

**AGENDA ITEM 52**

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Consider authorizing advertising and setting date to receive bids for Juvenile Facility.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Hays**

Motion: To authorize County Auditor to advertise 2 o'clock p.m. on Tuesday, February 6, 2001, to receive bids at Central Maintenance Facility for Juvenile Facility.

Vote: **5 - 0**

**AGENDA ITEM 53**

Consider designating F.T. Woods as professional service in regards to construction of the Juvenile Facility.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To designate F.T. Woods as professional services regarding construction of the Juvenile Facility.

Vote: **5 - 0**

**AGENDA ITEM 54**

Discuss and take any appropriate action on Sutton County School lands.

Commissioner Boatright advised Main Street Realty in Sonora, Texas, is locally owned by Anita Hudson with Scott Jacoby as one of the agents. Mr. Jacoby is not now leasing any of the lands from Williamson County though he has leased some of the land in the past.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve Commissioner Boatright obtaining two (2) broker opinions, two (2) appraisals and a title search to include, but not limited to the mineral rights of the Williamson County property **and** listing all Sutton County School lands for sale with Main Street Realty in Sonora, Texas.

Vote: **5 - 0**

**AGENDA ITEM 55**

Consider noting in minutes \$7,000.00 anonymous donation to EMS.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To note in minutes \$7,000.00 anonymous donation to EMS.

Vote: **5 - 0**

**AGENDA ITEM 56**

Consider finalizing agreement with Prime Strategies for road work.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To finalize agreement with Prime Strategies for supervision of road work in the multi corridor transportation program in Williamson County.

Vote: **5 - 0**

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**PRIME STRATEGIES, INC.****AUTHORIZATION FOR  
PROFESSIONAL SERVICES**

**PROJECT NAME** Williamson County Road Bond Program /  
Program Management Services

**PROJECT NUMBER** WC-0155

**CLIENT** Williamson County Commissioners Court

**ADDRESS** c/o Hon. John C. Doerfler, County Judge  
Williamson County Courthouse  
710 Main Street  
Georgetown, Texas 78726

(Client) hereby requests and authorizes Prime Strategies, Inc. (Contractor) to perform the following services:

**SCOPE:** See attached Exhibit A, Scope of Services, which outlines the activities authorized by the Williamson County Commissioners Court to be performed by Prime Strategies, Inc. and its subcontractors, in its capacity as Road Bond Manager.

**COMPENSATION** to be on an hourly fee and material (expense) basis.

See attached Exhibit B, Hourly Billing Rate Schedule.

Services covered by this authorization shall be performed in accordance with PROVISIONS stated on the back of this form.

