

**Notice of Meeting for the
Georgetown Transportation Advisory Board and the Governing Body
of the City of Georgetown
September 11, 2020 at 10:00 AM
at Virtual**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person.

To participate, please copy and paste the following weblink into your browser:

Weblink: [https://gcc02.safelinks.protection.outlook.com/?](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgeorgetowntx.zoom.us%2Fj%2F96420312162%3Fpwd%3DZDVQRkpMYkcza2duMFhRM1I3ZzRYI)

url=https%3A%2F%2Fgeorgetowntx.zoom.us%2Fj%2F96420312162%3Fpwd%3DZDVQRkpMYkcza2duMFhRM1I3ZzRYI

Webinar ID: 964 2031 2162

Passcode: 648663

Description: Meeting starts at 10:00 a.m. Attendees can join at 9:30 a.m.

Or join by phone:

Dial toll free:

(877)853-5257, (888)475-4499, (833)548-0276, or (833)548-0282

Webinar ID: 964 2031 2162

Passcode: 648663

Citizen comments are accepted in three different formats:

- 1. Submit written comments to emily.koontz@georgetown.org by 3:00p.m. on the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.**
- 2. Log onto the meeting at the link above and "raise your hand" during the item**
- 3. Use your home/mobile phone to call the toll-free number**

To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the "Raise your Hand" option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.

Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in your being immediately removed from the meeting.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to Order
- B Introduction of Board Members and Visitors
- C Updates to various planning initiatives by CAMPO and TxDOT transportation improvement projects as well as an update on GoGeo Operations. - Ray Miller, Public Works Director
- D Airport Monthly Report – Joseph A. Carney, C.M., Airport Manager
- E September 2020 GTAB Updates - Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager.

Legislative Regular Agenda

- F Consideration and possible action to approve the Minutes from the March 13, 2020 Meeting. -- Emily Koontz - Board Liaison
- G Consideration and possible recommendation on Task Order KPA-20-011 for professional engineering design services for FY21 Street Maintenance, Sidewalks, Traffic Signals, and Curb & Gutter improvements with Kasberg Patrick & Associates of Georgetown, Texas in the amount of \$880,900.00 -- Wesley Wright, PE, Systems Engineering Director
- H Consideration and possible action to recommend an **Interlocal Agreement (ILA)** with **Capital Metro** for **GoGeo Transportation Services** for **FY 2021** -- Ray Miller, Jr., Director of Public Works

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street,

Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

Call to Order

ITEM SUMMARY:

FINANCIAL IMPACT:

NONE

SUBMITTED BY:

Emily Koontz - Board Liaison

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

Updates to various planning initiatives by CAMPO and TxDOT transportation improvement projects as well as an update on GoGeo Operations. - Ray Miller, Public Works Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Ray Miller, Jr., Acting Director of Public Works

ATTACHMENTS:

Description		Type
□	Meeting Memo	Backup Material

MEMORANDUM

TO: Georgetown Transportation Advisory Board Members

FROM: Ray Miller, Jr., Director of Public Works

SUBJECT: Industry / CAMPO / TxDOT / Transit Updates – September 11, 2020 Meeting

DATE: September 4, 2020

The purpose of this memo is to provide GTAB with updates in regard to the subjects listed above.

CAMPO – NA

TXDOT

– Mobility-35 Projects (my35.org):

- i. **IH-35 and Williams Drive**
 - Reconstruct the Williams Drive interchange to a diverging diamond intersection (DDI)
 - Construct north and southbound intersection bypass lanes under Williams Drive bridge
 - Extend the northbound I-35 frontage road from Williams Drive to the Lakeway Drive exit ramp
 - Improve bicycle and pedestrian paths along the I-35 frontage roads
 - A contract has been awarded to JD Abrams, Inc. Construction should begin in late this Fall. Estimated completion is in mid-2023
 - Estimated Construction Cost is \$52 million
 - <http://ftp.dot.state.tx.us/pub/txdot/my35/capital/projects/williams-drive/schematic.pdf>

ii. IH-35 from FM 2243 (Leander Road) to SE Inner Loop

- Replace existing bridge at RM 2243 with a taller, wider bridge that includes three additional designated turn lanes
- Add braided entrance/exit ramps along the southbound I-35 frontage road between RM 2243 and SE Inner Loop
- Provide a northbound to southbound U-turn bridge
- Improve bicycle and pedestrian sidewalks and paths
- Construction is estimated to begin fall of 2023 with an anticipated completion the fall of 2025
- <http://ftp.dot.state.tx.us/pub/txdot/my35/capital/projects/rm2243/layout.pdf>

iii. IH-35 and Westinghouse (IH-35 from SE Inner Loop to FM 1431)

- Remove Westinghouse Road bridge and construct new I-35 bridge over Westinghouse Road
- Construct westbound to southbound Continuous Flow Intersection (CFI) at Westinghouse Road
- Reverse entrance/exit ramps along the southbound I-35 frontage road between SE Inner Loop and RM 1431
- Improve bicycle and pedestrian sidewalks and paths
- Construction is estimated to start spring 2023 with an anticipated completion in winter 2025
- <http://ftp.dot.state.tx.us/pub/txdot/my35/capital/projects/rm2243-rm1431/layout.pdf>

iv. IH-35 and SH-29

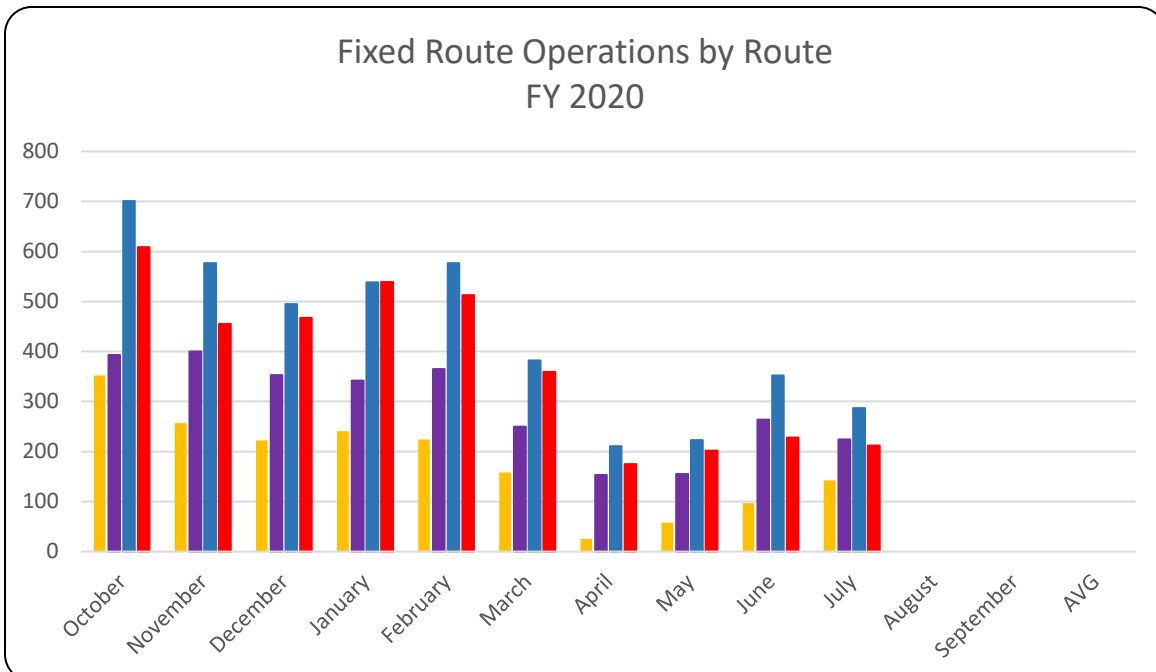
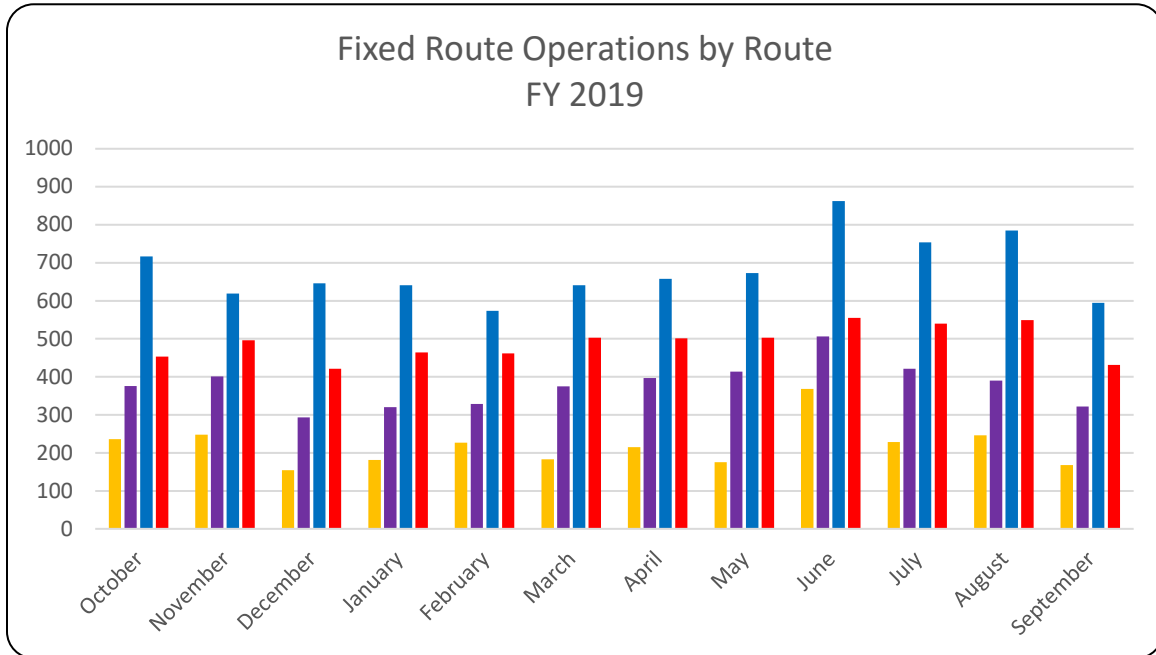
- Improve safety and mobility to:
 - Improve traffic flow due to a high volume of left-turning traffic
 - Accommodate turning movements onto and from SH 29
 - Eliminate the need for left-turn bays and left-turn signal phases
 - Minimize the number of potential conflicts between through traffic and left-turn traffic
- Mainlane and frontage road improvements
- Intersection bypass lanes
- Replacing and widening the SH 29 bridge
- Construction is estimated to begin in late 2023 dependent on funding

Other Projects in Georgetown and surrounding area (in design or ready to go to construction)

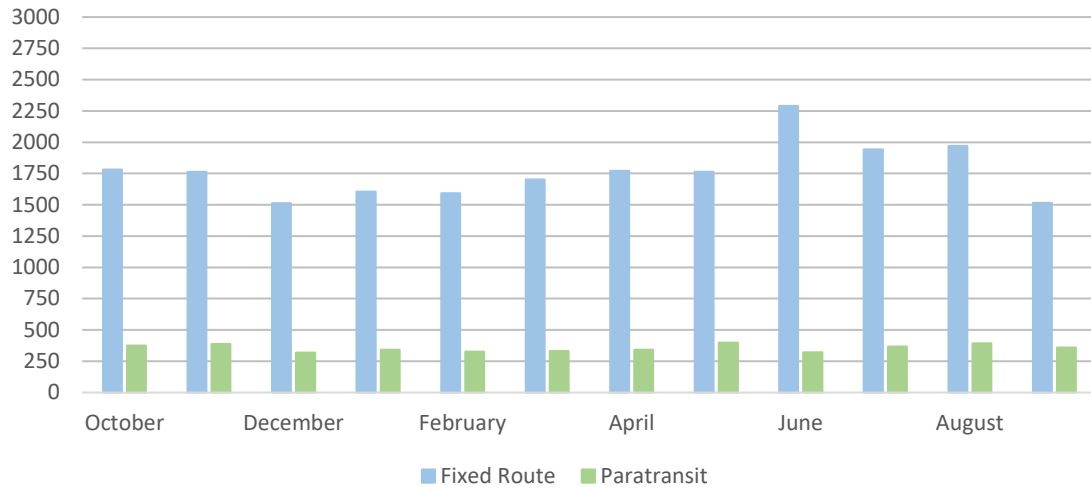
- SH-29 & DB Woods: Project will add turn lanes on both SH-29 and DB Woods, install a concrete median along SH-29 and improve drainage at the intersection. Construction is estimated to begin in mid- 2020. Estimated construction cost is \$5.7 million
- Leander Road (FM 2243) from Norwood Drive to Southwest By-Pass: Construct a 4-lane divided roadway with improved sidewalks on the north side of the roadway. Construction is estimated to begin in late 2022. Estimated construction cost is \$8.8 million. **HAS BEEN PUSHED BACK - FUNDING**
- IH-35 at Ronald Reagan: Replace over pass bridge and approaches. Estimated construction cost is \$12.6 million.
- IH-35 from Corn Hill (Bud Stockton Loop) to FM 972: Convert frontage road from 2-way to 2 lanes one way. Estimated construction cost is \$10.9 million.
- RM 620 from Deepwood Drive to IH-35; Construct new 4-lane overpass at Georgetown Road and Lake Creek. Estimated construction cost is \$21.5 million.
- FM 971 from Austin Avenue to Gann Street: Realignment of FM 971 to match Northwest Blvd extension and upgrade from 2-lanes to 4-lanes divided. Estimated construction cost is \$3.3 million.
- IH 35 from south of Lakeway to south of Williams Drive: Add 3-lane one-way NB frontage road. Estimated construction cost is \$18 million.
- US 183A from Hero Way to SH-29: Construct 4-lanes tolled expressway. Estimated construction cost is \$259 million.

Transit – GoGeo

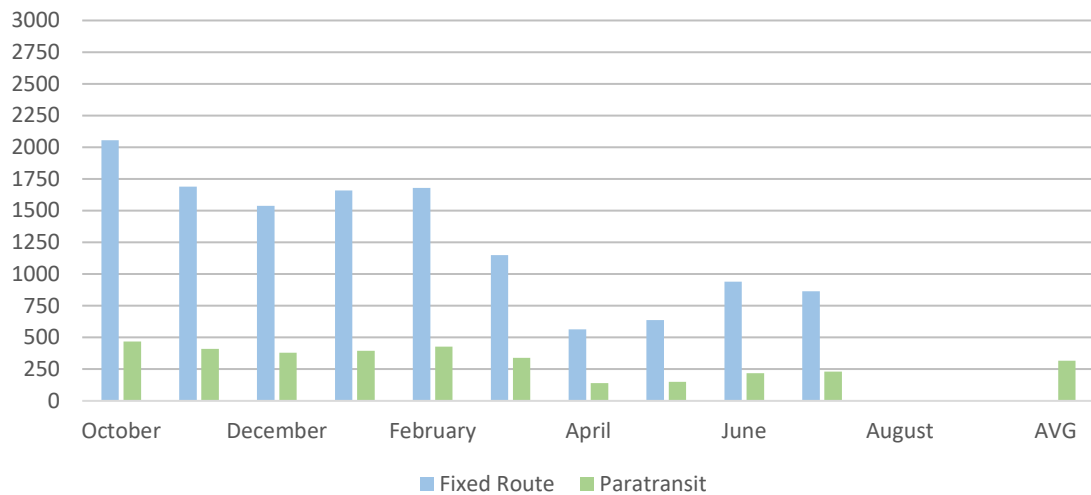
The 1st and 2nd charts show the number of riders by route and by month of the fiscal year. The 3rd and 4th charts provide ridership numbers by month and fiscal year for both the Fixed Route system and the Paratransit service. The Fixed Route system is shown in blue while the paratransit service is shown in green.



