

WORK AUTHORIZATION NO. 8
PROJECT: Utility Coordination for FM 734 at Rattan Creek

This Work Authorization is made pursuant to the terms and conditions of the Williamson County Contract for Engineering Services, being dated July 16, 2019 and entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (the "County") and Cobb, Fendley & Associates, Inc. (the "Engineer").

Part 1. The Engineer will provide the following Engineering 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 \$5,008.50.

Part 3. Payment to the Engineer 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 January 17, 2025, upon final acceptance and full execution of the parties hereto and shall terminate on September 30, 2025. The Engineering 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__.

ENGINEER:

Cobb, Fendley & Associates, Inc.

By: 


Sandra G. Khoury, P.E.
Printed Name

Executive Vice President
Title

April 7, 2025
Date

COUNTY:

Williamson County, Texas

By: 
Signature

Valerie Covey
Printed Name

Presiding Officer
Title

Date

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

Williamson County and/or its Designated Representative(s) will provide project direction, review and oversight of utility coordination and engineering services for all Road and Bridge Projects and will provide all project related design files, topographic survey and right-of-way data to assist with coordination efforts.

Williamson County and/or its Designated Representative(s) will negotiate and secure Interlocal Agreements (ILA), when applicable, and provide copies to Utility Coordinator upon execution.

ATTACHMENT B

SERVICES TO BE PROVIDED BY ENGINEER

Scope of Services provided by Cobb, Fendley & Associates, Inc. (the *Utility Coordinator*), involves utility coordination and engineering services in Williamson County, Texas, (the County) for the Road and Bridge Program as described below:

This scope includes the following major tasks:

1. UTILITY PROGRAM MANAGEMENT
2. PROJECT MANAGEMENT AND COORDINATION
3. UTILITY ADJUSTMENT COORDINATION
4. UTILITY ENGINEERING

1. UTILITY PROGRAM MANAGEMENT.

- 1.1. The *Utility Coordinator*, in association with the County and its Designated Representatives, will be responsible for the Utility Program Management for FM 734 at Rattan Creek.
- 1.2. The *Utility Coordinator* will provide Utility Program Management services during any one, or combination, of the following phases of a project: Design, and Construction.

2. PROJECT MANAGEMENT AND COORDINATION.

- 2.1. The *Utility Coordinator*, in association with the County and its Designated Representatives, will be responsible for managing, directing, and/or coordinating all activities associated with utility coordination for all assigned projects.

The *Utility Coordinator's* Project
Principal is: Ms. Sandra G.
Khoury, P.E.
Cobb, Fendley &
Associates, Inc. 9600 N
Mopac Expy, Suite 800
Austin, Texas 78759
Telephone: 512-834-9798

The *Utility Coordinator's* Project Manager
is:
Mr. Derrick Horvath, P.E.
Cobb, Fendley &
Associates, Inc. 9600 N
Mopac Expy, Suite 800

Austin, Texas 78759
Telephone: 512-834-9798

The **Utility Coordinator's** Deputy Project
Manager is:
Mr. Robert Dankfels
Cobb, Fendley &
Associates, Inc. 401
Isom Rd, Suite 101
San Antonio, Texas 78216
Telephone: 210-826-4611

- 2.2. Project Quality Assurance / Quality Control (QA/QC). The **Utility Coordinator** will provide internal and comprehensive quality assurance/quality control reviews throughout the Project development to appraise design, technical and business performance and provide real-time direction and objective solutions. All reports, agreements, and supporting documents, ("utility coordination work products") submitted to the County shall undergo QC reviews prior to submittal. A project manager/engineer will perform the QA/QC function. All QA/QC support documents will be provided with each submittal and uploaded to design project folder in ProjectWise. A copy of the **Utility Coordinator's** QA/QC Manual will be provided to the County and its Designated Representative.
- 2.3. Utility Status Report. The **Utility Coordinator** will create and maintain a utility status report on all assigned projects and submit on a weekly basis. The status report will include, at a minimum:
- 2.3.1. Project with Limits
 - 2.3.2. Roadway Design Engineer
 - 2.3.3. Roadway Design Status
 - 2.3.4. Roadway Construction Advertisement Date
 - 2.3.5. Utility Owners within Project
 - 2.3.6. Utility Design Status
 - 2.3.7. Utility Agreement or Permit Status
 - 2.3.8. Utility Relocation Status (color coded)
 - 2.3.9. Parcel Status
 - 2.3.10. Williamson County Utility Cost
 - 2.3.11. Utility Billing Status
- 2.4. Project Documentation. The **Utility Coordinator** will document all attachments and files sent to utilities and will upload all project related documents including, but not limited to, utility as-builts, utility conflict tracker spreadsheets, 100% utility conflict strip maps, utility agreement packages, meeting minutes, phone call records, Utility Certifications, etc. in designated project folders in ProjectWise, or other approved County documentation system.