Accepted for **WILLIAMSON COUNTY COMMISSIONERS' COURT**

By: John C. Doerfler  
John C. Doerfler  
Title: County Judge

Date: 1-9-01

Approved for **PRIME STRATEGIES, INC.**

By: Michael J. Weaver  
Michael J. Weaver  
Title: Principal

Date: December 27, 2000

1. **AUTHORIZATION TO PROCEED**  
Signing this form shall be construed as authorization by CLIENT for Contractor to proceed with the work, unless otherwise provided for in the authorization.
2. **OUTSIDE SERVICES**  
When technical or professional services are furnished by an outside source, when approved by CLIENT, an additional amount shall be added to the cost of these services for Contractor's administrative costs, as negotiated.
3. **PROFESSIONAL STANDARDS**  
Contractor shall be responsible, to the level of competency presently maintained by other practicing professionals in the same type of work in CLIENTS community, for the professional and technical soundness, accuracy, and adequacy of the work and materials furnished under this Authorization.
4. **TERMINATION**  
Either CLIENT or Contractor may terminate this authorization by giving 30 days written notice to the other party. In such event CLIENT shall forthwith pay Contractor in full for all work previously authorized and performed prior to effective date of termination. If no notice of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of this Authorization.
5. **ARBITRATION**  
All claims, disputes, and other matters in question arising out of, or relating to, this Authorization or the breach thereof may be decided by arbitration in accordance with the rules of the American Arbitration Association then obtaining. Either CLIENT or Contractor may initiate a request for such arbitration, but consent of the other party to such procedure shall be mandatory. No arbitration arising out of, or relating to this Authorization may include, by consolidation, joinder, or in any other manner, any additional party not a party to this Authorization.
6. **LEGAL EXPENSES**  
In the event legal action is brought by CLIENT or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs and expenses as may be set by the court.
7. **PAYMENT TO Contractor**  
Monthly invoices will be submitted by Contractor for all work performed under the terms of this agreement, together with appropriate supporting documentation as may be required by the CLIENT. Contractor will be paid upon approval of the invoice.
8. **LIMITATION OF LIABILITY (See Exhibit C, Spectrum Policy Declarations)**  
Contractor's liability to the CLIENT for any cause or combination of causes is in the aggregate, limited to an amount no greater than the fee earned under this agreement.
9. **ADDITIONAL SERVICES**  
Services in addition to those specified in Scope will be provided by Contractor if authorized in writing by CLIENT. Additional services will be paid for by CLIENT, as negotiated.
10. **SALES TAX**  
In accordance with the State Sales Tax Codes, certain surveying services are taxable. Applicable sales tax is not included in the above proposed fee. Sales tax at an applicable rate will be indicated on invoice statements.
11. **ACCESS TO RECORDS**  
Contractor agrees that the CLIENT shall, until the expiration of three (3) years after final payment by CLIENT to Contractor, have access to and the right to examine and photocopy directly pertinent documents, papers and records of Contractor involving transactions relating to this contract. Contractor agrees that the CLIENT shall have access during normal working hours to all necessary facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section.  
  
In case any one or more of the provisions contained in this Agreement shall be held illegal, the enforceability of the remaining provisions contained herein shall not be impaired thereby.

**Exhibit A**  
**Williamson County Road Bond Program**  
**Scope of Services**

Activities to be performed by Prime Strategies, Inc. and the Road Bond Management Team (Concept Development & Planning; Cybervision; Peggy Smith Croslin; HNTB Corporation; Tom Nielson, LLP, and, The Communicators):

1. Identify specific program activities and prepare bond program organizational and management documents.
2. Meet with Commissioners and identify priority projects.
3. Develop cost estimates and implementation schedules for priority projects.
4. Work with the County financial advisor to determine the appropriate dollar amount for the first bond issue including, as necessary, materials for the official statement and bond rating agencies.
5. Prepare Request for Qualifications (RFQ's) for project consultants and other professional services.
6. Request qualification statements from engineering firms for design services, and from other service providers, as necessary.
7. Pre-qualify firms for review and consideration by the Commissioners Court for the road improvement projects and related activities.
8. Work with the Commissioners, County Engineer, County Sheriff, and Texas Department of Transportation (TxDOT) to develop a list of locations for consideration for the "quick-fix" safety/operational improvement program.
9. Update the Williamson County Multi-Corridor Transportation Plan website, as appropriate; develop/manage a new public information website focusing on the overall bond program and Phase One (priority) improvement program.

**PRIME  
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10. Coordinate, produce, and implement public information strategies for the complete transportation project and for each of the road construction components. This would include items such as an overall identify for the county project (complete with county logo and graphic treatments), creation of a full-project multi-media presentation, regular newsletters, targeted project presentations, seminars, town meetings, trade show exhibits, school exhibits, library exhibits, educational materials, website materials (updates, as well), maps, informational pieces keyed to each road project, graphics and other exhibits, as needed.
11. Meet with TxDOT representatives to review TxDOT's 5-year improvement program for Williamson County and identify projects the County can facilitate and expedite. Prepare documentation for developing Advance Funding Agreements between Williamson County and TxDOT for designated "partnering" projects.
12. Assist the County in negotiating toll road right-of-way acquisition and funding limits, project schedules, and project implementation options with the Texas Turnpike Authority.
13. Assist the County's accounting consultants and the County Auditor in developing the financial procedures, programs, and support documents to manage and monitor the bond program.
14. Develop standardized professional service and construction contracts for bond program activities.
15. Coordinate County Commissioners and key construction management and construction personnel appearances and presentations to elected officials, governmental bodies, Capital Area Metropolitan Planning Organization (CAMPO), service organizations, chambers of commerce, neighborhood groups, school groups, various citizen groups, church groups, etc.
16. Amend, in coordination with the Commissioners Court, the Multi-Corridor Transportation Plan.
17. Coordinate and schedule ground-breaking activities, milestone presentation announcements and press conferences within the affected areas, or in a particular city or specific focus area. This would include the design, scripting and production of materials and exhibits for the individual meetings.