Fixed Route and Paratransit
FY 2019



Fixed Route and Paratransit
FY 2020



Fixed Route Comparison by FY			
	FY 2018	FY 2019	FY 2020
October	1575	1782	2050
November	1324	1764	1689
December	1329	1514	1537
January	1255	1606	1660
February	1298	1592	1679
March	1611	1702	1149
April	1440	1771	564
May	1628	1765	638
June	1916	2291	941
July	2026	1943	865
August	1991	1970	
September	1582	1516	
Total	18975	21216	12772
AVG	1581	1768	1277

Fiscal Year 2020

GoGeo Fixed Route Performance Measures (Oct 2019 - Jul 2020)

Passengers Per Revenue Hour	Actual Performance	FY 20 Target
Orange & Purple Routes	2	6
Blue & Red Routes	3	6
Fare Recovery Ratio	Actual Performance	FY 20 Target
Orange & Purple Routes	2%	6%
Blue & Red Routes	4%	6%
Cost Per Passenger	Actual Performance	FY 20 Target
Orange & Purple Routes	\$57	\$12
Blue & Red Routes	\$26	\$12
Cost Per Revenue Hour	Actual Performance	FY 20 Target
Orange & Purple Routes	\$79	\$87
Blue & Red Routes	\$79	\$87
On-Time Performance	Actual Performance	FY 20 Target
Orange & Purple Routes	94%	95%
Blue & Red Routes	93%	95%
Ridership	Actual Performance	FY 20 Target
Orange & Purple Routes	4,675	20,000
Blue & Red Routes	8,102	20,000
Total Fixed Route	12,777	40,000
Total Paratransit	3,163	N/A
Total Fixed Route and Paratransit Ridership	15,940	N/A
Average Daily Fixed Route Ridership	53	N/A

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

Airport Monthly Report – Joseph A. Carney, C.M., Airport Manager

ITEM SUMMARY:

Airport Reports:

- o Taxiway Edge Lighting
- o Operations Report
- o Fuel Sales Report
- o Hangar / Tie-Down Lease Report
- o FY 2020 Accomplishments and Projects
- o Avgas Fuel Price Comparison
- o Jet A Fuel Price Comparison
- o Airport Monthly Financial Reports

STAFF RECOMMENDATION:

None

FINANCIAL IMPACT:

None

SUBMITTED BY:

Joseph A. Carney C.M., Airport Manager

ATTACHMENTS:

Description	Type
☐ Airport Coversheet	Cover Memo
☐ Taxiway Lighting Project	Backup Material
☐ Airport Operations	Backup Material
☐ Fuel Sales Report	Backup Material
☐ Hangar Tie Down Lease Report	Backup Material
☐ Airport Accomplishments	Backup Material
☐ Avgas Fuel Comparison	Backup Material
☐ Jet A Fuel Comparison	Backup Material
☐ Airport Financial Summary	Backup Material
☐ Airport Fund Report	Backup Material

AGENDA ITEM COVER SHEET

SUBJECT:

Airport Monthly Report – Joseph A. Carney, C.M., Airport Manager

ITEM SUMMARY:

Airport Reports:

- Taxiway Edge Lighting
- Operations Report
- Fuel Sales Report
- Hangar / Tie-Down Lease Report
- FY 2020 Accomplishments and Projects
- Avgas Fuel Price Comparison
- Jet A Fuel Price Comparison
- Airport Monthly Financial Reports

STAFF RECOMMENDATION:

None

FINANCIAL IMPACT:

None

COMMENTS:

None

ATTACHMENTS:

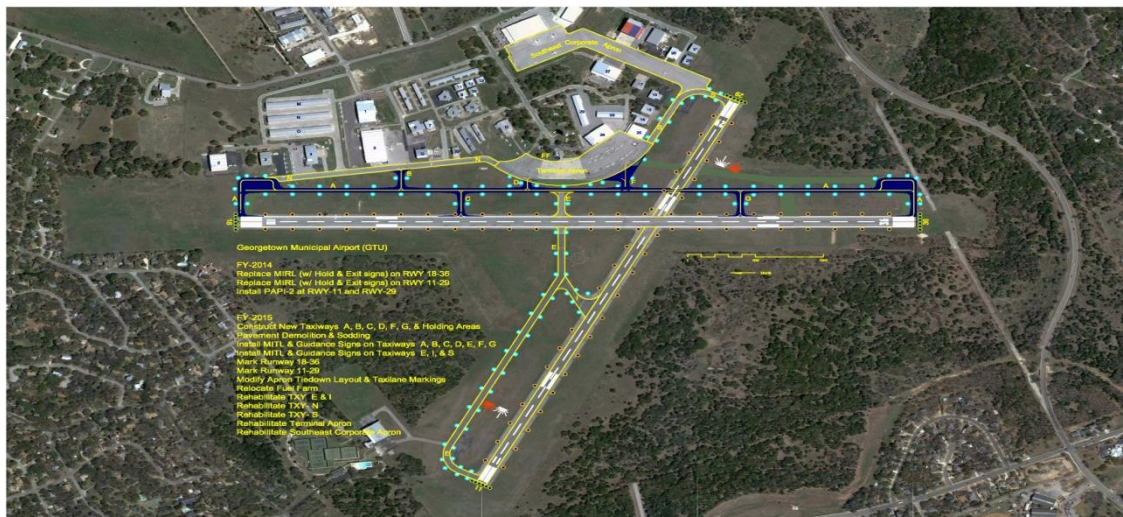
Submitted By: Joseph A. Carney, Airport Manager

Joseph A. Carney, C.M.
Airport Manager

Ray Miller, Jr.
Director of Public Works

Airport Improvements
Project No. 1914GRGTN
August 2020

Project Description	FY2018 project: Taxiway Edge Lighting Project
Purpose	Design and Install Taxiway Edge Lighting Project
Project Estimate	\$1,287,562
Project Bid (F&W)	\$985,150
City Share	\$98,515
Project Engineer	Garver Engineering



Feb 2014 – GTAB consideration of project 1314GRGTN Preliminary Design for FY2014 project: Airfield Electrical Improvements.

Aug 8, 2018 Georgetown Municipal Airport requests to use Garver as project engineer in letter to TxDOT

May 29, 2019 TxDOT advises Garver that they can proceed with the Final Design for Project 1914GRGTN

May 29, 2019 Pre Design/Design meeting at Georgetown Municipal Airport Conference room with Airport Manager, TxDOT, and Garver to go over time line for design and contract documents.

June 14, 2019 GTAB consideration of project 1914GRGTN Taxiway Lighting Project.

June 25, 2019 City Council approved project

July 9, 2019 Meeting with TxDOT, Engineer Bid Estimate was \$2,862,980.00 which is \$1,575,418.00 over the CIP Budgeted amount.

July 16, 2019 Meeting with TxDOT and Garver to discuss options for reducing cost.

July 30, 2019 Meeting with TxDOT and Garver to discuss proposal that will be submitted for final design.

August 4 & 11, 2019 TxDOT will place ads in local newspapers for bids.

August 30, 2019 Bid Opening at TxDOT, 4 companies submitted bids. The engineer of record, GarverUSA, is currently reviewing the bid documents for completeness and correctness.

September 2019 There were 4 bids, one of which came in significantly under budget for the Base Bid. Garver Engineer was working with TxDOT to see if there was a possibility of pulling the PAPI lights for RWY 11/29 out of the additive alternate while staying under budget. TxDOT refused. Engineer is working on final work in conjunction with TxDOT.

October 29, 2019 TELCON 10/31/19 with Garver, F&W. TxDOT and Airport. Contract will be fully executed 11/1/19 between TxDOT and F&W for the Taxiway Lighting Project (1914GEORG). There will be walk through 11/13/19 with all parties to get an eyes-on look and discuss phasing ideas.

November 12, 2019 Executed contract between TxDOT and F&W Electrical.

November 13, 2019 Notice to Proceed given to GarverUSA for construction phase

November 13, 2019 Notice to Procure given to F&W to start gathering necessary parts and tools.

December 16, 2019 F&W Started to preposition equipment and materials.

January 6, 2020 F&W Started construction. Working from North to South.

February 25, 2020 Work on Twy A btwn the threshold RWY 18 and TWY J is complete along the west side. Complete to TWY E on the east side. Work complete TWY L from TWY G to threshold RWY 36.

March 6, 2020 Work on TWY L south of RWY 11/29 complete except marking signs. Work is progressing on TWY F between TWY L and TWY A and should be complete by March 9, 2020. Anticipated work on TWY A and the west side of Terminal Ramp to begin March 6, 2020.

May 2020 Work was stopped due to supply system hold up: Sign faces and ALCMS hardware/software.

July/August 2020 Sign faces arrived at F&W. ALCMS will be upgraded on August 11 remotely and via local hands-on with F&W Techs. Final punch-list items will be completed by F&W in this time period.

Areas left to complete:

1. All dirt work to include topsoil, grass seeding and gravel/rock removal.
2. Missing sign faces

Project timeline overruns This has been asked of TxDOT. TxDOT would be the agency that processes the penalties against F&W, who then could process penalties against any of the sub-contractors.

Projected timeline

- Construction phase – January - March
- Closeout Phase - 68 days post construction
 - Significant Completion Date is March 14, 2020
- At last count there were 9 weather days accrued

Georgetown Municipal Airport Contract Tower Program Update
Operations for Month of July 2020 (FY 2020)



KGTU OPERATIONS FOR THE MONTH OF: JULY						
TAKEOFF/L ANDING	MONTHLY NUMBERS		YEAR TO DATE	YEAR TO DATE	PREVIOUS/CURRENT YR	
	FY 2019	FY 2020	FY 2019	FY 2020	COUNT	%
IFR	1022	899	7849	8342	493	5.9%
VFR	4692	4285	33662	37424	3762	10.1%
LOCAL	7026	6873	46526	54181	7655	14.1%
TOTAL	12740	12057	88037	99947	11910	11.9%

*This does not include flyover operations (i.e. handoffs from ABIA approach/departure control to KGTU tower then onto the next ATC.

Georgetown Municipal Airport Fuel Sales Update
For Month of July 2020 (FY 2020)



FUEL REPORT FOR MONTH OF: JULY						
TYPE OF FUEL	GALLONS SOLD FOR MONTH		YEAR TO DATE	YEAR TO DATE	CHANGE PREVIOUS/CURRENT YR	
	FY 2019	FY 2020	FY 2019	FY 2020	GALLONS	%
AVGAS	36,140	36,096	282,995	320,316	37,321	13.2%
JET A	31,452	36,147	308,842	314,003	5,161	1.6%
TOTALS	67,592	72,243	591,837	634,319	42,482	6.7%

Airport Hangar / Tie-Down Lease Update
July 2020

Project Description Hangar / Tie-Down Lease Agreements

Purpose Occupancy Rates

Unit Stats

Total T-Hangars – 130

- 128 Occupied
- 2 Vacant

Time on Wait-list for most recent tenant

- 5 years, 5 Months

Total Storage Units – 16

- 11 Occupied
- 5 Vacant

Total Tie-Downs – 39 Monthly, 8 for Overnight/Transient Parking

- 34 Monthly Occupied
- 4 Monthly Vacant
- 1 as last resort due to location

	T-Hangars	Storage Hangars	Tie-Downs	Total
Total	130	16	39	185
Occupied	128	11	34	173
Percentage Occupied				93.51%

GTU Airport FY 2020

In-Work Projects

Develop Airport Preventative Maintenance Program. **Ongoing**

Wildlife Hazard Assessment completed by Lou Bridges with Mead & Hunt. **Draft at City Attorney's Office for review**

Upgrade to bi-fold door drive motors in Hangars BB & CC. **On Hold – COVID-19**

Install cattle guard at north gate. **Working on getting quotes, will be using CARES Act moneys for repayment**

Install roller poppers in Hangar I **Parts on Hand**

Planned Projects

Obtaining Pesticide Application License to allow for airport staff to spray state regulated chemicals.

Replace broken fence along Lakeway Drive.

Replace HVAC units in AeroJet Center hangar.

Install chain link fence around Tower. **CARES Act**

Convert lights in Hangars E, F, and G to LED.

Convert lights in CTA hangar to LED.

Spray seal asphalt pavement at north side of AeroJet Center hangar.

Spray seal asphalt pavement at Hangars H, I, and J.

Crack seal asphalt pavement at CTA hangar.

Install cattle guard at south gate.

Install decorative rock around AST and oil recovery tank fences.

Accomplishments

Rekeyed all locks in the Air Traffic Control Tower (ATCT) for added security and to simplify the number of access keys needed. The locks have not been changed since the ATCT's opening in 2007.

Added a magnetic dry erase whiteboard to the north wall of the Airport Conference Room.

Repainted Airport Manager's Office and Communication Room in Terminal building.

Installed rain diverters to tin covered walkway in front of Terminal entrance.

Removed vegetation and installed predator wire on fence south of runway 11/29 for wildlife management.

Tree and brush removal completed at Genesis.

Inspected roof insulation in CTA hangar. No repair needed.

Installed timer switches in Hangar I.

Installed lending library bookcase in terminal conference room.

Inspected door rollers on Genesis hangar. No replacement needed.

Installed tv/monitor for use in Airport Conference Room.

Installed gun cabinet in maintenance shop for wildlife management.

Installed folding wall desk for laptop use with tv/monitor in Airport Conference Room.

Replaced 48 skylights on AeroJet Center's east hangar roof.

Repaired leaking roof above Hangar C-4.

Replaced HVAC units in CTA hangar.

Laid asphalt millings around Runway 36 PAPIs and Runway 11/29 threshold end lights.

Poured three concrete dumpster pads. Two at Genesis hangar and one at CTA hangar.

Installed network wiring in Airport Conference Room for phone and PC while IT Department procured the equipment.

Replace water heaters in CTA hangar.

Remove vegetation and install predator wire on fence near Genesis hangar.

Replace gutter and dilapidated panels on side of CTA hangar.

Repair failed ramp at Genesis hangar.

Updated Texas Agriculture Weights & Measures Certificate/License

Repave Terminal Drive with new asphalt.

Paint CTA hangar.

AvFuel Fuel Contract Extension.

Tree and brush removal at retention pond drainage area.

Airport fuel rate study.

Replace bottom door seals on Hangars H, I, J, and TT.

Upgrade cable guides with roller poppers in Hangar H.

Airport lease rate study.

502 Wright Brothers Drive Land Lease

CAP Lease for TT Hangar with rate reduction

2021 Budget

Tower Alarm Install

Tower CAB computer monitor replacement

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100LL Avgas prices within 50 miles of KGTU

Airport / FBO

100LL

\$3.10—\$6.70
average \$4.18KGTU Georgetown Municipal Airport Georgetown, TX

GTU JET

FS

\$4.80

\$4.70

GUARANTEED

AIRBOSS

City of Georgetown
TerminalSS

\$3.30

26-Aug
updateAeroJet CenterFS

\$4.80

GUARANTEEDT74 Taylor Municipal Airport Taylor, TX

14 ESE

Taylor Municipal Airport

Avfuel

SS

\$3.25

26-Aug
updateKEDC Austin Executive Airport Austin, TX

18 SSE

FS

\$5.25

25-Aug
updatePHILLIPS 66®
CONTRACT FUELKRYW Lago Vista TX - Rusty Allen Airport Lago Vista, TX

18 SW

Lago Vista Airport

independent

SS

\$3.10

18-Aug
updateKILE Skylark Field Airport Killeen, TX

24 N

Flight Line Services

Avfuel

SS

\$3.35

25-Aug
update3R9 Lakeway Airpark Lakeway, TX

25 SW

Lakeway Airpark

SS

\$3.75

15-Aug
update88R Spicewood Airport Spicewood, TX

26 WSW

Spicewood Pilots
Association, IncSS

\$3.65

27-Aug
update

KAUS *Austin-Bergstrom International Airport* Austin, TX

29 S



independent

[FS](#)

\$6.65

31-Aug
[update](#)[FS](#)

\$6.30

[GUARANTEED](#)[Signature Flight Support](#)

independent

[FS](#)

\$6.70

28-Aug
[update](#)**KBMQ** *Burnet Municipal Airport-Kate Craddock Field* Burnet, TX

29 W

[Faulkner's Air Shop](#)

Avfuel

[SS](#)

\$3.26

26-Aug
[update](#)[FS](#)

\$3.76

KTPL *Draughton-Miller Central Texas Regional Airport* Temple, TX

32 NNE

General Aviation Terminal

[SS](#)

\$3.37

01-Sep
[update](#)[FS](#)

\$3.75

KRCK *H H Coffield Regional Airport* Rockdale, TX

36 E

City of Rockdale

[AS](#)

\$3.80

31-Aug
[update](#)**KDZB** *Horseshoe Bay Resort Airport* Horseshoe Bay, TX

36 WSW

[Horseshoe Bay Resort Jet Center](#)

EPIC

[FS](#)

\$5.49

19-Aug
[update](#)**KLZZ** *Lampasas Airport* Lampasas, TX

37 NW

[City of Lampasas \(FBO\)](#)[SS](#)

\$3.50

[GUARANTEED](#)**T35** *Cameron Municipal Airpark* Cameron, TX

38 ENE

[City of Cameron](#)[SS](#)

\$3.25

[GUARANTEED](#)**KGOP** *Gatesville Municipal Airport* Gatesville, TX

45 N

[City of Gatesville](#)

independent

[SS](#)

\$3.80

25-Aug
[update](#)**84R** *Smithville Crawford Municipal Airport* Smithville, TX

47 SE

[Fayette Aero LLC](#)

Avfuel

[SS](#)

\$3.62

25-Aug
[update](#)**KGYB** *Giddings-Lee County Airport* Giddings, TX

47 SE

Sills Aviation Services LLC

[SS](#)

\$3.42

26-Aug
[update](#)**KHYI** *San Marcos Regional Airport* Austin, TX

48 SSW

[SS](#)

\$4.05

20-Aug
[update](#)[FS](#)

\$5.05

50R

50 S

Lockhart Municipal Airport Lockhart, TX

[Martin & Martin Aviation](#)

Avfuel

[SS](#)

\$3.75

19-Aug
[update](#)

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Jet A prices within 50 miles of KGTU

Airport / FBO

Jet A

\$0.00—\$6.75
average \$4.28KGTU Georgetown Municipal Airport Georgetown, TX

GTU JET



FS

\$4.35

\$4.25

[GUARANTEED](#)

AIRBOSS

[AeroJet Center](#)

FS

\$4.35

[GUARANTEED](#)T74

14 ESE

Taylor Municipal Airport Taylor, TX

[Taylor Municipal Airport](#)

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\$2.85

26-Aug
[update](#)KEDC

18 SSE

Austin Executive Airport Austin, TX



FS

\$5.45

25-Aug
[update](#)PHILLIPS 66®
CONTRACT FUELKILE

24 N

Skylark Field Airport Killeen, TX

[Flight Line Services](#)

Avfuel

SS

\$3.30

FS

\$3.90

25-Aug
[update](#)KAUS

29 S

Austin-Bergstrom International Airport Austin, TX



independent

FS

\$6.75

31-Aug
[update](#)

FS

\$6.65

[GUARANTEED](#)

AIRBOSS

[Signature Flight Support](#)

independent

FS

\$6.65

28-Aug
[update](#)KBMQ

29 W

Burnet Municipal Airport-Kate Craddock Field Burnet, TX

[Faulkner's Air Shop](#)

Avfuel

FS

\$3.84

SS

\$3.84

26-Aug
[update](#)

KTPL

32 NNE

Draughon-Miller Central Texas Regional Airport Temple, TX

General Aviation Terminal

[SS](#)
[FS](#)\$3.64
\$4.0201-Sep
[update](#)**KDZB**

36 WSW

Horseshoe Bay Resort Airport Horseshoe Bay, TX[Horseshoe Bay Resort Jet Center](#)

EPIC

[FS](#)

\$4.99

19-Aug
[update](#)**T35**

38 ENE

Cameron Municipal Airpark Cameron, TX[City of Cameron](#)[SS](#)**\$0.00**[GUARANTEED](#)**KGYB**

47 SE

Giddings-Lee County Airport Giddings, TX

Sills Aviation Services LLC

[SS](#)

\$3.90

26-Aug
[update](#)**KHYI**

48 SSW

San Marcos Regional Airport Austin, TX[FS](#)

\$4.32

20-Aug
[update](#)

Memorandum

TO: Georgetown Transportation Advisory Board Members

FROM: Joseph A. Carney, C.M., Airport Manager

SUBJECT: Airport Updates – August 14, 2020 Meeting

DATE: September 1, 2020

The purpose of this memo is to provide GTAB with updates at the Georgetown Municipal Airport.
(start with Slide #1)

Good Morning Members of the Board, here is a brief snapshot of the Airport, both in Operations and Financially

1. Airport Projects (Slide #2)

State/Federal Funding

a. Completed

b. In Progress

i. Taxiway Edge Lighting

1. Notice to Proceed given 1/6/2020.
2. Contract length is 68 days. March 14th for substantial completion.
3. Currently the project is well beyond substantial completion date. This is due to multiple factors, largest of which is the pandemic.
4. Penalties for not making the deadline – TxDOT is researching.
5. Substantial work completed on all north of the Terminal ramp.
6. Substantial work completed on all south of RWY 11/29
7. ADB will be working on ALCMS upgrades 8/11/2020. F&W will be completing final sign facing installation and punch list items.
8. Currently waiting on last sign faces. F&W will install them and finish all punch-list items.