3. UTILITY ADJUSTMENT COORDINATION

Utility Adjustment Coordination activities include, but are not limited to, meeting and contact with utilities on the project, initial project notifications, providing progress reports, preparation of contact lists, preparation of master utility agreements, assistance with permits, reviewing conflicts between the utilities and the Project, resolutions of utility conflicts, creating a utility tracking report, review of the proposed utility adjustments, and recommending the proposed locations of the utility adjustments. The above list of services is general in nature and should not be considered inclusive to the **Utility Coordinator's** responsibilities, as listed in the following scope.

- 3.1. **Utility Coordinator** shall perform utility coordination and liaison activities with involved utility owners, their consultants, Designated Representative, and the County to achieve timely project notifications, formal coordination meetings, conflict analysis and resolution.
- 3.2. **Utility Coordinator** shall coordinate all activities with the County and/or Designated Representative to facilitate the orderly progress and timely completion of the utility coordination phase. The **Utility Coordinator** will be responsible for the following:
 - 3.2.1. Initial Project Meeting Attend an initial meeting with county or designated representative, after on-site inspection (when appropriate), to ensure familiarity with existing conditions, governing utility criteria for the project, project requirements or concerns and/or critical deadlines. The **Utility Coordinator** will prepare a written report of the meeting.
 - 3.2.2. Project Notifications: Prepare written notification letters of 100% design, with associated project information and files, and send to Utility Representatives.
 - 3.2.3. External Communications: The **Utility Coordinator** will coordinate all activities with the County, Designated Representative, County contracted design firms, County utility providers, or other contractors or representatives, as authorized by the County or Designated Representative. The **Utility Coordinator** will also provide copies of reports, correspondence and other documentation of work-related communications between the **Utility Coordinator**, utility owners and other outside entities when requested by the County.
- 3.3. The **Utility Coordinator** shall determine which utilities will conflict with proposed construction and make the utility company aware of these conflicts based on governing utility criteria established in Initial Project Meeting. The **Utility Coordinator** shall assist the utility companies in the preparation of required agreements associated with the funding of adjustments and the occupation of public right of way.
- 3.4. Utility Tracking Reports. The **Utility Coordinator** will prepare and maintain a utility tracking report for each assigned project. The tracking report must be in an Excel spreadsheet format and will be updated monthly. The utility tracking report will include the following:
 - 3.4.1. Utility Owner and Contact Information
 - 3.4.2. Meetings and Written Notifications
 - 3.4.3. Agreement Information
 - 3.4.4. Utility Billings
- 3.5. Utility Certification/Special Provisions: The **Utility Coordinator's** Project Manager or P.E.

shall submit upon request from the County, a Utility Clearance Certification. Utility Clearance Certification will certify that utilities are clear for roadway construction. However, if the utility adjustments are not complete prior to roadway project letting, a letter will be required outlining all outstanding utility conflicts and their effects on roadway construction.

4. UTILITY ENGINEERING.

Utility Engineering includes the identification of utility conflicts, coordination and resolution of utility conflicts, preparation of utility layouts and exhibits, review of utility relocation plans and estimates, and assisting in the utility adjustment coordination effort. The **Utility Coordinator** shall coordinate all activities with the County and/or Designated Representative to facilitate the orderly progress and timely completion of the utility coordination phase. Coordination of utility engineering activities includes:

- 4.1. Utility Layout: The **Utility Coordinator** shall maintain a utility layout in the latest version of OpenRoads Designer or AutoCAD. This layout shall include all existing utilities which are to remain in place, be relocated, or be abandoned. This layout will be utilized to confirm and evaluate alternatives. The **Utility Coordinator's** Project Manager or registered Professional Engineer (P.E.) will utilize the layout of existing utilities and determine the following:
 - 4.1.1. Facilities in conflict with the proposed project that are to be relocated.
 - 4.1.2. Facilities to be abandoned in place.
 - 4.1.3. Facilities to remain in service and in place.
 - 4.1.4. As part of the QA/QC process, the **Utility Coordinator's** Project Manager or P.E. shall make reasonable effort, per industry standards, for identifying all utilities and conflicts within the project corridor. In the event there are any unidentified utilities discovered during the project which will require relocation, the **Utility Coordinator** shall notify the County and/or its Designated Representative immediately upon discovery.
- 4.2. Conflict Assessment. The **Utility Coordinator** will utilize the Utility Layout and prepare a Utility Conflict Matrix that summarizes the list of utility conflicts by owner, conflict type and station limits. This conflict assessment will be forwarded to the utility owners within the project limits, along with the Utility Layout, within a two (2) week turnaround from received design milestone submittal. The utility layout and conflict matrix will be sent with written notification to all utility owners and uploaded to ProjectWise.
 - 4.2.1. The **Utility Coordinator** will secure the latest version of the Road and Bridge Program's electronic file release waiver from each utility requesting electronic design files. Upon approval of release form by the County or its Designated Representative, the **Utility Coordinator** will provide the requested files to the utility and upload a *.zip file of the submittal to ProjectWise.
- 4.3. Review of Utility's Proposed Adjustments
 - 4.3.1. Evaluate Alternatives: The **Utility Coordinator** will evaluate relocation plans and consider alternatives in the adjustment of utilities that balances the needs of both the County and the Utility.