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18. Serve as the media conduit, media clearinghouse and initial media contact for the county road project. This task would serve the management team as well as each of the individual contractors who are asked to be available for or to provide information to area, local or state media. This is a service we can offer the engineers and contractors to make the best presentation of their particular project, interface with the community or manage difficulty in the field.
19. Plan meetings, design programs and fully execute neighborhood notifications to the area, the affected cities, etc. through personalized invitations, telephone contact or other means that would insure proper notification to promote full citizen involvement.
20. Design, create, and erect all project signage for all of the county and state road projects in the county.
21. Assist the Right-of-Way Manager, as necessary, in the coordination of acquisition services and the timely acquisition of right-of-way for road bond projects and state highways. This would include providing preliminary cost estimates and a priority acquisition schedule.
22. Coordinate and assist the Environmental Permitting consultants in developing a comprehensive mitigation program for County road bond projects. Coordinate environmental activities with design engineers, project permitting, route/alignment issues, and right-of-way acquisition.
23. Manage landscape architectural consultants in developing standards for road and bridge aesthetic treatments, parallel hike and bike trails, roadside parks, scenic overlooks, and other recreational facilities adjacent to and within County road rights-of-way. Work with landscape architects and planners in developing a linear trail system along major new County road corridors, including, but not limited to, Parmer Lane and Chandler Road.
24. Provide engineering program activities related to establishing the systems and procedures to implement the design and construction of road bond projects, including:
  1. Meet and coordinate with various entities to establish goals, constraints, priorities, and responsibilities.
  2. Prepare a Master Schedule for the Road Bond Program, including planning activities, design, right-of-way acquisition and construction phases. The Master Schedule will be updated monthly throughout the duration of the Program.

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3. Develop and maintain a filing system to include program management materials, planning documents, design documents, right-of-way documents, and bid documents.
  4. Develop Bond Program Standard Procedures Manual.
  5. Develop Bond Program Standard Forms.
  6. Develop Bond Program Engineering Design Criteria.
  7. Develop Bond Program Plan Preparation Criteria.
  8. Develop Bond Program Standards for CADD and CADD procedures.
  9. Review available Standard Detail sheets for County road projects, and revise, as necessary. Create new Standard Detail sheets, as needed.
  10. Review available Construction Specifications from the County Engineer's Office and revise, as necessary. Create new Construction Specifications, as needed.
  11. Review available Williamson County Bid Package Documents and revise, as necessary.
- 
25. Manage the Geotechnical Investigations, including creation of a Program Geotechnical Plan, develop contracts for geotechnical firms, and review and disseminate results from the geotechnical investigations. This would include providing and/or reviewing pavement design for all county road projects.
  26. Provide expert witness assistance in right-of-way acquisition cases and other technical assistance, as required, in legal matters relating to the Bond Program activities.
  27. Manage and oversee design and survey firm activities, including:
    1. Aerial photography
    2. Benchmark and project control data.
    3. Profile of existing structures, right-of-way, driveways, drainage channels, and utilities.
  28. Manage and oversee the preparation of final engineering design activities, including:
    1. Prepare scope of work for each road project.
    2. Prepare independent engineering fee estimate for each project.
    3. Negotiate contract with selected firms.
    4. Conduct Kick-off meeting with project firm/team.
    5. Perform design reviews in accordance with the Bond Program Procedures Manual.
    6. Review invoices.
    7. Conduct Progress meetings, as needed.
    8. Submit plans to TxDOT, Texas Turnpike Authority, and Texas Natural Resources Conservation Commission (TNRCC), as required.