Airport/City Funding

a. Completed

b. Upcoming

a. Airport Maintenance Building Design and Construction

- i. Jeff Belding, the Maintenance Supervisor, is working with Eric Johnson, at Facilities, for design, construction, and completion of the project.
- ii. We are working to identify a site to construct building.
 1. Fire Station will not be available
- iii. Site at the south end of Wright Brothers Drive has been identified as where the building will be.
- iv. Airport staff met with Ray Miller and Eric Johnson to go over where, what, and how for the next steps.

2. Operations (Slide #3)

The Air Traffic Control Tower Traffic (ATCT) count is a record of take-offs and landings during hours of operation (0700-2200). There is activity during the night, however there is not a precise way to capture a count. The numbers are showing a better than expected growth of 12% overall, in spite of the pandemic. The numbers reported are two months behind.

KGTU OPERATIONS FOR THE MONTH OF: JULY						
TAKEOFF/ LANDING	MONTHLY NUMBERS		YEAR TO DATE	YEAR TO DATE	PREVIOUS/CURRENT YR	
	FY 2019	FY 2020	FY 2019	FY 2020	COUNT	%
IFR	1022	899	7849	8342	493	5.9%
VFR	4692	4285	33662	37424	3762	10.1%
LOCAL	7026	6873	46526	54181	7655	14.1%
TOTAL	12740	12057	88037	99947	11910	11.9%

3. Fuel Sales Report (Slide #4)

Fuel sales at Georgetown Municipal Airport are tracked by gallon. Avgas (100LL) is sold by the airport at the Self-service island and by both Fixed Based Operators (FBOs). To figure price, airport staff take the price per gallon given on the invoice, adds all federal and state taxes and fees, adds the airports flowage fee and the margin (markup) and that gives us the price per gallon that we charge both at the pump and to the FBOs. Jet-A is only sold to the FBOs and the price is set in the same manner as for Avgas. The numbers reported are two months behind. We are showing an increase for both fuel types. With 4 flight schools in operation during the pandemic and the good weather in the last months we have seen a larger volume of fuel being sold. In April there were very few charter jets into the airport, this can be tied directly to the COVID-19 pandemic. The jet traffic has picked up again but is still not as it was before December 2019. Industry forecast is that charter operations will start/have started to pick up as businesses are looking to start traveling but are now using the charter system instead of the commercial aviation system.

FUEL REPORT FOR MONTH OF: JULY						
TYPE OF FUEL	GALLONS SOLD FOR MONTH		YEAR TO DATE	YEAR TO DATE	CHANGE PREVIOUS/CURRENT	
	FY 2019	FY 2020	FY 2019	FY 2020	GALLONS	%
AVGAS	36,140	36,096	282,995	320,316	37,321	13.2%
JET A	31,452	36,147	308,842	314,003	5,161	1.6%
TOTALS	67,592	72,243	591,837	634,319	42,482	6.7%

Fuel sales can be affected by weather, season, runway length, and construction.

4. Hangar/Tie-down Lease Report (Slide #5)
 - a. We are currently showing a 93.51% occupancy rate.
 - b. Our current occupancy rates are:
 - i. Total T-Hangars = 130 with 2 vacant
 - ii. Current Waitlist is 5 years, 5 months
 - iii. Total Storage Hangars = 16 with 11 occupied and 5 vacant
 - iv. Total Tie-downs
 1. Monthly = 39 with 34 occupied and 5 vacant (one is last resort use due to location)
 2. Transient = 8
5. FY 2020 Projects (ON HOLD due to decrease spending as a result of the COVID-19 pandemic)
 - a. Market Rate Analysis – update all lease rates from 2014 figures **ON HOLD**
 - b. Wildlife Hazard Management Plan – working with CAO staff to finalize
 - c. Replace Fence along Lakeway Drive (partial) **ON HOLD**
 - d. HVAC AeroJet replacement **ON HOLD**
 - e. Fence around Tower **ON HOLD**
 - f. Light conversion to LED **ON HOLD**
6. Monthly Financial Report (Slide #7) **Thru 6/30/2020**
 - a. Operating Revenue 72.05% (\$2,090,552)
 - i. Lease revenue @ 23.1%
 - ii. Fuel and Terminal Sales @ 74.7%
 - iii. Other revenue \$17,001 (interest, property tax, and misc. revenue)
 - b. Operating Expenses 78.83% (\$3,268,625)
 - i. For the current FY (FY20) we are at 96.95% of annual budget spent on fuel, which includes the fuel encumbrance.
 - c. Non-Operating Revenues
 - i. \$0.00 – The airport maintenance building has been pushed back to FY21
 - d. Non-Operating Expenses
 - i. \$56,269 for thru end of July 2020.
 - e. ***Fund Schedule Development***
 - a. The Airport fund is projected to end the fiscal year with an available balance of \$819,595. This is above the fiscal and budgetary policy requirement of a 90-day operating reserve and a debt service reserve.

COG Airport Operations Fund Report
Period

FY2020 - Aug

Ledger Account	Approved Budget	Current Period	Year To Date	Year-End Projections
Beginning Fund Balance	1,262,948	-	1,259,036	1,259,036
Operating Revenue				
Fuel and Terminal Sales	2,901,500	218,189	2,090,552	2,502,000
Interest and Other	51,000	-	17,001	84,600
Grant Revenue	-	-	-	153,000
Leases and Rentals	928,500	77,906	845,431	874,500
Operating Revenue Total	3,881,000	296,096	2,952,984	3,614,100
Operating Expenditures				
Operations-Fuel	2,272,000	131,058	2,202,817	2,200,609
Operations-Non Fuel	876,327	25,090	670,811	803,487
Personnel	501,098	31,481	394,997	475,573
Operating Expenditures Total	3,649,425	187,630	3,268,625	3,479,669
Total Net Operations	231,575	108,466	(315,641)	134,431
Non-Operating Revenue				
Bond Proceeds	-	-	-	-
Non-Operating Revenue Total	-	-	-	-
Non-Operating Expenditures				
Buildings & Improvements	-	-	-	-
Debt Service	101,358	-	115	86,358
Interest Expense	60,062	-	29,638	60,062
Furniture & Equipment	22,000	-	8,681	28,000
Improvements	266,566	-	17,835	-
Pavement Upgrades	35,000	-	-	-
Non-Operating Expenditure Total	484,986	-	56,269	174,420
Total Expenditures	4,134,411	187,630	3,324,893	3,654,089
Total Net Non-Operations	(484,986)	-	(56,269)	(174,420)
Excess (Deficiency) of Total Revenue over Total Requirements	(253,411)	108,466	(371,910)	(39,989)
Ending Fund Balance	1,009,537	108,466	887,126	1,219,047
Reserves				
Contingency Reserve	256,021	-	256,021	256,021
Debt Service Reserve	143,431	-	143,431	143,431
Total Reserved Fund Balance	399,452	-	399,452	399,452
Available Fund Balance	610,085	108,466	487,674	819,595

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

September 2020 GTAB Updates - Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager.

ITEM SUMMARY:

September 2020 GTAB Updates

FM 971 - Realignment at Austin Avenue:

TxDOT review from district office met 100% plans Klotz submitted. Environmental complete and submitted. Utility relocates to be completed outside of this project. Chasco is underway with Utility relocates.

Utility relocates underway

Final parcel preparing for closing

Northwest Blvd:

- Utility work complete
- Roundabout construction is complete.
- Sub Grade prep complete.
- East MSE is complete, West MSE is under construction.
- Bent Caps under construction.
- Estimated Completion Spring 2021

Rock Water Quality Pond Improvements:

Contractor completed punch list. Project to close out.

Shell Sidewalk Improvements:

Contractor has completed punch list. Project to closeout this month.

Southwestern Blvd:

- Preliminary alignment revised
- Performing Hydrologic and Hydraulic calculations
- ROW needs forwarded to Travis

SE Inner Loop: This section to bid first quarter of 2020

- Project under environmental review at TCEQ.
- bids received July 21st, Pro-Dirt low bidder
- City Council to consider on September 8th
- Construction to start in October.

17th St. CDBG Sidewalk:

Change order being processed for 1 bus shelter. Contractor working to complete punch list items.

17th Street Rehab

Project is completed. 1 remaining punch list item to complete. Project documentation to close out.

2018 Curb & Gutter

Project is completed. Project to close-out.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager.

ATTACHMENTS:

Description	Type
 September 2020 GTAB Updates	Presentation

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Project is completed. Project to close-out.

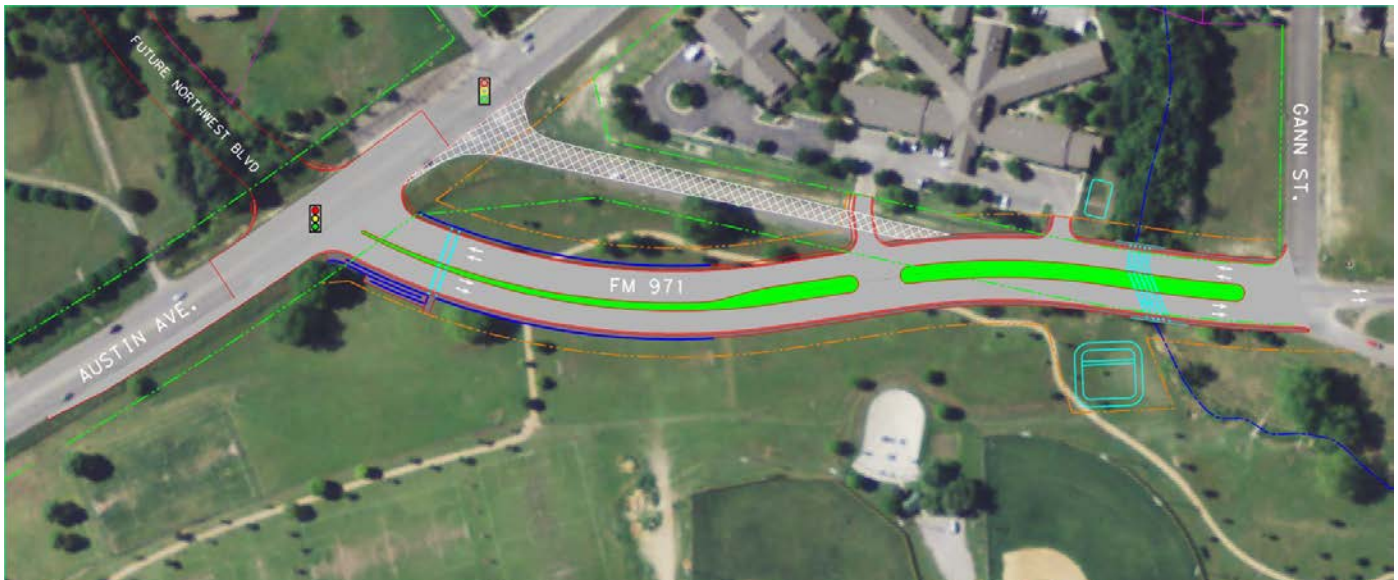
FM 971 at Austin Avenue
Realignment Intersection Improvements
Project No. 1BZ TIP No. AG
Unchanged - September 2020

Project Description Design and preparation of final plans, specifications and estimates (PS&E) for the widening and realignment of FM 971 at Austin Avenue, eastward to Gann Street.

Purpose To provide a new alignment consistent with the alignment of the proposed Northwest Boulevard Bridge over IH 35; to allow a feasible, alternate route from the west side of I 35 to Austin Avenue, to Georgetown High School, to San Gabriel Park and a more direct route to SH 130.

Project Managers Joel Weaver

Engineer Klotz Associates, Inc.



Element	Status / Issues
Design	TxDOT review from district office met 100% plans Klotz submitted. Environmental complete and submitted. Utility relocates to be completed outside of this project. Chasco is underway with Utility relocates. Estimated bid 2nd quarter 2020 est completion late 2021
Environmental/ Archeological	TBD
Rights of Way	Final parcel preparing for closing
Utility Relocations	TBD
Construction	Utility relocation stopped due to parks chapter 26 meeting
Other Issues	AFA with TxDOT complete.

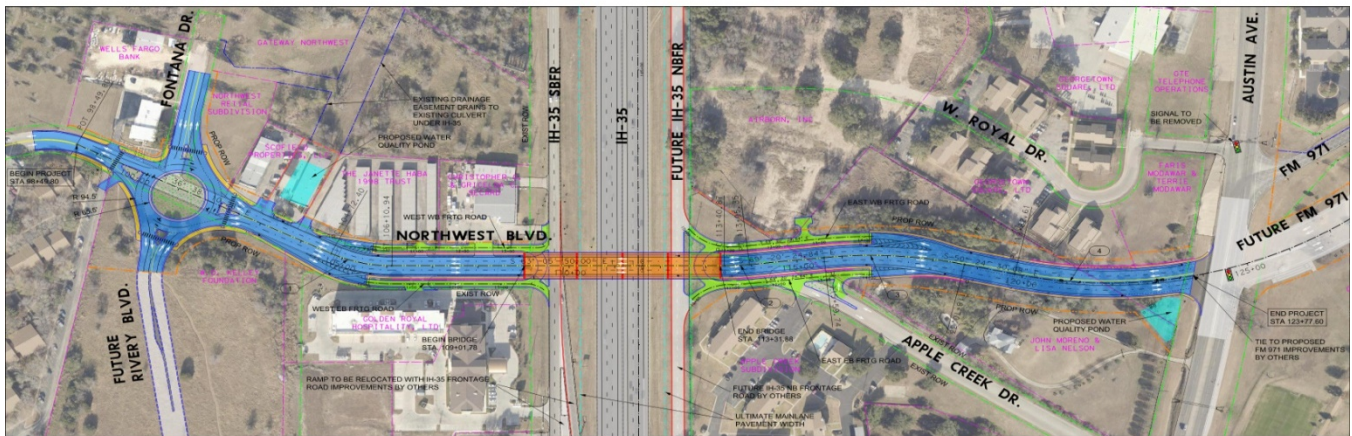
Northwest Boulevard
(Fontana Drive to Austin Avenue)
Project No. 5QX TIP No. AF
September 2020

Project Description Construction of overpass and surface roads to connect Northwest Boulevard with Austin Avenue and FM 971.

Purpose This project will relieve congestion at the Austin Avenue/Williams Drive intersection and provide a more direct access from the west side of IH 35 corridor to Georgetown High School and SH 130 via FM 971.

Project Manager Joel Weaver and Wesley Wright, P.E.