- 4.3.2. Review Estimates and Schedules: The **Utility Coordinator** will review the utility adjustment estimates for reasonableness of cost and the timely scheduling of the adjustment.
- 4.3.3. Review Plans to confirm all conflict locations have been addressed and relocations comply with County Utility Design Criteria Guidelines or governing agency utility criteria, if applicable. The responsibility for quality and accuracy of Utility adjustment plans will remain with the Utility Company.
- 4.3.4. Review Traffic Control Plans. The **Utility Coordinator** shall ensure traffic control plans meet with the regulations of the most recent edition of the "Texas Manual on Uniform Traffic Control Devices". The **Utility Coordinator** must coordinate approval from the County or its Designated Representative concerning the proposed method of handling traffic prior to allowing commencement of work.

Page 1 of 1 Attachment C

Utility Coordination & Engineering Services

Description of Work Task	Senior Project Manager	Senior Engineer	Project Engineer III	Project Engineer II	Project Engineer I	Senior Utility Specialist	Utility Specialist	Senior Technician	Technician III	Technician II	Technician I	Right-of-Way Project Manager	Right-of-Way Agent	Registered Professional Land Surveyor	2-Person Field Services Crew	1-Person Field Services Crew	Two-Man Designating Crew (4 hr min)	One-Man Designating Crew (4 hr min)	Vacuum Ex Truck w/ 2 Techs (Vac 3000 & 4000) (4 hr min)	Vacuum Ex Truck w/ 2 Techs (Vac 6000) (4 hr min)	Ground Penetrating Radar w/ 1 Tech (4 hr min)	Administrative	Clerical	Total Hours	Total Cost
	\$235.00	\$195.00	\$170.00	\$150.00	\$125.00	\$155.00	\$125.00	\$145.00	\$125.00	\$115.00	\$95.00	\$235.00	\$140.00	\$170.00	\$145.00	\$120.00	\$170.00	\$110.00	\$295.00	\$315.00	\$260.00	\$105.00	\$80.00		
PROJECT MANAGEMENT AND COORDINATION	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	6	\$ 635.00
UTILITY ADJUSTMENT COORDINATION	1	0	0	0	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13	\$ 1,855.00
UTILITY ENGINEERING	0	0	3	0	4	4	0	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	\$ 2,460.00
Total Hours	2	0	3	0	8	8	4	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	5	36	
Cost	\$470	\$0	\$510	\$0	\$1,000	\$1,240	\$500	\$580	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400		\$ 4,950.00

Other Direct Expenses

Description	Unit Cost	Units	CobbFendley	
			Quantity	Total
In-House Reproduction:				
Copies (up to 11"x17")	\$ 0.15	each	0	\$0.00
Color Prints (up to 11"x17")	\$ 1.50	each	0	\$0.00
Color Prints (Larger than 11"x17")	\$ 3.00	sq. ft.	0	\$0.00
Standard Postage	\$ 0.50	each	0	\$0.00
Express Mail (billed at cost - estimated cost shown)	\$ 25.50	each	0	\$0.00
Local Deliveries (billed at cost - estimated cost shown)	\$ 25.00	each	0	\$0.00
Mileage (billed at IRS approved rate - estimated cost shown)	\$ 0.585	mile	100	\$58.50
Designation & Traffic Control Vehicle	\$ 3.50	mile	0	\$0.00
Location Vehicle (Vac Truck)	\$ 6.50	mile	0	\$0.00
Traffic Control (Lane Closures, etc.) (billed at cost - estimated cost shown)	\$ 1,500.00	each	0	\$0.00
Permits (Local, State, etc.) (billed at cost - estimated cost shown)	\$ 350.00	each	0	\$0.00
				\$58.50

Work Authorization Total \$ 5,008.50