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9. Provide Project Close Out, including obtaining and filing final As-Built plans received from Contractor, once project construction is completed.
29. Conduct, as necessary, a constructibility review and provide a value engineering service for projects outside of scope and budget.
30. Provide bid phase services in preparation for construction, including, but not limited to:
  1. Assist in preparing Bid Documents.
  2. Assist in Advertisement of road project.
  3. Prepare and distribute Addendums, as necessary.
  4. Conduct a Pre-Bid meeting.
  5. Conduct a tabulation and evaluation of bids and contractors.
  6. Recommend a contract award

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**Exhibit B**  
**Hourly Billing Rate Schedule**

|                 |          |
|-----------------|----------|
| Principal       | \$150.00 |
| Senior Engineer | \$100.00 |
| Project Manager | \$90.00  |
| Technician      | \$60.00  |
| Clerical        | \$25.00  |

**Reimbursable Expenses**

Direct expenses shall be those costs incurred on behalf of the Client for project efforts, including but not limited to, necessary transportation costs including mileage at Prime Strategies, Inc.'s current rate (\$0.31/mile) when automobiles are used, meals and lodging, computer and printing service bureau charges, telephone, facsimile, delivery service, reproduction, and binding charges. Reimbursements for these expenses shall be on the basis of actual charges when furnished by commercial sources and on the basis of usual commercial charges when furnished by Prime Strategies, Inc.

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# Memorandum

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**To:** Hon. John C. Doerfler  
Williamson County Judge

**From:** Michael J. Weaver  
Prime Strategies, Inc.

**Regarding:** Williamson County Road Bond Program / Subcontractor Budgets

**Date:** January 12, 2001

As requested, I am providing the anticipated budgets for the subcontractors we have proposed to support our effort as Road Bond Manager. All of our subcontractors are working on a hourly basis and will only work on tasks directed and authorized by me. I'm providing a range for the first year of activities because as the program is being developed (especially for the engineering procedures and standards Richard Ridings and I discussed with you), I'm not sure exactly what the total program costs will be.

- Cybervision \$8,000.00 - \$10,000.00  
Website development/maintenance
- Peggy Smith Croslin \$20,000.00 - \$35,000.00  
Public relations
- The Communicators \$30,000.00 - \$40,000.00  
Public relations/advertising
- Concept Development & Planning \$90,000.00 - \$120,000.00  
Local agency coordination, graphic design development, general assistance to Commissioners
- HNTB Corporation \$150,000.00 - \$200,000.00  
Engineering manager services

If you have any questions or need additional information, please let me know.

1/18/01  
K - COMM.

61 This Spectrum Policy consists of the Declarations, Coverage Forms, Common Policy Conditions and any  
 64 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the insurance  
 LD company of The Hartford Insurance Group shown below. 394  
 SBA

INSURER: HARTFORD LLOYDS INSURANCE COMPANY  
 450 GEARS RD., SUITE 500, HOUSTON, TX 77067  
 COMPANY CODE: B

Policy Number: 65 SBA LD6461 61

# **SPECTRUM POLICY DECLARATIONS**

ORIGINAL



Named Insured and Mailing Address:  
 (No., Street, Town, State, Zip Code)

PRIME STRATEGIES

1508 S. LAMAR BLVD.  
 AUSTIN

TX 78704

Policy Period: From 07/14/00 To 07/14/01 1 YEAR  
 12:01 a.m., Standard time at your mailing address shown above. Exception: 12 noon in Maine, Michigan, New Hampshire, North Carolina.

Name of Agent/Broker: NIEMAN HANKS PURYEAR PARTNERS  
 Code: 810868

Previous Policy Number: 65 SBA LD6461

Named Insured is: CORPORATION

Audit Period: NON-AUDITABLE

Type of Property Coverage: SPECIAL

Insurance Provided: In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

TOTAL ANNUAL PREMIUM IS: \$382



**Nieman Hanks Puryear Partners**  
 a division of Frost Insurance Agency, Inc.  
 515 Congress Ave. Thirteenth Floor  
 Austin, TX 78701