Engineer Klotz Associates



Element	Status / Issues
Design	Design Complete
Environmental/ Archeological	Complete
Rights of Way	ROW Documents are being finalized. All offers have been made. 8 Parcels required. 5 acquired, 1 in closing, 2 in condemnation.
Utility Relocations	TBD
Construction	<ul style="list-style-type: none"> Utility work complete Roundabout open for detour to Rivery Blvd. Sub Grade prep complete. Bridge bent caps under construction. East MSE complete, West MSE under construction. Estimated completion Spring 21.
Other Issues	

Rock Water Quality Pond Improvements
Project No. 1EC TIP No. None
September 2020

Project Description	Design and preparation of final plans, specifications and estimates (PS&E) and construction administration for WPAP modifications and rehabilitation of the Rock Water Quality Pond.
Purpose	To improve the water quality treatment and capacity for the downtown overlay district.
Project Managers	Michael Hallmark, Chris Pousson
Engineer	Steger & Bizzell



Element	Status / Issues
Design	Design 100%. WPAP modifications defined and GA is being included into the TCEQ application. WPAP approval has been received from TCEQ
Environmental/ Archeological	GA is complete
Rights of Way	N/A
Utility Relocations	none
Bid Phase	Completed
Construction	Contractor has completed punch list. Project to close out this month.
Other Issues	

Shell Road Sidewalk Improvements

Project No. TIP No. None

September 2020

Project Description	The proposed project consists of the installation of pedestrian facilities along Shell Road from Sequoia Spur to Bellaire Dr. This project requires coordination with TCEQ and TDLR and all proposed pedestrian elements will be ADA compliant with the Texas Accessibility Standards (TAS).
Purpose	To provide ADA/TDLR compliant sidewalks and ramps to eliminate sidewalk gaps for pedestrian mobility.
Project Managers	Chris Pousson
Engineer	KPA

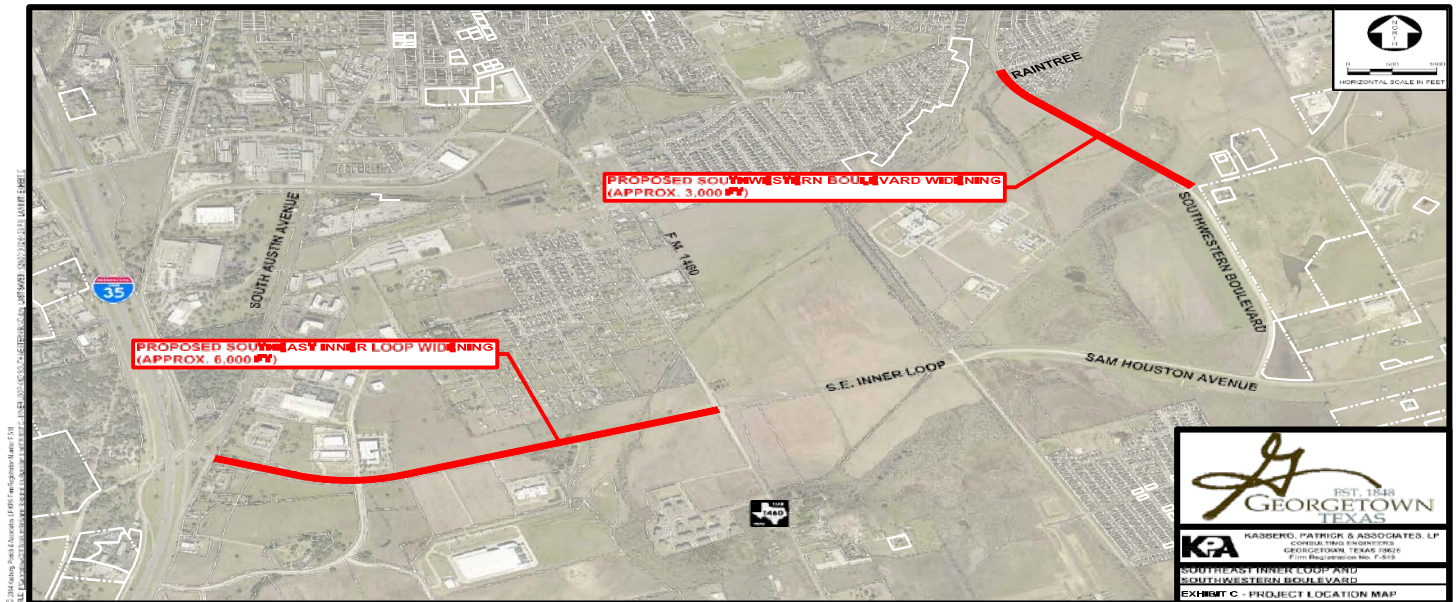
Element	Status / Issues
Design	100%
Environmental/ Archeological	TBD
Rights of Way / Easements	1 easement secured at Shell Road and Sequoia Spur.
Utility Relocations	none
Construction	Contractor has completed punch list items. Project to close out.
Other Issues	TBD

**Widening of: SE Inner Loop - FM 1460 to Austin Avenue Roadway &
Southwestern Boulevard – Raintree Drive to SE Inner Loop Roadway
September 2020**

Project Description FM 1460 to Austin Avenue Roadway Widening Project & Southwestern Boulevard – Raintree Drive to SE Inner Loop Roadway Widening Project (See Attached Exhibit C). The professional services will consist of providing final roadway, drainage, water, wastewater, incidental designs, as well as, utility coordination, ROW support, environmental phase I investigations, archeological investigations, geotechnical investigations, ROW & Temporary Construction Easement (TCE) metes and bounds documents, bidding documents, bidding services, and construction administration services.

Project Managers Joel Weaver and Wesley Wright, P.E.

Engineer KPA & Associates



Element	Status / Issues		
Design	Southwestern:		
	<ul style="list-style-type: none"> Preliminary alignment revised Performing Hydrologic and Hydraulic calculations ROW needs forwarded to Travis 		
Environmental/ Archeological	SE Inner Loop:		
	<ul style="list-style-type: none"> Project under environmental review at TCEQ. bids received 7-21-20 Pro-Dirt Low bidder To Council for consideration on September 8th 2020. Construction begin in October. 		
Rights of Way	ROW needs on Southwestern to be determined	Total Parcels:	0
		Possession:	0
		Pending:	0
Utility Relocations	To be determined		
Construction			

Other Issues	None.
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**17th St CDBG Sidewalks
(Railroad to Forest St)
Project No. 9AZ TIP No.
Unchanged - September 2020**

Project Description Construction of new sidewalk along 17th St from Railroad to Forest St. Improving the two GoGeo bus stops on that route.

Purpose This project will improve the pedestrian route connecting existing low income housing to important community services and destinations.

Project Manager Chris Logan

Engineer KPA



Element	Status / Issues
Design	<p>Task order is fully executed for the engineering services. Design underway</p> <ul style="list-style-type: none"> • Survey is complete, working on preliminary alignment • Final Design – complete by early July • Bidding – Complete by mid August
Environmental/ Archeological	Complete
Rights of Way	Working on 90% plans. Survey identified some ROW lines that need cleaning up at the Rail Apts.
Utility Relocations	TBD
Construction	Change order being processed for 1 bus shelter. Contractor working to complete punch list items.
Other Issues	

17th Street Rehabilitation
Project No. 1CE TIP No. None
September 2020

Project Description This project consists of the rehabilitation of 17th street from Austin Ave to Church Street. This project will include replacing and upgrading the existing water line in the project area, new curb and gutter and full rehabilitation of the street.

Project Manager Chris Pousson

Engineer/Engineers KPA

Contractor Patin Construction

Element	Status / Issues
Design	Complete
Environmental/ Archeological	N/A
Rights of Way	All work will remain in existing ROW
Utility Relocations	N/A
Bid Phase	Complete
Construction	Project is completed. 1 remaining punch list item to complete. Project documentation to close out.
Other Issues	

2018 Curb and Gutter
Project No. 5AL TIP No. None
September 2020

Project Description Design and preparation of final plans, specifications and estimates (PS&E) and construction administration for curb and gutter replacements on 20th street, 19 ½ street, Myrtle Street, 16th street, 17 ½ street and Elm Street.

Purpose This project consists of removing and replacing old curb and gutter that do not properly drain storm water and prematurely damage streets.

Project Managers Chris Pousson

Engineer KPA

Contractor Patin Construction



Element	Status / Issues
Design	100% Complete.
Environmental/ Archeological	N/A
Rights of Way	N/A
Utility Relocations	N/A
Bid Phase	Project was bid with 17 th Street Rehabilitation Project.
Construction	Project is completed. Project to closeout.
Other Issues	

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

Consideration and possible action to approve the Minutes from the March 13, 2020 Meeting. -- Emily Koontz - Board Liaison

ITEM SUMMARY:

FINANCIAL IMPACT:

NONE

SUBMITTED BY:

Emily Koontz - Board Liaison

ATTACHMENTS:

Description		Type
□	Minutes	Backup Material

**Minutes of the Meeting of the
Georgetown Transportation Advisory Board and the
Governing Body of the City of Georgetown, Texas
March 13, 2020**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participation at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City at least three (3) days prior to the scheduled meeting date, at (512)930-3652 or City Hall at 113 East 8th Street for additional information: TTY users route through Relay Texas at 711.

Board Members Present: Sheila Mills – Board Chair, Dan Jones, Robert Redoutey, Michael Miles, James Hougnon, Bryan Hutchinson

Board Members Absent: George Brown, Ercel Brashear, Rachael Jonrowe

Staff Present: Wes Wright, Ray Miller, Emily Koontz, Wayne Reed, Paul Diaz

Others Present: Carl Norris-ACC, John Milford-ACC, Terry Reed – ACC

Regular Session

- A. Call to Order: Meeting called to order by Chairperson Ron Bindas at 10:00am

Georgetown Transportation Advisory Board may, at any time, recess the Regular Session to Convene an Executive Session at the request of the Chair, a Board Member, The City Manager, Assistant City Manager, General Manager of Utilities, City Council Member, or legal counsel for any purpose authorized by the Open Meetings Act, Texas Government Code Chapter 551, and are subject to action in the Regular Session that follows.

- B. Introduction of New Board Members and Visitors: All board members, visitors, and staff were introduced.
- C. Review Board/Meeting Procedures – Emily Koontz, Board Liaison. The rules and regulations for the board were discussed as well as attendance policies and board member required documents.
- D. Updates to various planning initiatives by CAMPO and TxDOT transportation improvement projects as well as an update on GoGeo Operations. Ray Miller gave updates. All updates included in the packet.
- E. Discussion regarding the Airport Monthly Update and Project Time Lines - Joseph A. Carney, C.M., Airport Manager and Ray Miller, Acting Director of Public Works. Ray Miller gave updates. All updates included in the packet. There was discussion of the three open hangars on the airport and possible tours of the airport for new board members.

Citizens Wishing to Address the Board: The following people with the Airport Concerned Citizens (ACC) signed up to speak to the Board on Item E:
Carl Norris – 6 minutes (extra 3 minutes donated by John Milford) – Statement attached to minutes.

- F. January 2020 GTAB Updates - Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager. Wesley Wright gave updates. All updates included in the packet. There was some discussion of sidewalk improvements and pedestrian crossings. Board members spoke on the sidewalk plans. There was also discussion regarding the Bicycle Master Plan.

Legislative Regular Agenda

- G. Nominations and election of Vice-Chair of the GTAB Board – Sheila Mills, Board Chair Person. Bryan Hutchinson volunteered for the Vice-Chair position. **MOTION by Hougnon, second by Miles. APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**
- H. Nominations and election of Secretary of the GTAB Board – Sheila Mills, Board Chair Person. Dan Jones was nominated for the position of Secretary and accepted the nomination. **MOTION by Hutchinson, second by Hougnon. APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**
- I. Review and possible action related to the Day and Time of GTAB Board Meetings – Sheila Mills, GTAB Chair Person. **MOTION by Jones, second by Miles. APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**
- J. Consideration and possible approval of the Minutes from the February 14, 2020 Meeting – Emily Koontz – Board Liaison. **MOTION by Redoutey, second by Hougnon to approve the minutes. APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**
- K. Consideration and possible recommendation of Change Order #1 for project 1FB Northwest Blvd Improvements – Wesley Wright, PE, Systems Engineering Director. **MOTION by Miles, second by Jones. APPROVED 5-0-4 (Brashear, Brown, and Jonrowe – absent, Hutchinson – had stepped out)**
- L. Consideration and possible recommendation to approve a Land Lease with Kaveh Khorzad for the hangar plat at 502 Wright Brothers Drive on the Georgetown Municipal Airport with an annual lease of \$3,807.12. - Joseph A. Carney, C.M., Airport Manager and Ray Miller, Acting Director of Public Works. There was brief discussion about the lease and that the hangar had already received all appropriate permits. **MOTION by Miles, second by Redoutey. APPROVED 5-0-4 (Brashear, Brown, and Jonrowe – absent, Hutchinson – had stepped out)**
- M. Consideration and possible recommendation to reject all proposals for RFP 201931 for Airport Fuels Rate Analysis – Joseph A. Carney, C.M., Airport Manager and Ray Miller, Acting Director of Public Works. The city has decided to take on this work in-house so does not any longer need bids. **MOTION by Jones, second by Redoutey. APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**
- N. Consideration and possible recommendation to reject all proposals for RFP 201932 for Market Analysis and Related Services - Joseph A. Carney, C.M., Airport Manager and Ray Miller, Acting Director of Public Works. The city has decided to take on this work in-house so does not any longer need bids. **MOTION by Hutchinson, second by Hougnon. APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**

Adjournment

Motion by Hutchinson, Redoutey. **APPROVED 6-0-3 (Brashear, Brown, and Jonrowe – absent)**

Meeting was Adjourned at 11:15 AM

Approved:

Attested:

Sheila Mills - Chair

Dan Jones – Secretary

Emily Koontz – GTAB Board Liaison

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

Consideration and possible recommendation on Task Order KPA-20-011 for professional engineering design services for FY21 Street Maintenance, Sidewalks, Traffic Signals, and Curb & Gutter improvements with Kasberg Patrick & Associates of Georgetown, Texas in the amount of \$880,900.00 -- Wesley Wright, PE, Systems Engineering Director

ITEM SUMMARY:

This task order is for civil engineering design services related to multiple FY21 Capital Improvement Plan projects including:

Street Maintenance - Hot-in-Place Recycling is scheduled to continue in the downtown area, generally in the area bound by 6th, 10th, Austin Avenue, & Scenic. Also included in the FY21 street maintenance plan is the area north of Williams Drive, generally bound by Wagon Wheel, River Bend, Broken Spoke, and Lonesome Trail. A detailed map showing each street is attached for reference.

Street Maintenance - High Performance Pavement Seal is proposed for multiple neighborhoods including far northwest portions of Sun City, northern streets in Berry Creek, Lakeside Ranch/Olive Creek, as well as areas both east and west along FM 1460 near Quail Valley & Pleasant Valley. A detailed map showing each proposed street is included for reference.

Sidewalks - The FY21 CIP Budget includes a continuation of Priority 1 Sidewalk improvements in the Downtown Area. Prior year funding included the immediate Downtown Square and new City Hall area. Current year funding will extend out from that area and continue to focus on the Downtown Overlay District.

Curb and Gutter repairs for various locations of old/damaged/non-functioning curb & gutter are also included in this scope of design services.

Traffic Signals have also been included in the FY21 Budget and are included in the design scope of services at the following locations:

- Williams Drive & Estrella
- Shell Road & Verde Vista
- SE Inner Loop & Rockride

Finally, pedestrian activated rapid flashing beacons for crosswalks have also been included in the FY21 budget and are included in this engineering task order for the following locations:

- 8th Street @ The Library
- Austin & 5th Street
- Cool Springs @ The Cowan Creek Amenity Center (Sun City)
- Industrial Blvd @ The Georgetown Municipal Complex

FINANCIAL IMPACT:

The total for all design, bidding, and construction phase services for all projects is \$880,900. A detailed breakdown of each project is included in the Task Order.

Funds are included in the FY21 Capital Improvement Budget.

SUBMITTED BY:

Wesley Wright

ATTACHMENTS:

	Description	Type
▣	FY21 Transportation Improvements Task Order	Backup Material
▣	FY21 Street Maintenance Locations (repaving & sealant)	Backup Material

TASK ORDER

Task Order No. KPA-20-011-TO,
consisting of 18 pages.

Task Order

In accordance with paragraph 1.01 of the Master Services Agreement between Owner and Kasberg, Patrick & Associates, LP ("Engineer") for Professional Services – Task Order Edition, dated March 23, 2016, ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: 2021 Street Maintenance Projects
- B. Description: Professional Engineering Services for the preparation of plans, specifications, bidding documents and construction administration for the City of Georgetown's 2021 Street Maintenance Projects. The project consists of the two (2) different street maintenance methods: hot in place recycling (HIPR) and high performance pavement seal application, as well as, the 2021 Curb & Gutter Replacement Project, 2021 Downtown Sidewalk Improvements, and 2021 Intersection Safety Enhancement Project. Each project will also include the evaluation of all existing pedestrian ramps along the proposed project route to determine if the ramps are ADA compliant. Any pedestrian ramp that identified as non-compliant will be removed and replaced in conjunction with this project. This project will also include Onsite Representation Services for the high performance pavement seal applications.
- C. City of Georgetown Project Number: _____
- D. City of Georgetown General Ledger Account No.: _____
- E. City of Georgetown Purchase Order No.: _____
- F. Master Services Agreement, Contract Number: 2016-730-MSA

2. Services of Engineer

See Exhibit A, Scope of Services, attached

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in the Agreement subject to the following: *City to provide asbuilt/record drawing of City owned utilities located in the proposed project areas.*

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
<u>HIPR & HPPS Projects</u>	<u>January 15, 2021</u>
<u>2021 C&G, SW, Int Safety</u>	<u>March 15, 2020</u>

TASK ORDER

Bidding:

<u>HIPR & HPPS Projects</u>	<u>March 1, 2021</u>
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<u>2021 C&G, SW, Int Safety</u>	<u>May 15, 2021</u>
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Construction Administration/Onsite Representation:

<u>HIPR & HPPS Projects</u>	<u>October 1, 2021</u>
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<u>2021 C&G, SW, Int Safety</u>	<u>January 1, 2022</u>
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5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum or Not to Exceed Amount of Compensation for Services</i>
<i>Basic Services Final Design, Bidding, Construction Phase</i>	A. <i>Lump Sum</i>	<i>\$880,900.00</i>

B. The terms of payment are set forth in Article 4 of the Agreement unless modified in this Task Order.

6. **Consultants:**

Kasberg, Patrick & Associates, LP – Georgetown, Texas
John Aldridge, Inspector – Georgetown, Texas
All County Surveying – Georgetown, Texas

7. **Other Modifications to Agreement:**

None

8. **Attachments:**

Exhibit A – Scope of Services
Exhibit B – Fee Schedule Summary
Exhibit C – Overall Project Exhibit

9. **Documents Incorporated By Reference:** The Agreement effective March 23, 2016.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, 2020.

