture the County's reputation for listening and engaging with constituents.

### **Timeline**

The Firm anticipates a two-year public involvement process.

### **Scope of Work**

Consistency is paramount in terms of public involvement associated with this corridor study – consistency of message, messenger and materials, and consistency of process. Certain job responsibilities, however, will be shared across both teams.

### ***Project Management (Rifeline/Buie & Co. and CD&P)***

The Firm and its subcontractors, Rifeline and CD&P, will work together to develop monthly reports and participate in project status updates in person, by phone, or via written update. Staying involved in the project details saves time and budget in the long run, as it allows us to address issues or concerns from stakeholders before or as they arise, and allows us to adjust our approach with the public, should project status or circumstances indicate a need. Rifeline/Buie & Co. and CD&P will also provide status updates and materials, as needed, for the project team to use in updates.

#### **Deliverables:**

- Attend regular meetings with internal team
- Provide regular status reports of activity to internal team
- Provide status presentation(s) to Williamson County Commissioners' Court
- Prepare monthly reports and invoices

### ***Messaging and Materials (Rifeline/Buie & Co. and CD&P)***

The Firm and its subcontractors, Rifeline and CD&P, will co-lead the messaging and materials development effort. The Firm believes this is the best way to ensure all issues associated with Corridor A and Corridor E are accurately captured in the new message platform and outreach materials. The Firm and its subcontractors, Rifeline and CD&P, will develop project messages and materials to explain the study, the process and how to be involved. The purpose is to relay

information to the public in a clear concise and transparent manner. Materials will be developed in Spanish as needed.

**Deliverables:**

- Fact sheet
- Frequently-asked questions
- Maps
- Presentation materials for stakeholder groups
- Exhibits
- Renderings and illustrations
- Surveys
- Open house boards
- Email template for stakeholder updates
- Project-specific website

***Stakeholder Outreach (Rifeline/Buie & Co.)***

The Firm and its subcontractors, Rifeline, will assume primary lead for stakeholder outreach throughout the study to ensure consistency of message and messenger. The Firm does not want to confuse or frustrate stakeholders by making the two-way communication process difficult or uncertain because of too many contacts. The Firm wants to present a single point of contact. Regular communication with the community is essential in building trust among the County's many stakeholders.

**Deliverables:**

- Project database
- Organization and neighborhood meetings and documentation
- One-on-one meetings with stakeholders and Meetings with Affected Property Owners (MAPOs) and documentation
- Events: Office hours/pop-in meetings for stakeholders and documentation
- Homeowners' association newsletters (and other organizations)
- Regular project updates (to our database)
- Ongoing communication with stakeholders (responding to email and telephone) and documentation

***Public Meetings and Hearing (CD&P)***

The firm's subcontractors CD&P will assume primary responsibility for planning public meetings and hearings. It is assumed there will be up to two public meetings and one public hearing. The Firm and CD&P will schedule, plan, promote and facilitate public meetings and hearings to share project information and collect feedback from citizens and stakeholders as determined by the County and the Project Team throughout the project. Tasks may include, but are not limited to: calling and/or visiting potential meeting sites; reserving meeting space; announcing the meetings by distributing meeting information and coordinating with attendees; holding and participating in meeting rehearsals; and facilitating the meetings. The Firm and CD&P will develop meeting materials and provide Spanish translation as needed. The Firm and

CD&P will summarize and document the meetings and hearings. Activities and documentation will follow NEPA guidelines and requirements.

- Coordinate meeting planning (location, logistics, facility prep)
- Facilitate dry run/rehearsal
- Meeting announcements and promotion including notices, advertisements, signage, and/or other notification methods as deemed necessary
- Facilitate and attend public meetings and public hearing
- Develop meeting materials and exhibits
- Develop approved TxDOT-format Summary Report and Comment Response Matrices for all meetings

### ***NEPA Process and Documentation (CD&P)***

The firm's subcontractors CD&P will assume primary responsibility for leading the NEPA public involvement process and ensuring all necessary documentation. The Firm will ensure that NEPA guidelines and requirements for public meetings, hearing, and other stakeholder outreach and documentation are followed. The Firm and CD&P will assist the environmental teams in coordinating the administrative records for NEPA compliance.

#### **Deliverables:**

- Assist in coordinating administrative records and reporting
- Develop reports and coordinate with environmental teams

### ***Media Relations Support (Rifeline/Buie & Co. and CD&P)***

The Firm and its subcontractors, Rifeline and CD&P, offer their support of Connie Watson and the County's Public Affairs staff. The Firm and its subcontractors, Rifeline and CD&P, would like to be seen as an extension of the County and are happy to serve in a supporting role for any of the following, if needed.

#### **Deliverables:**

- Press release development and distribution (promoting public meetings, etc.)
- News conference logistics support
- Proactive story queue development
- Reactive media protocol
- Draft content for social media posts

### **Proposed Budget**

#### ***Professional Fees***

The maximum amount payable for services under this Work Authorization without modification is \$500,000.00. This accounts for project management, messaging and materials, stakeholder outreach, public meetings and hearing, NEPA process and documentation, and media relations support.

### *Expenses*

The maximum amount payable for expenses incurred during the performance of services under this Work Authorization is \$75,000.00. This would include meeting notice advertising costs, open house boards and other materials, printing and postage costs. All expenses must comply with the Williamson County Vendor Reimbursement Policy.

### **Obligations of The Firm**

Although the Firm may engage and utilize subcontractors to perform services hereunder, the Firm is the County's independent contractor and the County will look solely to the Firm for compliance with the terms and conditions of the Public Involvement Services Agreement executed between the County and the Firm, being dated effective as of May 27, 2016, as well as performance of the services described herein. The Firm will indemnify the County for its own acts and omissions and the acts and omissions committed by its subcontractors as more fully set out in the Public Involvement Services Agreement.

### **Attachment C - Work Schedule**

This work authorization assumes a two-year timeline, beginning on January 1, 2018. The Firm and its subcontractors, Rifeline and CD&P, will work in close coordination to determine timing of public meetings and hearings.

## **Attachment D - Rate Schedule**

### **Buie & Co., LLC. (Prime)**

Project Principal:	\$185.00 per hour
Account Manager:	\$140.00 per hour
Graphic Designer:	\$125.00 per hour
Account Coordinator:	\$120.00 per hour
Admin/Clerical:	\$ 58.00 per hour

### **Rifeline (Sub-Consultant)**

Project Principal:	\$200.00 per hour
Account Manager:	\$160.00 per hour
Community Outreach Manager:	\$150.00 per hour
Community Outreach Coordinator:	\$120.00 per hour
Admin/Clerical:	\$ 58.00 per hour

### **CD&P (Sub-Consultant)**

Project Principal:	\$165.00 per hour
Project Manager:	\$130.00 per hour
Senior Media Specialist:	\$115.00 per hour
Senior Public Involvement Specialist:	\$115.00 per hour
Public Involvement Specialist:	\$100.00 per hour
Senior Graphic Design & Web Developer:	\$90.00 per hour
Graphic Design & Web Developer:	\$65.00 per hour
Junior Public Involvement Specialist:	\$65.00 per hour
Admin/Clerical:	\$50.00 per hour