Countersigned by

Authorized Representative

Date

\*0100265LD64610101 04217

**SPECTRUM POLICY DECLARATIONS (Continued)**

POLICY NUMBER: 65 SBA LD6461

395

**BUSINESS LIABILITY****LIMITS OF INSURANCE**

LIABILITY AND MEDICAL EXPENSES \$1,000,000

MEDICAL EXPENSES - ANY ONE PERSON \$ 10,000

PERSONAL AND ADVERTISING INJURY \$1,000,000

FIRE LEGAL LIABILITY - FIRE,  
LIGHTNING, OR EXPLOSION \$ 300,000**AGGREGATE LIMITS**

PRODUCTS-COMPLETED OPERATIONS \$2,000,000

GENERAL AGGREGATE \$2,000,000

**EMPLOYMENT PRACTICES LIABILITY**

COVERAGE: FORM SS 09 01

EACH CLAIM LIMIT \$ 5,000

DEDUCTIBLE - EACH CLAIM LIMIT

NOT APPLICABLE

AGGREGATE LIMIT \$ 5,000

RETROACTIVE DATE: 07/14/00

This Employment Practices Liability Coverage contains claims made coverage. Except as may be otherwise provided herein, specified coverages of this Insurance are limited generally to liability for injuries for which claims are first made against the insured while the Insurance is in force. Please read and review the Insurance carefully and discuss the coverage with your Hartford Agent or Broker.

The Limits of Insurance stated in this Declarations will be reduced, and may be completely exhausted, by the payment of "defense expense" and, in such event, The Company will not be obligated to pay any further "defense expense" or sums which the insured is or may become legally obligated to pay as "damages".

**BUSINESS LIABILITY OPTIONAL  
COVERAGES**

HIRED/NON-OWNED AUTO LIABILITY \$1,000,000

FORM: 88 06 66

04219

\*0100265LD64610101

**AGENDA ITEM 57**

Discuss and take any appropriate action pertaining to the bond expenditure funds with relation to agreements with cities within Williamson County.

After discussion no action was taken on this item which will be added to the agenda of January 16, 2001.

**AGENDA ITEM 58**

Discuss and take appropriate action on creation of Special Projects Coordinator/Advance Planning position for transportation issues. (funded out of bond proceeds)

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Hays**

Motion: To create a Special Projects Coordinator/Advance Planning position for transportation issues to be funded from bond proceeds. The \$65,000 annual salary with full county benefits will share offices with Mike Weaver of Prime Strategies

Vote: 4 – 1 with Judge Doerfler voting against the motion.

**AGENDA ITEM 59**

Consider approving Internet Vehicle Registration renewal for Tax Assessor/Collector.

Tax Assessor-Collector Deborah Hunt advised this process will cost an additional \$3.00 fee for each renewal and will be instrumental in requiring less new employees for her office.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Boatright**

Motion: To approve implementation of Internet Vehicle Registration renewal for office of Williamson County Tax Assessor/Collector.

Vote: 4 – 0 with Commissioner Limmer absent from the dais.

**COMMISSIONERS COURT ADJOURNED TO EXECUTIVE SESSION AT 2:50 P.M. ON TUESDAY, JANUARY 9, 2001.**

**AGENDA ITEM 60**

Discuss pending litigation – John/Cruzita Gordon vs. Williamson County: (EXECUTIVE SESSION REQUESTED as per VTCA Govt Code sec 551.071 pertaining to consultation with attorney)

No action taken in executive session.

**AGENDA ITEM 61**

Discuss personnel issues: (EXECUTIVE SESSION REQUESTED as per VTCA Govt Code sec. 551.074 relating to personnel).

No action taken in executive session.

**COMMISSIONERS COURT RECONVENED FROM EXECUTIVE SESSION AT 3:15 P.M. ON TUESDAY, JANUARY 9, 2001.**

**AGENDA ITEM 62**

Discuss and take any appropriate action on pending litigation-John/Cruzita Gordon vs. Williamson County.

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To retain Brown McCarroll Sheets and Crossfield, attorneys to represent Williamson County during pending litigation of John/Cruzita Gordon vs. Williamson County.

Vote: 5 - 0