OWNER:

ENGINEER:

By: _____

By: Alvin R. Sutton III

Name: Dale Ross

Name: Alvin R (Trae) Sutton III, PE.CFM

Title: Mayor, City of Georgetown

Title: Principal

Engineer License or Firm's
Certificate No. F-510
State of: Texas

Date: _____

Date: September 1, 2020

APPROVED AS TO FORM:

City Attorney

TASK ORDER

Owner:**Designated Representative for Task Order:**

Name: Wesley Wright

Title: Systems Engineering Director

Address: 300-1 Industrial Ave.
Georgetown, TX 78626

E-Mail
Address: Wesley.wright@georgetown.org

Phone: 512-931-7672

Fax: _____

Engineer:**Designated Representative for Task Order:**

Name: Trae Sutton, P.E., CFM

Title: Principal

Address: 1008 South Main Street
Georgetown, TX 78626

E-Mail
Address: TSutton@kpaengineers.com

Phone: 512-819-9478

Fax: 254-733-6667

EXHIBIT A – DETAILED PROJECT SCOPE
SERVICES PROVIDED BY ENGINEER
KASBERG, PATRICK & ASSOCIATES, LP
GEORGETOWN, TEXAS

Project Description:

This project involves final design, bidding, construction administration and onsite representation services for the City of Georgetown's 2021 Street Maintenance Projects. The project consists of two (2) different street maintenance methods: hot in place recycling (HIPR) and high performance pavement seal application, as well as, the 2021 Curb and Gutter Replacement Project, 2021 Downtown Sidewalk Improvements, & the 2021 Intersection Safety Enhancements. Each project will also include the evaluation of all existing pedestrian ramps along the proposed project route to determine if the ramps are ADA compliant. Any pedestrian ramp that identified as non-compliant will be removed and replaced in conjunction with this project.

This project will also include Onsite Representation Services for the high performance pavement seal application. This service will be provided during the construction phase of these projects and will consist of construction observation, daily construction reports, product installation evaluation, project communication with the City, and general conformance with plans and specifications by the contractor and replaced in conjunction with this project

For the hot in place recycling (HIPR Process) application, each street location will include the evaluation of the existing pedestrian ramps along the proposed project route to determine if the ramps are ADA compliant. Any pedestrian ramp that identified as non-compliant will be removed and replaced in conjunction with this project. The streets that are proposed to receive the HIPR treatment can be found on the attached Exhibit C.

The high performance pavement seal application is a high density mineral bond asphalt emulsion that includes a blend of fine aggregates. The application limits oxidative damage to the roadway that is a result of sun exposure and moisture. The streets proposed for high performance pavements seals in this year's project are identified on the attached Exhibit C.

This task order also involves final design, bidding and construction administration services for the City of Georgetown's 2021 Curb & Gutter Replacement Project. The exact location of the curb and gutter replacement will be finalized prior to surveying being authorized. The 2021 Curb & Gutter Replacement project will remove the existing square top curb and replace with standard curb and gutter. We will also include the evaluation of all existing pedestrian ramps that intersect the proposed project route to determine if the ramps are ADA compliant. Any pedestrian ramp that identified as non-compliant will be removed and in conjunction with this project.

The FY21 Downtown Sidewalk Improvements Project will include sidewalk and ADA improvements at various locations in and around the downtown area, and other pedestrian connection points in the downtown area. The services for this project shall include the performing of topographic surveys, preparation of plans and technical specifications, bidding services, product submittal review and construction administration services. Services also include Environmental Phase I Investigations. Exact locations for the sidewalk improvements will be determined by City Staff prior to performing topographic surveys.

The Intersection Safety Enhance Project will consist of providing three (3) traffic signal design, four (4) rectangular rapid flash beacon (RRFB) design, pedestrian ramp reconfiguration, utility coordination, environmental phase I investigations, bidding documents, specifications, estimate, bidding services, and construction administration. This scope does not include ROW Documents, ROW negotiation services for property acquisition, relocation services, and condemnation services as well as ROW appraisals for the impacted properties. The proposed improvements will be located at the intersections listed below:

Traffic Signal Improvement Locations:

- Williams Drive & Estrella Crossing;
- SE Inner Loop & Rockride Lane;
- Shell Road & Verde Vista.

RRFB Improvement Locations:

- Cool Springs Way @ Cowan Creek Amenity Center/GC
- 5th Street and Austin
- 8th Street @ Parking Lots across from Library
- Industrial Avenue @ GMC Building Remote Parking Lot

Scope of Services:

2021 Street Maintenance Projects Scope of Services:

The scope of services associated with these projects is as follows:

I. Design Phase

a. Data Collection, Permits, and Utility Coordination

- i. The ENGINEER will utilize existing topographic information and City data to develop surfaces for the proposed street maintenance streets.
- ii. The ENGINEER will determine areas within the project that require tree pruning and care. Details and procedures will be developed, coordinated, and approved by the City of Georgetown arborist.
- iii. The ENGINEER will coordinate with utility companies and other City departments to identify any possible conflicts and/or proposed utility improvements on the proposed street maintenance projects.
- iv. The ENGINEER will investigate general Drainage within the project area and conveyance to positive flow at the connection points of the project to existing conditions. Any areas of concern or non-conveyance will be reported to the City of Georgetown Staff and discussed.
- v. The ENGINEER will review curbs, Driveways, etc. to determine conflicts with existing private property connections to the project.
- vi. The ENGINEER will conduct a review of all pedestrian ramps to determine their ADA compliance status along the project routes.

- vii. The ENGINEER will incorporate City of Georgetown imagery into the GIS data and integrate the two as a model.

b. Develop Design Plans

- i. The ENGINEER will utilize any existing topographic data and surface model to develop plan sheets identifying project limits for each street maintenance application. The plan sheets shall identify locations of existing water valve, fire hydrant, wastewater manholes and other existing utilities located within the project limits.
- ii. The ENGINEER will develop plan sheets with elevation call outs for in-house curb and gutter replacement projects.
- iii. The ENGINEER will develop erosion control/sedimentation/tree protection plans.
- iv. The ENGINEER will develop traffic control, striping and signing plans for each street maintenance application location.
- v. The ENGINEER will develop all standard and special details for each construction method.
- vi. The ENGINEER will develop plan sheets identifying non-compliant ADA pedestrian ramps that are to be replaced as part of this project. The plan sheets will identify location, ramp type and any sidewalk improvement required to bring the ADA ramp into compliance.
- vii. The ENGINEER will develop a quantity take-off and an estimate of probable construction cost for each street maintenance method.

c. Develop Bidding Documents for the Project

- i. The ENGINEER will develop detailed technical specifications for each street maintenance method.
- ii. The ENGINEER will develop a detailed quantity take off for work to be performed for each street maintenance method. The ENGINEER will utilize this detailed quantity take off to prepare a bid schedule for the project.
- iii. The ENGINEER will prepare the contract document project manual.

d. Review Plans with City Staff, Incorporate Comments

- i. The ENGINEER will schedule a meeting with City Staff to review the plans at the 50%, 75% and 90% design stages to discuss issues and report any dilemmas that have been encountered.
- ii. The ENGINEER will receive all City Staff comments and incorporate into the plans. Once comments have been incorporated the ENGINEER will schedule a second meeting with City Staff to review the revised plans.
- iii. The ENGINEER will submit the five sets of final plans to City Staff.

II. Bidding

- a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible;
- b. The ENGINEER will manage and distribute bidding documents;

- c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda;
- d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda;
- e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them;
- f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Georgetown.

III. Construction Administration

- a. The ENGINEER will prepare contract documents; forward those to the contractor awarded the project by the Georgetown City Council. Once the contractor has executed the contract documents, they will be checked for proper documentation and forwarded to the City of Georgetown for execution;
- b. The ENGINEER will schedule and conduct the Pre-Construction Conference. Minutes from the conference will be taken and distributed;
- c. The ENGINEER will receive and review all submittals and material samples for the project. Documentation for the submittals will be generated and distributed to the City of Georgetown and the contractor;
- d. The ENGINEER will hold regularly scheduled construction progress meetings. These meetings will include meeting agendas covering project specifics and schedules. Notes will be taken by the ENGINEER at the meetings. Minutes will then be developed and distributed to the City of Georgetown Staff and the contractor;
- e. The ENGINEER will make periodic visits the project site. These site visits are utilized to perform a general overview of the project and answer any questions the contractor may have. The City of Georgetown will provide daily on-site representation for the project;
- f. The ENGINEER will develop pay estimate forms for the project. These will be distributed to City Staff and the contractor. The ENGINEER will review the pay requests with City Staff;
- g. The ENGINEER will conduct a final walk through of the project. Punch list items will be generated during this review. A letter addressed to City Staff will be generated discussing the findings of the walk through. The contractor will be copied on this letter as well;
- h. The ENGINEER will develop final record Drawings for the City of Georgetown Staff. The record Drawings will be presented in the form of a DVD with pdf of each plan sheet and a full 11x17 hard copy.

IV. Onsite Representation

- a. The ENGINEER will observe equipment and materials for compliance with the plans and specifications and approved shop drawing submittals;
- b. The ENGINEER will verify installed quantities and materials on hand for monthly pay estimates to Contractors.

- c. The ENGINEER will confirm and note changes on as-built plans submitted by Contractors.
- d. The ENGINEER will prepare written daily reports on the City of Georgetown Inspection Form. The information provided will include construction activities summarizing work performed, quantities installed, number of laborers on site, equipment used, weather conditions and significant activities and test results (if required).

2021 Curb & Gutter Replacement Scope of Services:

The scope of services associated with this project is as follows:

I. Design Phase

- a. Data Collection, Permits, and Utility Coordination
 - i. The ENGINEER will obtain and develop detailed topographical survey for all curb and gutter replacement projects.
 - ii. The ENGINEER will coordinate with utility companies and other City departments to identify any possible conflicts and/or proposed utility improvements on the proposed roadway rehabilitations.
 - iii. The ENGINEER will investigate general drainage within the project area and conveyance to positive flow at the connection points of the project to existing conditions. Any areas of concern or non-conveyance will be reported to the City of Georgetown Staff and discussed.
 - iv. The ENGINEER will review curbs, driveways, etc. to determine conflicts with existing private property connections to the project.
 - v. The ENGINEER will conduct a review of all pedestrian ramps to determine their ADA compliance status along the project routes.
 - vi. The ENGINEER will incorporate City of Georgetown imagery into the field surveys and integrate the two as a model.
- b. Develop Design Plans
 - i. The ENGINEER will utilize the survey data and surface model to develop plan and profile sheets for the proposed curb and gutter replacement projects. The ENGINEER will illustrate all proposed slopes, typical sections, plan/profiles, and improvement locations.
 - ii. The ENGINEER will develop plan/profiles for curb and gutter replacement projects.
 - iii. The ENGINEER will develop erosion control/sedimentation/tree protection plans.
 - iv. The ENGINEER will develop traffic control, striping and signing plans if required.
 - v. The ENGINEER will develop all standard and special details for each construction method.
 - vi. The ENGINEER will develop a quantity take-off and an estimate of probable construction cost for the project.
- c. Develop Technical Specifications for the Project
 - i. The ENGINEER will develop detailed technical specifications for the Curb & Gutter.

- d. Review Plans with City Staff, Incorporate Comments
 - i. The ENGINEER will schedule a meeting with City Staff to review the plans at the 60% and 90% design stages to discuss issues and report any dilemmas that have been encountered.
 - ii. The ENGINEER will receive all City Staff comments and incorporate into the plans. Once comments have been incorporated the ENGINEER will schedule a second meeting with City Staff to review the revised plans.
 - iii. The ENGINEER will submit the five sets of final plans to City Staff.

II. Bidding

- a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible;
- b. The ENGINEER will manage and distribute bidding documents;
- c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda;
- d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda;
- e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them;
- f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Georgetown.

III. Construction Administration

- a. The ENGINEER will prepare contract documents; forward those to the contractor awarded the project by the Georgetown City Council. Once the contractor has executed the contract documents, they will be checked for proper documentation and forwarded to the City of Georgetown for execution;
- b. The ENGINEER will schedule and conduct the Pre-Construction Conference. Minutes from the conference will be taken and distributed;
- c. The ENGINEER will receive and review all submittals and material samples for the project. Documentation for the submittals will be generated and distributed to the City of Georgetown and the contractor;
- d. The ENGINEER will hold regularly scheduled construction progress meetings. These meetings will include meeting agendas covering project specifics and schedules. Notes will be taken by the ENGINEER at the meetings. Minutes will then be developed and distributed to the City of Georgetown Staff and the contractor;
- e. The ENGINEER will make periodic visits the project site. These site visits are utilized to perform a general overview of the project and answer any questions the contractor may have. The City of Georgetown will provide daily on-site representation for the project;
- f. The ENGINEER will develop pay estimate forms for the project. These will be distributed to City Staff and the contractor. The ENGINEER will review the pay requests with City Staff;
- g. The ENGINEER will conduct a final walk through of the project. Punch list items will be generated during this review. A letter addressed to City Staff will be

generated discussing the findings of the walk through. The contractor will be copied on this letter as well;

- h. The ENGINEER will develop final record drawings for the City of Georgetown Staff. The record drawings will be presented in the form of a DVD with pdf of each plan sheet and a full 11x17 hard copy.

2021 Downtown Sidewalk Improvements Scope of Services:

The scope of services associated with this project is as follows:

I. Design Phase

- a. Data Collection, Permits, and Utility Coordination
 - i. The ENGINEER will obtain and develop detailed topographical survey for each area.
 - ii. The ENGINEER will coordinate with utility companies and other City departments to identify any possible conflicts and/or proposed utility improvements on the proposed roadway rehabilitations.
 - iii. The ENGINEER will investigate general drainage within the project area and conveyance to positive flow at the connection points of the project to existing conditions. Any areas of concern or non-conveyance will be reported to the City of Georgetown Staff and discussed.
 - iv. The ENGINEER will review curbs, driveways, etc. to determine conflicts with existing private property connections to the project.
 - v. The ENGINEER will conduct a review of all pedestrian ramps to determine their ADA compliance status along the project routes.
 - vi. The ENGINEER will incorporate City of Georgetown imagery into the field surveys and integrate the two as a model.
- b. Develop Design Plans
 - i. The ENGINEER will utilize the survey data and surface model to develop plan and profile sheets for the proposed curb and gutter replacement projects. The ENGINEER will illustrate all proposed slopes, typical sections, plan/profiles, and improvement locations.
 - ii. The ENGINEER will develop plan/profiles for the following:
 - a. Sidewalk Improvements;
 - b. Pedestrian Ramps.
 - iii. The ENGINEER will develop erosion control/sedimentation/tree protection plans.
 - iv. The ENGINEER will develop traffic control, striping and signing plans if required.
 - v. The ENGINEER will develop all standard and special details for each construction method.
 - vi. The ENGINEER will develop a quantity take-off and an estimate of probable construction cost for each project.
- c. TDLR Clearances
 - i. The ENGINEER will submit the final design plans to TDLR for project review and registration. The fee associated with project review, registration and inspection is included in Exhibit B of this Task Order.

- d. TCEQ Clearances
 - i. The ENGINEER shall prepare an Exception Request based on the sidewalk improvements being located within the downtown water quality pond drainage area;
 - ii. The ENGINEER will develop plans, reports and other required documents to submit to TCEQ an Exception Request for Edwards Aquifer clearances. The TCEQ fee for this type of approval has been included in Exhibit B of this Task Order;
- e. Develop Project Details
 - i. The ENGINEER will develop details for the project to include:
 - 1. Sidewalk Details
 - 2. Curb & Gutter Details (If Required)
 - 3. Drainage Details (If Required)
 - 4. Misc. Details
- f. Develop Technical Specifications for the Project
 - i. The ENGINEER will develop detailed technical specifications for the Project.
- g. Review Plans with City Staff, Incorporate Comments
 - i. The ENGINEER will schedule a meeting with City Staff to review the plans at the 60% and 90% design stages to discuss issues and report any dilemmas that have been encountered.
 - ii. The ENGINEER will receive all City Staff comments and incorporate into the plans. Once comments have been incorporated the ENGINEER will schedule a second meeting with City Staff to review the revised plans.
 - iii. The ENGINEER will submit the five sets of final plans to City Staff.

II. Bidding

- a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible;
- b. The ENGINEER will manage and distribute bidding documents;
- c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda;
- d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda;
- e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them;
- f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Georgetown.

III. Construction Administration

- a. The ENGINEER will prepare contract documents; forward those to the contractor awarded the project by the Georgetown City Council. Once the contractor has executed the contract documents, they will be checked for proper documentation

- and forwarded to the City of Georgetown for execution;
- b. The ENGINEER will schedule and conduct the Pre-Construction Conference. Minutes from the conference will be taken and distributed;
- c. The ENGINEER will receive and review all submittals and material samples for the project. Documentation for the submittals will be generated and distributed to the City of Georgetown and the contractor;
- d. The ENGINEER will hold regularly scheduled construction progress meetings. These meetings will include meeting agendas covering project specifics and schedules. Notes will be taken by the ENGINEER at the meetings. Minutes will then be developed and distributed to the City of Georgetown Staff and the contractor;
- e. The ENGINEER will make periodic visits the project site. These site visits are utilized to perform a general overview of the project and answer any questions the contractor may have. The City of Georgetown will provide daily on-site representation for the project;
- f. The ENGINEER will develop pay estimate forms for the project. These will be distributed to City Staff and the contractor. The ENGINEER will review the pay requests with City Staff;
- g. The ENGINEER will conduct a final walk through of the project. Punch list items will be generated during this review. A letter addressed to City Staff will be generated discussing the findings of the walk through. The contractor will be copied on this letter as well;
- h. The ENGINEER will develop final record drawings for the City of Georgetown Staff. The record drawings will be presented in the form of a DVD with pdf of each plan sheet and a full 11x17 hard copy.

2021 Intersection Safety Enhancement Project Scope of Services:

The scope of services associated with this project is as follows:

I. Project Management/Coordination

- a. The ENGINEER shall coordinate, conduct and document a Project Kickoff Meeting with City Staff.
- b. The ENGINEER shall attend 30%, 60%, 90% and 100% Project Submittal Meetings with City Staff. The ENGINEER shall review the submittal package with City Staff and provide written questions and or comments that may arise during the design process and review those with City Staff and provide recommendations, if required. These meetings may also include meeting with Landowners to review the proposed project alignment. Assume six (6) meetings shall be required.
- c. The ENGINEER shall provide Contract Management and Coordination. This shall include developing monthly invoices and progress reports, subconsultant coordination, design coordination with the City and design coordination with dry utilities.
- d. The ENGINEER shall obtain and review the existing data provided from the City and that have a direct impact of the proposed project.

II. Utility Coordination

- a. The ENGINEER shall develop an Utility Conflict Map detailing the approximate locations of the existing dry utilities and identify potential conflicts with impacted existing dry utilities.
- b. The ENGINEER shall coordinate, attend and document a Utility Coordination Meeting with the existing utilities located within the proposed corridor to discuss impacts this project on the existing utilities. The ENGINEER shall document the highlights of this meeting. Assume two (2) meetings shall be required.

III. Final Design

A. Civil Design

Traffic Signal Design

- a. The ENGINEER (KPA) will coordinate with LEE ENGINEERING for the traffic signal design.
- b. LEE will gather any available data from KPA on the existing configuration of the intersection and utilities in the area (CAD format). This data should include a roadway (paving) file, right-of-way file, and any available utility files. Based on this information, we will prepare a signal design base map of the intersections.
- c. LEE will discuss any guidelines, procedures, objectives, and intersection specific concerns with KPA and/or City staff.
- d. LEE will visit the project site to photograph key intersection features and measure and confirm dimensions on the base map. We will also identify potential pole locations. We will contact DIG TESS and the City of Georgetown to locate via paint marking known existing underground utilities as necessary.
- e. LEE will then prepare preliminary plan sheets for review by the City. These sheets are expected to include new pole locations, controller cabinet and electrical service locations, conduit and wiring run data, signal heads, and vehicle detection.
- f. LEE will prepare Traffic Signal & RRFB Installation Sheets showing the existing utilities, proposed traffic signal equipment including signal poles and mast arms, pedestrian signal poles, controller cabinet, vehicle and pedestrian signal heads, signing, detection, conduit, ground boxes, electrical service, wiring diagram, pavement markings, signal phasing plan, Opticom detection equipment, communication equipment, and any other equipment required for complete installation of the traffic signal.

Roadway Design

- a. Roadway Geometric Design. The ENGINEER will develop final roadway and curb schematic designs with horizontal and vertical alignments based off the topographic surveys. The alignments will be prepared based off required roadway and/or curb line adjustments to accommodate the proposed traffic signal and shall be designed in compliance with the City of Georgetown, TxDOT and AASHTO Roadway Design Criteria. The ENGINEER will review final schematic alignment with City Staff.
- b. Intersection Layouts. The ENGINEER shall design typical intersection layouts that identify all horizontal and vertical geometry along the proposed project route. This

will also include obtaining project data and alignment(s) from adjacent and/or connecting design projects as may affect the development of proposed alignment.

- c. Pedestrian Facility. The ENGINEER shall perform final design in order to develop plan and profile drawings for a pedestrian facility along the proposed project route. The design of the multi-use trail facility shall be in accordance with the American with Disabilities Act (ADA), Texas Department of License and Regulations (TDLR) and TxDOT design requirements for pedestrian facilities and AASHTO Guidelines for Bike Facilities.

Drainage Design

- a. The ENGINEER will incorporate all design surveys into computer aided drafting and develop topographies and surfaces. This data will be utilized to develop final drainage areas, hydrology and hydraulics. This will include topographic working drawings to prepare the final drainage design.
- b. The ENGINEER will develop storm water hydrology for the ultimate roadway section for the project area. The hydrology will be modeled utilizing HEC-HMS with City of Georgetown drainage criteria. The model will incorporate the 10%, 4%, 2% and 1% annual chance storm events. Modeling will develop storm water flows to all cross culverts and roadway conveyances. Based on the data developed drainage infrastructure will be designed for final design for the intersection.
- c. The ENGINEER will develop a grading plan for the proposed storm water collection systems that may be required for this intersection.

Incidentals Design

- a. The ENGINEER will design erosion control measures to be utilized for the project and shall identify the locations of the measures to be installed in an overall erosion control exhibit to be incorporated into the plans.
- b. The ENGINEER will design an overall striping plan for the project route in accordance with City of Georgetown, TxDOT and Texas Manual on Uniform Traffic Control Devices (TMUTCD) requirements.
- c. The ENGINEER will prepare a traffic control plan in accordance with the City of Georgetown, TxDOT and Texas Manual on Uniform Traffic Control Devices (TMUTCD) requirements.
- d. The ENGINEER will provide miscellaneous construction details required to construct the project.
- e. The ENGINEER will develop and prepare project specific technical specifications.
- f. The ENGINEER will prepare a project bid schedule. The ENGINEER will perform a quantity take off for the project and will prepare an opinion of probable construction cost based off the 100% plan sets (bidding sets).
- g. The ENGINEER will prepare Contract Documents and Technical Specification books and 100% Plan Sets and deliver to the City. (10 Sets)

IV. Bidding

- a. The ENGINEER will develop the invitation to bid and deliver to City Staff for advertising the project for public bidding. The ENGINEER will also solicit bids from past contractors to acquire as competitive a bidding process as possible.

- b. The ENGINEER will manage and distribute bidding documents.
- c. The ENGINEER will prepare for the Pre-Bid Conference, develop an agenda and sign in sheet, conduct the Pre-Bid Conference, take notes at the conference, prepare minutes and incorporate into the addenda.
- d. The ENGINEER will receive all questions from bidders, log the questions and answer in the form of an addenda.
- e. The ENGINEER will conduct the bid letting, receive all bids, tabulate the bids and certify them.
- f. The ENGINEER will research the low bidder(s) qualifications and recommend award to the City of Georgetown.

V. Construction Administration

- a. The ENGINEER will prepare contract documents; forward those to the contractor awarded the project by the Georgetown City Council. Once the contractor has executed the contract documents, they will be checked for proper documentation and forwarded to the City of Georgetown for execution.
- b. The ENGINEER will prepare and distribute construction plan sets, incorporating information and changes to the plans and specifications that were addressed in the Addenda.
- c. The ENGINEER will schedule and conduct the Pre-Construction Conference. Minutes from the conference will be taken and distributed.
- d. The ENGINEER will receive and review all submittals and material samples for the project. Documentation for the submittals will be generated and distributed to the City of Georgetown and the contractor.
- e. The ENGINEER will hold monthly construction progress meetings. These meetings will include meeting agendas covering project specifics and schedules. Notes will be taken by the ENGINEER at the meetings. Minutes will then be developed and distributed to the City of Georgetown Staff and the contractor.
- f. The ENGINEER will make periodic visits the project site. These site visits are utilized to perform a general overview of the project and answer any questions the contractor may have. The City of Georgetown will provide daily on-site representation for the project.
- g. The ENGINEER will develop pay estimate forms for the project. These will be distributed to City Staff and the contractor. The ENGINEER will review the pay requests with City Staff.
- h. The ENGINEER will conduct a final walk through of the project. Punch list items will be generated during this review. A letter addressed to City Staff will be generated discussing the findings of the walk through. The contractor will be copied on this letter as well.
- i. The ENGINEER will develop final record Drawings for the City of Georgetown Staff. The record Drawings will be presented in the form of a DVD with pdf of each plan sheet and a full 11x17 hard copy.

**EXHIBIT B FEE SCHEDULE KPA
2021 Street Maintenance Projects**

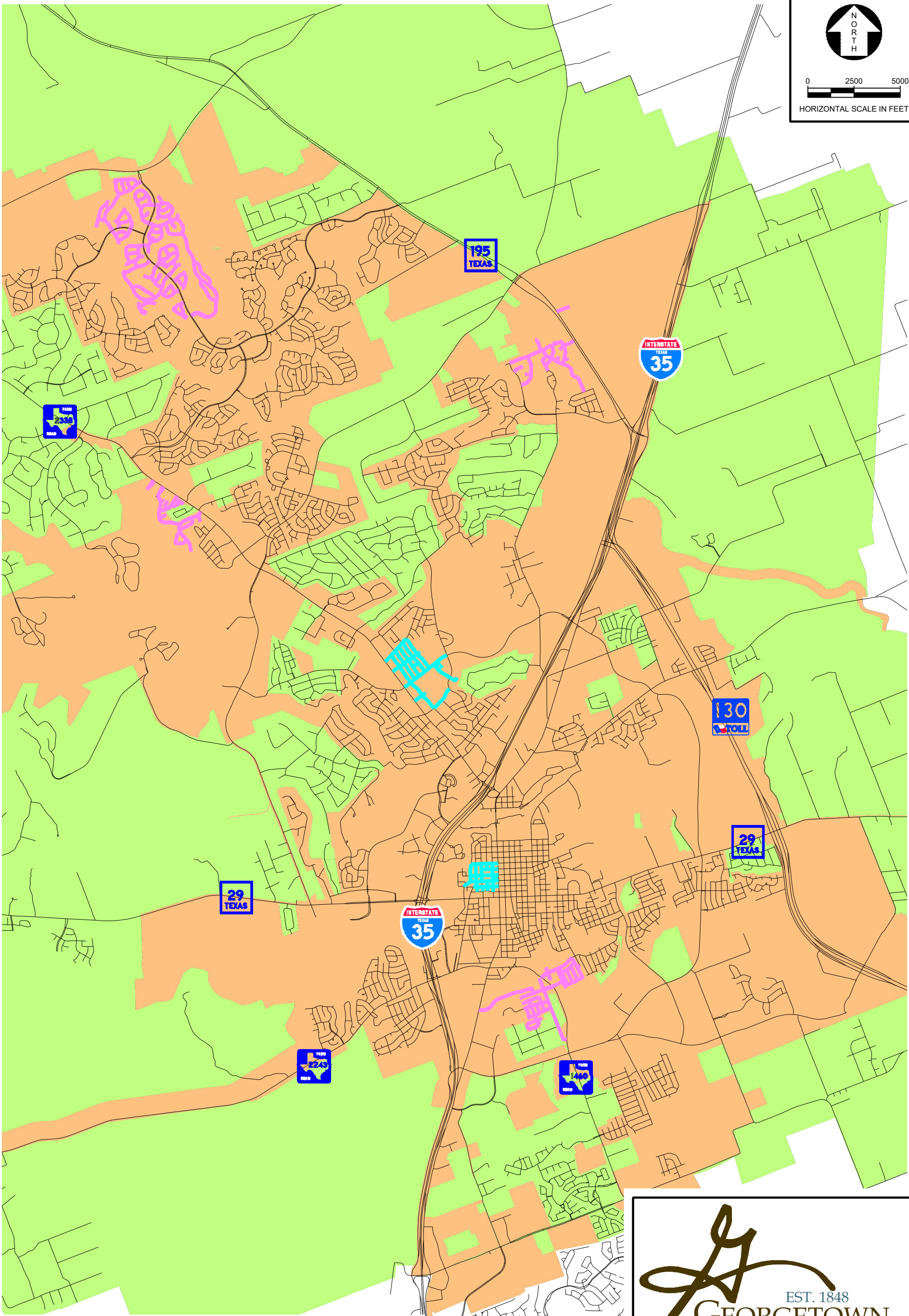
Kasberg, Patrick & Associates, Georgetown, Texas

September 1, 2020

Summary of Proposed Project Costs

Bid Package	Roadway Repair Method	Proposed Professional Services Fee	Opinion of Probable Construction Costs	Total Project Cost
1	Hot in Place Recycling (HIPR)	\$ 274,700.00	\$ 2,025,300.00	\$ 2,300,000.00
2	High Performance Pavement Seal (HPPS)	\$ 124,200.00	\$ 1,075,800.00	\$ 1,200,000.00
3	Onsite Representation - HPPS	\$ 61,400.00		\$ 61,400.00
4	2021 Curb & Gutter Replacement	\$ 53,100.00	\$ 346,900.00	\$ 400,000.00
5	2021 Downtown Sidewalk Improvements	\$ 130,000.00	\$ 870,000.00	\$ 1,000,000.00
6	2021 Intersection Safety Enhancements	\$ 237,500.00	\$ -	\$ 237,500.00
Total Project Costs		\$ 880,900.00	\$ 4,318,000.00	\$ 5,198,900.00

© 2014 Kasberg, Patrick & Associates, LP FILE: P:\Georgetown\2020\development\STREET MAINTENANCE\2021 STREET MAINTENANCE PROJECTS.dwg LAST SAVED: 9/1/2020 3:55:16 PM LAYOUT: 11x17 exhibit



LEGEND

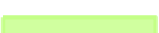
GEORGETOWN CITY LIMITS

GEORGETOWN ETJ

BID PROJECTS

HOT IN PLACE RECYCLING (HIPR)

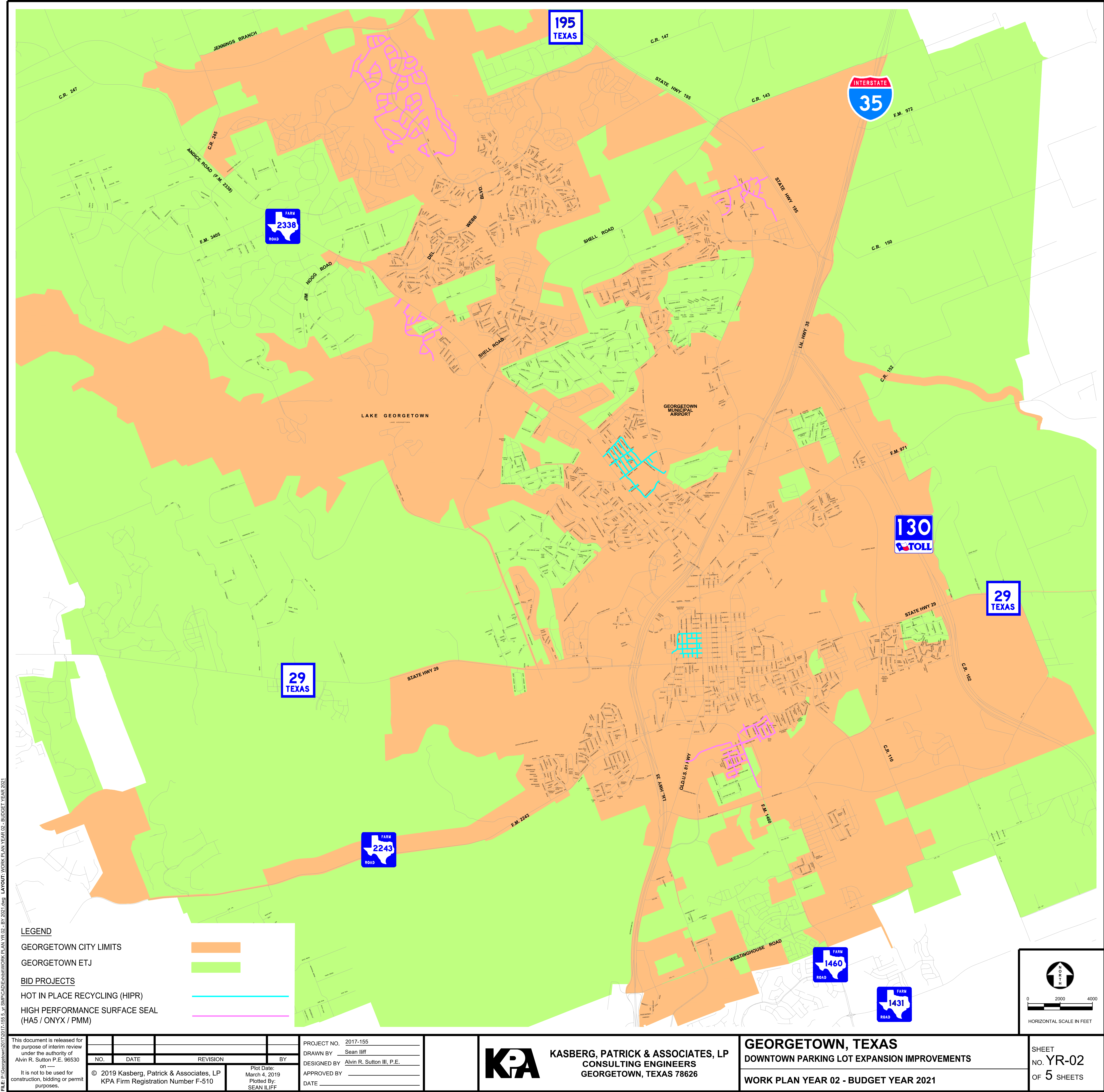
HIGH PERFORMANCE PAVEMENT SEAL (HPPS)



KPA KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
GEORGETOWN, TEXAS 78626
FIRM REGISTRATION NUMBER F-510

**PROPOSED 2021 STREET MAINTENANCE
PROJECTS**

EXHIBIT C



LEGEND

GEORGETOWN CITY LIMITS

GEORGETOWN ETJ

BID PROJECTS

HOT IN PLACE RECYCLING (HIPR)

HIGH PERFORMANCE SURFACE SEAL
(HA5 / ONYX / PMM)

This document is released for the purpose of interim review under the authority of Alvin R. Sutton P.E. 96530 on _____. It is not to be used for construction, bidding or permit purposes.

NO.	DATE	REVISION	BY
© 2019 Kasberg, Patrick & Associates, LP KPA Firm Registration Number F-510			
Plot Date: March 4, 2019 Plotted By: SEAN ILIFF			

PROJECT NO.	2017-155
DRAWN BY	Sean Iliff
DESIGNED BY	Alvin R. Sutton III, P.E.
APPROVED BY	
DATE	

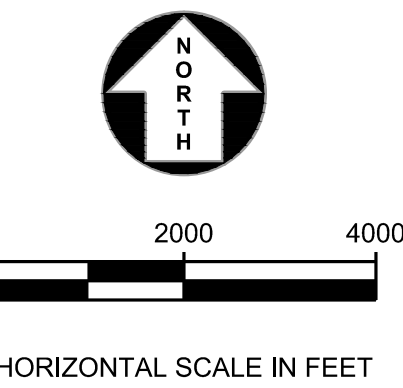


KASBERG, PATRICK & ASSOCIATES, LP
CONSULTING ENGINEERS
GEORGETOWN, TEXAS 78626

GEORGETOWN, TEXAS

DOWNTOWN PARKING LOT EXPANSION IMPROVEMENTS

WORK PLAN YEAR 02 - BUDGET YEAR 2021



SHEET NO. YR-02
OF 5 SHEETS

City of Georgetown, Texas
Transportation Advisory Board
September 11, 2020

SUBJECT:

Consideration and possible action to recommend an **Interlocal Agreement** (ILA) with **Capital Metro** for **GoGeo Transportation Services** for **FY 2021** -- Ray Miller, Jr., Director of Public Works

ITEM SUMMARY:

In the later part FY 2017, The City of Georgetown in cooperation with Capital Metro and CARTS began a Fixed Route transit service within the City as well as a Demand-Response Para-transit Service.

The attached is the FY 2021 Interlocal Agreement between the City of Georgetown and Capital Metro is intended to implement the 4th full fiscal year of fixed route services as outlined in the April 2017 Final Transit Development Plan, including type of services, routes and performance measures.

FINANCIAL IMPACT:

The local match participation for the fixed route and paratransit services is \$619,369. The City of Georgetown has included the local match amount within its proposed Fiscal Year 2021 Budget.

SUBMITTED BY:

Ray Miller, Jr

ATTACHMENTS:

Description	Type
 FY 2021 Interlocal Agreement - GoGeo Services	Exhibit

INTERLOCAL AGREEMENT
BETWEEN
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
AND
THE CITY OF GEORGETOWN
(Contract Transit Services)

This Interlocal Agreement (“**Agreement**”) is between Capital Metropolitan Transportation Authority, a transportation authority and political subdivision of the State of Texas organized under Chapter 451 of the Texas Transportation Code (“**Capital Metro**”), and the City of Georgetown, a home rule city and municipal corporation, organized under Chapter 9 of the Local Government Code (“**City**”), each individually referred to as “Party” and collectively referred to as “Parties”, pursuant to the provisions of the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code.

RECITALS

WHEREAS, City desires to obtain local fixed routes and complementary paratransit service within the city limits through a partnership with Capital Metro; and,

WHEREAS, Capital Metro desires to provide the transit services to the City; and,

WHEREAS, City intends to utilize Federal Transit Administration (“FTA”) funding under 49 U.S.C. 5307 (“**Section 5307**”) to partly fund the cost of the transit services; and,

WHEREAS, City intends to utilize FTA funding under 49 U.S.C. 5310 (“**Section 5310**”) to partly fund the cost of the transit services.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein, Capital Metro and the City agree as follows:

AGREEMENT

1. **Services**. Capital Metro agrees to provide local fixed route and complementary paratransit service within the city limits, as described in the Scope of Services attached as Exhibit A to this Agreement (the “**Services**”). Fixed route services provided under this Agreement will be provided along the routes shown on the Exhibit B attached to this Agreement. Capital Metro will contract with the Capital Area Rural Transportation System or other transportation provider mutually agreed upon by the Parties (the “**Third Party Service Provider**”) to perform the Services as a third party service provider. The City grants Capital Metro and the Third Party Service Provider the right to use the City’s streets to provide the Services for the term of this Agreement.
2. **Complementary Paratransit Services**. The City adopted a paratransit plan (“**ADA Plan**”) on July 25, 2017 in accordance with the American with Disabilities Act (42 U.S.C. Chapter 126). The Third Party Service Provider will determine eligibility for complementary paratransit services based on the City’s ADA Plan.

3. **Term.** This Agreement shall be effective upon signature of the last party to sign this Agreement (“**Effective Date**”) and shall terminate on September 30, 2021, unless terminated for cause or convenience prior to the expiration date (“**Term**”).
4. **Fees.** The fees for Services to be paid by the City to Capital Metro (collectively, the “**Fees**”) shall not exceed the following amounts:
- a) \$343,327 in FTA Section 5307 funds and \$553,951 in corresponding local match funds from the City, which shall be based on the hourly rates set forth in Exhibit C-1.
 - b) \$48,974 in FTA Section 5310 funds and \$65,418 in corresponding local funds from the City, which shall be based on the hourly rates set forth in Exhibit C-2.
 - c) The City will be responsible for 100 percent of the costs for any Services provided after the Section 5307 Funds expenditure balance is exhausted. The City is responsible for tracking invoices and Section 5307 Funds expenditure balance. The City and Capital Metro will meet quarterly to review invoices and the Section 5307 Funds expenditure balance.
5. **Invoicing and Payment.**
- a) The City shall pay Capital Metro for Services rendered and accepted, in accordance with rates set forth in Section 4 of this Agreement.
 - b) Invoices may be submitted once per month and submitted to the attention of:

City of Georgetown
Finance Department
P.O. Box 409
Georgetown, Texas 78627
 - c) Upon Capital Metro’s submission of proper invoices, payments will be processed in accordance with the Texas Prompt Payment Act, Texas Government Code, Subtitle F, Chapter 2251.
 - d) Invoices shall include data demonstrating Capital Metro’s compliance with the Key Performance Measures (“**Measures**”) attached as Exhibit D to this Agreement.
6. **Insurance.** Capital Metro shall require its Third Party Service Provider to maintain at least the minimum amounts of insurance and coverages set forth in Exhibit E attached to this Agreement.
7. **Independent Contractor.** Capital Metro’s relationship to the City in the performance of this Agreement is that of an independent contractor. The personnel performing Services under this Agreement shall at all times be under Capital Metro’s exclusive direction and control and shall be employees or subcontractors of Capital Metro and not employees of the City. There shall be no contractual relationship between any subcontractor or supplier of Capital Metro and the City by virtue of this Agreement. Capital Metro shall pay wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as Social Security, income tax withholding, unemployment compensation, workers' compensation and similar matters.

8. **Standards of Performance.** Capital Metro shall perform Services hereunder in compliance with all applicable federal, state, and local laws and regulations. Capital Metro shall use only licensed personnel to perform work required by law to be performed by such personnel.
9. **Licenses and Permits.** Capital Metro shall, without additional expense to the City, be responsible for obtaining any necessary licenses, permits, and approvals for complying with any federal, state, county, municipal, and other laws, codes, and regulations applicable to the performance of Services to be provided under this Agreement including, but not limited to, any laws or regulations requiring the use of licensed subcontractors to perform parts of the work.
10. **Notice of Labor Disputes.** If Capital Metro has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of the Services, Capital Metro immediately shall give notice, including all relevant information, to the City.
11. **Excusable Delays.** Except for defaults of subcontractors, Capital Metro shall not be in default because of any failure to perform this Agreement under its terms if the failure arises from causes beyond the control and without the fault or negligence of Capital Metro. Examples of these causes are: acts of God or of the public enemy, acts of the City of in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of Capital Metro.
12. **Termination for Convenience.** A Party may, whenever the interests of that Party so require, terminate this Agreement, in whole or in part, for the convenience of that Party. Such Party shall give ninety (90) days' prior written notice of the termination to the other Party specifying the part of the Agreement terminated and when such termination becomes effective shall incur no further obligations in connection with the Services so terminated, and, on the date set forth in the notice of termination, Capital Metro will stop the Services to the extent specified; provided, any such termination must align with Capital Metro's three (3) yearly service changes, which occur in January, June, and August. Notwithstanding the foregoing, the City may terminate at any time in the event that the federal funds are withdrawn, terminated, or canceled by the FTA or a successor agency. In the event of such a termination, the City shall give Capital Metro written notice of the termination specifying the part of the Agreement terminated and when such termination becomes effective. On the date set forth in the notice of termination, Capital Metro will stop the Services to the extent specified.
13. **Equal Employment Opportunity.** In connection with the execution of this Agreement, Capital Metro shall not discriminate against any employee or applicant for employment because of race, religion, color, gender, sexual orientation, sex, age, national origin, or disability. Capital Metro shall take affirmative action to ensure that applicants and employees are treated fairly without regard to their race, religion, color, gender, sexual orientation, sex, age national origin, or ability. Such actions shall include, but not be limited to, the following: employment, upgrading, promotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
14. **Federal Funding.**
 - a) The City intends to use federal funds to meet a portion of its financial commitment under Agreement. In recognition of this fact, the Parties agree to conduct all procurements, maintain all records, and otherwise conduct their activities under this Agreement to ensure compliance with all applicable federal statutes, regulations, policies and Agreement requirements necessary

to obtain and expend anticipated federal funds and reimbursements, including but not limited to the requirements of 49 C.F.R. section 18.36.

- b) The Parties will specifically comply with the federal contracting requirements as set forth in the 2016 Federal Transit Administration Master Agreement (“**Master Agreement**”) which may be accessed at the following link: https://www.transit.dot.gov/sites/fta.dot.gov/files/Bulletin16-06ENCLMasterAgreementFY2016_03-04-16.pdf. In doing so, the Parties will require compliance with the applicable federal contracting provisions in all of their contracts and subcontracts related to the Services. In their contracting processes, the Parties will solicit proposals or bids for all of the contracts in accordance with applicable federal, state and local laws, rules, regulations and funding requirements.
- 15. Use of Information.** It shall be the responsibility of each Party to comply with the provisions of the Texas Public Information Act, Chapter 552 of the Texas Government Code (“TPIA”). Neither Party is authorized to receive requests or take any other action under the TPIA on behalf of the other Party.
- 16. Examination and Retention of Records.** The City and its representatives shall have audit and inspection rights described below:
- a) The City and its representatives shall have the right to examine, all books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this Agreement. Such right of examination shall include inspection at all reasonable times at Capital Metro offices, or such parts thereof, as may be engaged in or maintain records in connection with the performance of this Agreement.
 - b) All records shall be made available at the office of Capital Metro at all reasonable times for inspection, audit, or reproduction until the expiration of three (3) years from the date of final payment under this Agreement or for the amount of time required under applicable records retention laws, whichever is longer except that if this contract is completely or partially terminated, the records relating to the work terminated shall be made available for a period of three (3) years from the date of any final settlement or for the amount of time required under applicable records retention laws, whichever is longer.
- 17. Liability and Limitation of Liability.**
- a) To the extent allowed by Texas law, the Parties agree that each Party is responsible, to the exclusion of any such responsibility of the other Party, for its own proportionate share of liability for its and its employees’, subcontractors’, and agents’ negligent acts and omissions for claims, suits, and causes of action, including claims for property damage, personal injury and death, arising out of or connected to this Agreement and as determined by a court of competent jurisdiction, provided that the execution of this Agreement will not be deemed a negligent act.
 - b) In no event shall either Party, their respective officers, directors, agents or employees be liable in contract or tort, to the other party (or its subcontractors) for special, indirect, incidental or consequential damages, resulting from the performance, nonperformance, or delay in performance of their obligations under this Agreement. This limitation of liability shall not apply to intentional tort or fraud.

18. **Assignment.** This Agreement shall be binding upon the parties, their successors, and assignees; provided, however, that neither Party shall assign its obligations or delegate its duties hereunder without the prior written consent of the other. Any attempted assignment or delegation without written consent shall be void and ineffective.
19. **Governing Law.** The rights, obligations, and remedies of the Parties shall be governed by the laws of the State of Texas. Whenever there is no applicable state statute or decisional precedent governing the interpretation of, or disputes arising under or related to, this Agreement, then federal common law, including the law developed by federal boards of contract appeals, the United States Claims Court (formerly the Court of Claims), and the Comptroller General of the United States, shall govern.
20. **Venue.** Venue for any action shall lie exclusively in Travis County, Texas.
21. **Incorporation by Reference.** Incorporated by reference the same, as if specifically written herein are the rules, regulations, and all other requirements imposed by the law, including but not limited to compliance with those applicable rules and regulations of the State of Texas and federal government, all of which shall apply to the performance of the Services under this Agreement.
22. **Severance.** Should any one or more provisions of this Agreement be deemed invalid, illegal or unenforceable for any reason, such as invalidity, illegality or unenforceability shall not affect any other provision held to be void, voidable, or for any reason whatsoever of no force and effect, such provision(s) shall be constructed as severable from the remainder of this Agreement and shall not affect the validity of all other provisions of this Agreement, which shall remain of full force and effect.
23. **Headings.** The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.
24. **Notices.** Any notice required or permitted to be delivered under this Agreement shall be deemed delivered in person or when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the City or Capital Metro, as the case may be, at the addresses set forth below. Notice given by any other manner shall be deemed effective only if and when received by the Party to be notified. A Party may change its address for notice by written notice to the other Party as herein provided.

If to City:

David Morgan, City Manager
City of Georgetown
P.O. Box 409
Georgetown, Texas 78627

With copy to:

Skye Masson, City Attorney
City of Georgetown
P.O. Box 409
Georgetown, Texas 78627

If to Capital Metro:

Capital Metropolitan Transportation Authority
Attn: Executive Vice President of Strategic Planning and Development
2910 E. 5th Street
Austin, Texas 78702

With copy to:

Capital Metropolitan Transportation Authority
Attn: Chief Counsel
2910 E. 5th Street
Austin, Texas 78702

These writings are intended as the final expressions of the Agreement of the Parties and as a complete and exclusive statement of the terms of the Agreement.

25. **Performance.** The failure of a Party at any time to require performance by the other Party of any provision of this Agreement shall in no way affect the right of such Party to require such performance at any time thereafter nor shall the waiver by either Party of a breach of any provision be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.
26. **No Waiver.** The Parties to this Agreement are governmental entities under state law and nothing in this Agreement waives or relinquishes the right of the Parties to claim any exemptions, privileges and immunities as may be provided by law.
27. **Amendment.** This Agreement may be amended only in writing by an instrument signed by an authorized representative of Capital Metro and the City. The City Manager and the Capital Metro President/CEO will have the authority to negotiate and execute amendments to this Agreement without further action of the Georgetown City Council and Capital Metro's Board of Directors' approval, but only to the extent necessary to implement and further the clear intent of the respective governing boards approval, and not in such a way as would constitute a substantive modification of the terms and conditions hereof or otherwise violate Chapter 791 of the Texas Government Code. Any amendments that would constitute a substantive modification to the Agreement must be approved by the governing bodies of the Parties.
28. **Entire Agreement.** This Agreement represents the complete and entire Agreement between the Parties respecting the matters addressed herein, and supersedes all prior negotiations, agreements, representations, and understanding, if any, between the Parties pertaining to the subject matter herein.
29. **Current Revenues.** All monies paid by the Parties under this Agreement will be paid from current revenues available to the paying Party.
30. **Appropriation of Funds.** The obligations of the City under this Agreement to make payments to Capital Metro are subject to appropriation by the City of funds that are lawfully available to be applied for such purpose. If City fails to make such an appropriation prior to a fiscal period of City for the payments scheduled in such a fiscal period, this Agreement shall terminate at the end of the last fiscal period immediately preceding the fiscal period for which funds have not been appropriated. If feasible, the City shall deliver notice to Capital Metro of such termination at least forty-five (45) days prior to such termination, but failure to give such notice shall not prevent the termination of this Agreement.

31. **Survivability.** The provisions of Sections 14 through 17 shall survive the termination, expiration, or non-renewal of this Agreement.

32. **Exhibits.** The following exhibits are incorporated herein by reference:

- A. Scope of Services
- B. Routes
- C. Fees
- D. Measures
- E. Insurance

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective undersigned duly authorized effective as of the Effective Date.

Capital Metropolitan Transportation Authority

City of Georgetown

By: _____

By: _____

Sharmila Mukherjee
Executive Vice President
Strategic Planning and Development

Dale Ross:
Mayor, City of Georgetown

Date: _____

Date: _____

Attest:

By: _____

Robyn Densmore
City Secretary

Approved as to Form:

By: _____

Skye Masson
City Attorney

Exhibit A – Scope of Services

1. GENERAL PURPOSE

This Scope of Services documents the requirements related to the operation of fixed route and complementary paratransit services operated by a Third Party Service Provider through a contract with Capital Metro for the City:

- 1.1. Capital Metro through its Third Party Service Provider shall provide an operationally dependable vehicle service for passenger use, equipped for maximum passenger comfort in a cost-effective manner, and continually maintained and operated in a safe condition as described herein.
- 1.2. Capital Metro through its Third Party Service Provider shall furnish all supervision, personnel, passenger vehicles, fuel, materials, supplies, storage and maintenance facilities, tools, equipment, insurance, and incidentals as required to perform an operationally dependable public transportation service.
- 1.3. Third Party Service Provider shall provide reservation and dispatch services in response to reservations made by customers or their agents through the Third Party Service Provider's reservation system for paratransit service.
- 1.4. Paratransit service eligibility and scheduling shall be completed by the Third Party Service Provider in accordance with the City's ADA Plan.

2. VEHICLE HOURS AND FIXED SERVICE ROUTES

Annual vehicle hours are not to exceed 7,100 for fixed route services and 3,450 for paratransit services. Service will include four (4) fixed routes, as shown in Exhibit B of this Agreement, and complementary paratransit service.

3. VEHICLE REQUIREMENTS

- 3.1. Two peak vehicles are required for fixed route service. Vehicles shall be accessible and have the ability to transport at least twelve (12) seated persons.
- 3.2. One peak vehicle is required for paratransit service. The vehicle shall be accessible and capable of transporting at least twelve (12) seated persons.
- 3.3. An additional paratransit vehicle not to exceed 1,345 vehicle hours may be provided at Capital Metro's discretion in consultation with the City.

4. SERVICE PERIOD

Service hours for weekdays are approximately 7:00 a.m. to 7:00 p.m. and Saturday 8:00 a.m. to 6:00 p.m. (times may vary within this window based on specific route schedules). The Third Party Service Provider will not provide service on Third Party Service Provider's holidays.

5. VEHICLES

- 5.1. Fixed route and complementary paratransit vehicles shall have adequate heating and air conditioning; two-way radios, not on citizen band frequency; fare box; adequate interior lighting; interior and exterior signage; bicycle racks; and padded, comfortable seating for passengers. All vehicles shall be wheelchair accessible and capable of handling two wheelchair positions.
- 5.2. Vehicles shall have illuminated destination signs that are highly visible and in compliance with ADA regulations.
- 5.3. Vehicle destination signs shall display GoGeo and the route name or number when operating in Georgetown. The destination signs on routes operated within Georgetown will reflect that service is Georgetown service. All destination signs shall be illuminated for night operation.
- 5.4. Vehicles shall be equipped with passenger notice holders, and passenger discharge bells.
- 5.5. Vehicle bodies, frames, and components shall be in sound condition, and free of all damage. Vehicles shall comply with safety and mechanical standards of all state, federal and local governments. All mechanical, electrical, and hydraulic securement systems shall be maintained in proper working condition at all times.
- 5.6. All vehicles shall be equipped to permit inward and outward wheelchair boarding. Ramps and lifts will comply with ADA standards. Securement for mobility devices shall consist of four (4) securement belts. Additionally, a lap belt will be provided, if desired by the customer.
- 5.7. The vehicles' air conditioning system shall be of sufficient size and capacity to maintain an inside constant temperature of 75 degrees F. throughout the vehicle, regardless of outside temperature and relative humidity. The heating system shall have proportional controls and be of sufficient capacity to maintain an inside constant temperature of 70 degrees F. throughout the vehicle regardless of outside temperatures.
- 5.8. All vehicles operated by the Third Party Service Provider shall be painted in accordance with the Capital Metro's graphic program.
- 5.9. Vehicles may support graphic content that identifies GoGeo when operating within Georgetown. Additional vehicle hour cost for graphic installation incurred by the Third Party Service Provider shall be reimbursed by City of Georgetown to the Third Party Service Provider.

6. EQUIPMENT CONDITION

- 6.1. The Third Party Service Provider shall maintain each bus in a clean condition throughout, both interior and exterior, at all times that the bus is in service for the City. All buses must be swept, mopped, interiors wiped down (i.e., dashboards, stanchions, bars, etc.).
- 6.2. All vehicles placed into revenue service shall have all safety items fully operational (i.e., lights, brakes, horn, tires, etc.).
- 6.3. Spare buses shall be available to replace any bus that may become disabled or otherwise unavailable for operations.

- 6.4. The Third Party Service Provider shall ensure regular and frequent maintenance checks of bus lifts and ramps and will keep all lifts and ramps are in good running condition.

7. REPORTING

- 7.1. Capital Metro shall submit system information to the National Transit Database (“NTD”) and FTA, as required by FTA Section 5307.
- 7.2. Capital Metro shall submit ridership data to the City on a monthly basis in a format mutually agreed to by both Parties. At minimum, the monthly reports shall include the Performance Measures in Exhibit D.

8. TRAINING

- 8.1. All bus operators performing the service of the City will be properly trained to provide a high-quality public transportation service. Training will include, at a minimum, the following elements:
- 8.1.1. Defensive Driving
 - 8.1.2. Customer service, including providing service to persons with disabilities and proper customer communication practices required for polite customer assistance
 - 8.1.3. Route specific training
 - 8.1.4. Ongoing refresher training

9. PERSONNEL

- 9.1. Capital Metro’s Third Party Service Provider shall furnish all operators, mechanics, dispatchers, supervisors, administrative personnel and other personnel services necessary for providing the Services.
- 9.2. Capital Metro’s Third Party Service Provider shall employ a supervisor to monitor the Services. Such supervision shall also include responses to and investigation of all accidents.
- 9.3. Capital Metro’s Third Party Service Provider shall provide dispatch and radio monitoring personnel during hours of Service. Capital Metro’s Third Party Service Provider shall be able to effectively dispatch assignments and provide prompt responses to driver and/or vehicle problems which could impact service.

10. FARE COLLECTION

- 10.1. Capital Metro’s Third Party Service Provider shall collect all fare revenue.

- 10.2. The amount of fares collected will be documented on the City's monthly invoice and deducted from the cost of service.
- 10.3. Capital Metro's Third Party Service Provider shall provide the City with fare media for Georgetown transit services.
- 10.4. Capital Metro may assist the City of Georgetown in preparing a proposal for GoGeo ticket sales at the HEB on 1100 N. Interstate 35 Frontage Rd., Georgetown, Texas 78626, or other locations as agreed upon by the Parties.

11. MARKETING AND PUBLIC RELATIONS

- 11.1 Capital Metro and the City will coordinate on all schedules, maps and other printed materials required for marketing the Service. Capital Metro and the City shall also coordinate to distribute appropriate materials for other routes and services that benefit customers of each service, such as passenger notices, cooperate and participate in marketing, promotion, advertising, public relations, and public education programs and projects.
- 11.2 All marketing material for GoGeo shall be the responsibility of the City.
- 11.3 Capital Metro shall assist the City of Georgetown in outreach and coordination with Southwestern University and to assist in promotion of free fares for Southwestern University students.

Exhibit B – Routes



BUS SERVICE

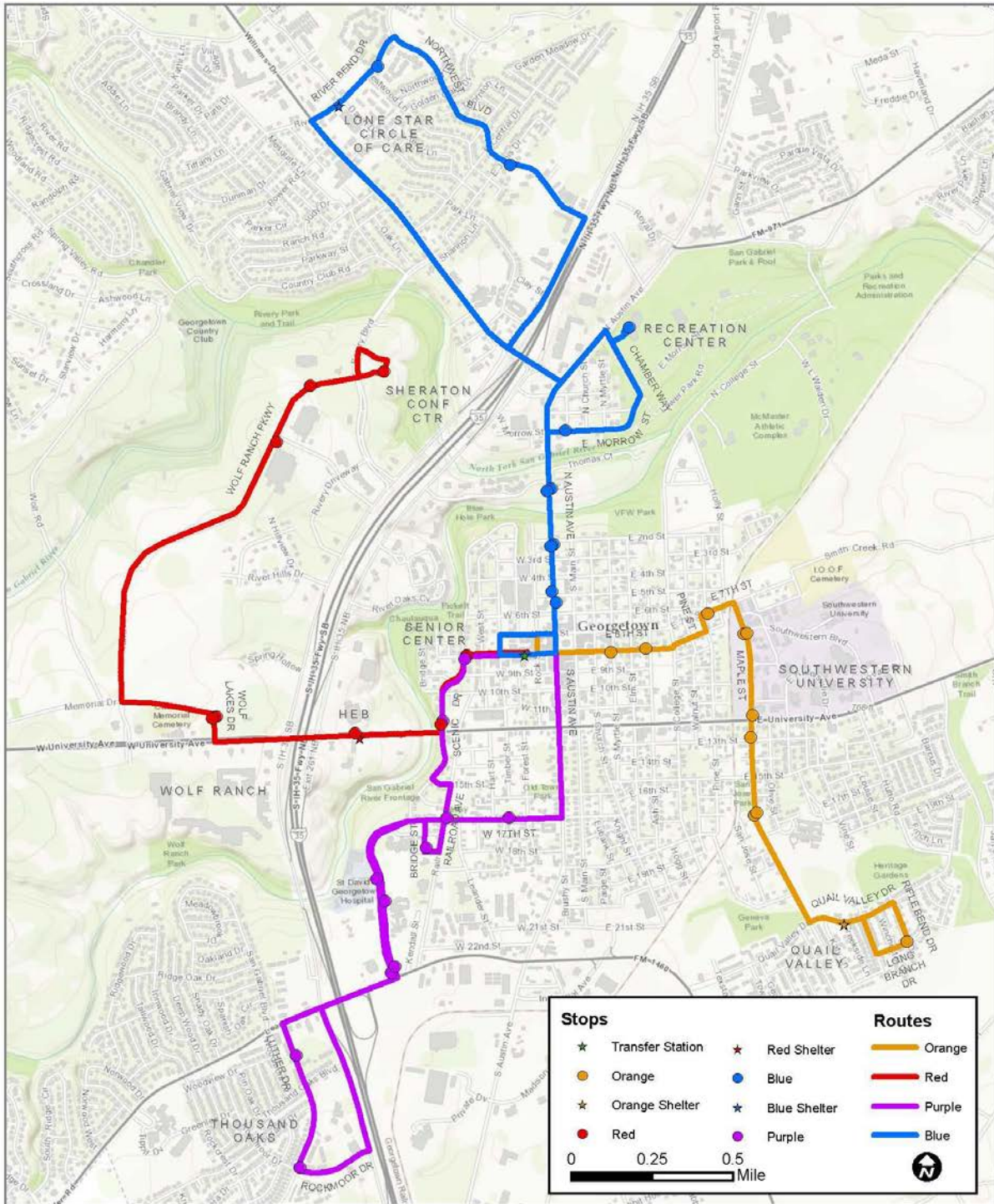


Exhibit C – Fees

C1 – FY21 Service

Description	Estimated Annual Hours	Hourly Operating Rate	Total Estimated Cost of Service	Section 5307 Funding	Local Funding from Georgetown
Fixed Route and one Paratransit Vehicle (partially funded by 5307)	10,550	\$85.05	\$897,278	\$343,327	\$553,951

C2 - Additional Paratransit Vehicle

Description	Estimated Annual Hours	Hourly Operating Rate	Total Estimated Cost of Service	Section 5310 Funding	Local Funding from Georgetown
Paratransit Vehicle (partially funded by 5310)	1,345	\$85.05	\$114,392	\$48,974	\$65,418

C3 – Totals

Description	Estimated Annual Hours	Hourly Operating Rate	Total Estimated Cost of Service	Section 5307 and 5310 Funding	Local Funding from Georgetown
Total FY21 Service	11,895	\$85.05	\$1,011,670	\$392,301	\$619,369



City of Georgetown

FY21 Fixed-Route Performance Goals and Measures

I. Transit Goals and Objectives

Transit system performance must be measured based on goals and standards that reflect the operating environment and values of the community it serves. The goals and objectives for transit service in Georgetown were established in the 2015 Georgetown Transit Development Plan. The goals and objectives reflect the needs heard from the community, a review of existing conditions, and an analysis of the type of transit service that would meet the community's needs. Below are the four goals developed through this process.

Goal 1: Provide a safe, reliable, efficient, and accessible transportation option for residents and visitors of Georgetown.

Objective: Improve service efficiency and reliability for existing service by meeting or exceeding established standards of performance.

- Strategy: Identify key performance indicators specific to Georgetown; establish standards for these indicators that correlate with effective service delivery.
- Strategy: Establish a schedule for service evaluation and follow-up remedial actions.
- Strategy: Improve productivity in the service area.

Goal 2: Adequately address the mobility needs of Georgetown residents.

Objective: Improve access to employment, healthcare, shopping, and recreation.

- Strategy: Identify locations of employment, healthcare, shopping and recreation locations.
- Strategy: Define delivery times for employment, healthcare, shopping and recreation locations.
- Strategy: Refine routing to provide more direct access to some of the major destinations in the city, within existing resources based on location and delivery time review.

Goal 3: Maximize resource utilization and operational efficiency with respect to system administration and operations.

Objective: Maintain capital assets (vehicles and maintenance materials) in State of Good Repair.

- Strategy: Develop objective standards for measuring conditions of capital assets.
- Strategy: Establish performance measures for capital assets.
- Strategy: Develop policies and standards for replacement and rehabilitation of capital assets.

Goal 4: Develop a local system that operates effectively in the short-term, continues to develop an audience for regional transit options in the mid-term, and will connect the local community to the region in the long-term.

Objective: Provide access to activity centers today with an understanding of where future regional transit infrastructure is proposed to be located.

- Strategy: Submit regional transit projects to the CAMPO Transportation Improvement Plan (TIP).
- Strategy: Develop dedicated funding sources for local transit system.
- Strategy: Promote Project Connect North through city website and biennial Citizen Survey. Coordinate public awareness of Project Connect through public meetings and open houses.

II. Performance Measures

Performance measures are developed to address standards of service effectiveness, cost effectiveness, and cost efficiency. These standards will be used to guide service evaluations, set standards for future service changes, ensure compliance with federal requirements for the city of Georgetown, and ensure that the city's transit goals are being met.

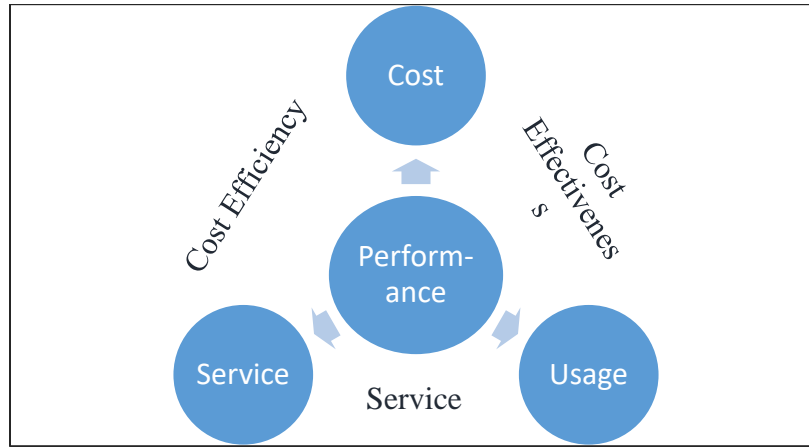
The standards used to measure performance of the Georgetown system are a sub-set of the measures that all federally funded transit agencies are required to provide the National Transit Database (NTD). The NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients of grants from the Federal Transit Administration (FTA) under the Urbanized Area Formula Program (§5307) are required by statute to submit data to the NTD.

There are several measures that are used for NTD reporting; however, some measures are more helpful in determining success of a route or system. Five measures have been selected to monitor the Georgetown fixed-route service. They are based on the selected measures that peer transit agencies use to monitor transit systems and include:

1. Passengers per revenue hour (service effectiveness/productivity)
2. Fare recovery ratio (cost effectiveness)
3. Cost per passenger (cost effectiveness)
4. Cost per revenue hour (cost efficiency)
5. On-Time Performance (service effectiveness)
6. Total Annual Ridership (service effectiveness)

The six performance measures will be considered in relationship to each other, as success of a system is based on a number of factors, as shown below. The measures will be reported by route and by the system as a whole. Additionally, the measures should be reported to Georgetown City Council at least yearly in order to assist City Council in making decisions about the routes and the system.

Performance Standards and Common Elements



III. Descriptions of Key Performance Measures and Goals for FY21

Below is a description of the performance measures and goals that will be used to assess Georgetown's four core bus routes. Routes one and two are paired, so the goals should be shown in combination for both routes. Routes three and four are also paired, so the goals are paired as well.

1. PASSENGERS PER REVENUE HOUR

Passengers per revenue hour is a key productivity measurement that works as an effective tool for future service planning. Improving ridership is often the goal of planning bus service, however it is just as important to plan for additional ridership with a "right sized" route or system. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of revenue service hours. It provides a data point for monitoring ridership as it relates to total bus hours operated.

Passenger Per Revenue Hour Goals

	FY 21
Routes 1 & 2	6
Routes 3 & 4	6

2. FARE RECOVERY RATIO

Fare recovery is the fraction of operating expenses that are met by the fares paid by passengers. Fare recovery is calculated by dividing fare revenue by operating costs.

Fare Recovery Goals

	FY 21
Routes 1 & 2	6%
Routes 3 & 4	6%

3. COST PER PASSENGER

Cost per passenger is designed to track the cost effectiveness for the system as it relates to ridership over time. Cost per passenger is calculated by dividing the total operating expenses by total passengers (unlinked trips) to calculate the cost for each passenger on the service. Cost per passenger does not include fare recovery.

Cost Per Passenger Goals

	FY 21
Routes 1 & 2	\$12
Routes 3 & 4	\$12

4. COST PER REVENUE HOUR

Cost per revenue hour is considered a cost efficiency measure, focusing on how well an agency uses resources to deliver services, irrespective of usage. Cost per revenue hour is calculated by dividing total operating expenses by revenue hours. Revenue hours represent the hours that vehicles are available for public use. Cost per revenue hour does not include fare recovery.

Cost Per Revenue Hour Goals

	FY 21
Routes 1 & 2	\$89
Routes 3 & 4	\$89

5. ON-TIME PERFORMANCE

Schedule adherence or on-time performance refers to the level of success of the bus remaining on the published schedule. On time performance is expressed as a percentage, with a higher percentage meaning more vehicles are on time. The level of on time performance is an important measure of the effectiveness of the system.

On-Time Performance Goals

	FY 21
Routes 1 & 2	95%
Routes 3 & 4	95%

6. TOTAL ANNUAL RIDERSHIP

Total annual ridership is the actual number of passengers served by the transit routes. The data items are reported as the number of yearly unlinked passenger trips. Unlinked passenger trips are defined as the number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

Total Annual Ridership Goals

	FY 21
Routes 1 & 2	20,000
Routes 3 & 4	20,000
Total	40,000

Exhibit E - Insurance

1. Commercial General Liability Insurance Coverage with limits of not less than One Million Dollars (\$1,000,000) each occurrence and not less than Two Million Dollars (\$2,000,000) Combined Single Limit of Liability for Bodily Injury and Property Damage including Products Liability.
2. Automobile Liability Insurance covering all owned, hired and non-owned automobiles used in connection with Transit Services with limits not less than One Million Dollars (\$1,000,000) and not less than Two Million Dollars (\$2,000,000) Combined Single Limit of Liability for Bodily Injury and Property Damage.
3. Workers' Compensation Insurance Statutory Workers' Compensation coverage in the State of Texas. Employers Liability Insurance with minimum limits of liability of One Million Dollars (\$1,000,000).