

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) previously selected Atkins North America, Inc. as a general engineering consultant (GEC) to the CRRMA for the provision of various engineering and other consultant services to the CRRMA on an as-needed basis; and

WHEREAS, the CRRMA currently has agreements in place for the processing of toll transactions through the Central Texas Regional Mobility Authority; and

WHEREAS the City of El Paso currently processes international bridge toll transactions through their own backoffice; and

WHEREAS the CRRMA and the City desire to study and define the equipment upgrades, vendor requirements and business rules needed to create a consolidated backoffice to process toll road and international bridge toll transactions in a regional backoffice; and

WHEREAS, the CRRMA and its GEC now desire to execute a work authorization in order for the GEC to provide services to the CRRMA as will be required for the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CAMINO REAL REGIONAL MOBILITY AUTHORITY:

THAT the Executive Director be authorized to execute **Work Authorization No. 29** with Atkins North America, Inc., including any additional documents or materials as may be required, to study and develop the requirements necessary for a consolidated backoffice.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER 2015.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:

Joe D. Wardy, Vice Chair

Susan A. Melendez, Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 29

This **Work Authorization No. 29** is made as of this ____ day of _____, 2015, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of July 24, 2015 (the "Agreement"), between the Camino Real Regional Mobility Authority ("Authority") and Atkins North America, ("GEC"). This **Work Authorization No. 29** is made for the purposes identified below, consistent with the services defined in the Agreement.

This **Work Authorization No. 29** is intended to provide general engineering and related services from the GEC to the Authority relative to services required for the **Consolidated Backoffice Project**, as more fully enumerated herein (the Project). The intent is for the GEC to provide services for the Project.

Therefore and in consideration of the mutual covenants and agreement between the parties, the Authority and GEC hereby agree to the following.

Section A. – Scope of Services

The GEC shall provide general engineering support and related services to the Authority pursuant to and in accordance with **EXHIBIT "A"**, which is attached hereto and incorporated herein for all purposes.

Section B. - Schedule

The GEC shall commence the performance of the services required by **EXHIBIT "A"** upon execution of this **Work Authorization No. 29**.

Section C. - Compensation

In return for the performance of the obligations identified within this **Work Authorization No. 29**, the Authority shall pay to the GEC an amount not to exceed FOUR HUNDRED FORTY SIX THOUSAND SIX HUNDRED TWENTY THREE AND 00/100 DOLLARS (\$446,623.00), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT "B"**, dated December 9, 2015. Compensation shall be made in accordance with the Agreement. Invoices shall be provided by the GEC in accordance with **EXHIBIT "C"**, which is attached hereto and incorporated herein for all purposes.

Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

Authority: Camino Real Regional Mobility Authority GEC: Atkins North America, Inc.

Signature: _____	Signature: _____
By: <u>Raymond L. Telles</u>	By: _____
Title: <u>Executive Director</u>	Title: _____
Date: _____	Date: _____

CAMINO REAL RMA
EXHIBIT A
WORK AUTHORIZATION NO. 29

Atkins (the “GEC”)

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this **Work Authorization No. 29** covers the services requested of the GEC for completion of a project to assess, define, and plan for a back office system to consolidate the current toll collection functions of the Authority and the City of El Paso International Bridge Department (City), with the flexibility to incorporate other regional transportation projects in the future. The scope of services includes two tasks. In Task 1, the GEC will perform a high level assessment of the existing state and desired future state, and will provide an opinion of probable cost for achieving the desired state. In Task 2, the GEC will develop requirements for the future state and provide a recommendation to negotiate a change order with the current Authority Systems Integrator (SI) or to move forward with a formal procurement process. In the event the final recommendation from Task 2 is to move forward with a formal procurement, a separate work authorization will be required to facilitate the procurement process. The GEC will provide qualified technical and professional personnel to perform these services.

Payment for work performed under this Work Authorization is subject to the Agreement for General Engineering Consulting Services between the Authority and the GEC.

1. Task 1 – Define Existing & Desired State

Task 1 will survey the existing lane systems, back office systems, and reporting suite to identify the existing state of the systems, opportunities for improvement, and efficiencies to be gained by consolidating the City and Authority systems. The work product developed from the International Bridge Study performed in 2014 will be reviewed in detail, and discussed and verified with the new City International Bridge Department Director and his staff. During this task the GEC will also gather and document high level goals for the consolidated system (desired state) and provide an opinion of probable cost for achieving the desired state.

The deliverable for this task will be a document outlining the existing state, the desired state, and the approximate cost to achieve the desired state. The following services are included:

A. Review and Consolidation of Available Information from Previous Projects

- Gather and consolidate documentation from prior studies, discussions, and structured interviews that are relevant to this project.
- Perform a detailed review of the documentation gathered in order to ensure familiarity with the existing state prior to initial interviews.
- Develop agenda for meetings and interviews in order to provide an outline for validating and potentially elaborating on previous findings.

B. Facilitate Onsite Meetings, Interviews, & Information Gathering

- Interview City and Authority staff to gather information on existing state and desired state.
- Tour facilities to gain/refresh familiarity.
- Inspect lane equipment to determine overall health and potential for re-use.
- Perform a lane audit to set a baseline for vehicle detection and classification performance.
- Participate in walk through of daily processes utilizing the existing system.

C. Develop Recommendations & Research Solutions

- Consolidate information gathered from onsite meeting and interviews.
- Research potential solutions for issues identified in the current state.
- Research other similar projects and approaches, and survey actual cost.
- Develop an estimate of probable cost.
- Develop draft deliverable.

D. Finalize and Deliver Final Document

- Present draft findings to City and Authority staff.
- Gain clarification on any open issues, as needed.
- Solicit input on any additional items/topics to be incorporated into the final deliverable.
- Incorporate input into final deliverable.
- Deliver final document/deliverable.

2. Task 2 – Develop Desired State Requirements & Negotiate Change Order

This task, if requested by the Authority, will include the process of defining and documenting detailed requirements for the desired state based on the findings from Task 1. These requirements will be reviewed with the existing Authority SI to determine its ability to meet the requirements within the existing Authority contract and the budget established in Phase 1. If it is determined the current SI cannot provide the services, but the City and Authority desire to move forward with the project, an additional work authorization will be required to facilitate a formal procurement process for a new SI to meet the requirements.

Deliverables for this phase are a requirements document and either a negotiated change order with the existing SI including a detailed implementation timeline or a recommendation to move to a formal procurement process. The following services are included:

A. Develop & Document Requirements

- Develop detailed requirements based on information gathered in Phase 1.
- Include industry best practices and concepts in requirements.
- Validate and confirm requirements through a series of iterative reviews and discussions.

B. Determine if Requirements Can be Met by current SI

- Review requirements with the current Authority SI.
- Assess SI's ability to meet the requirements.
- Obtain a proposed cost estimate and implementation timeline.
- Review cost estimate and timeline for reasonableness.
- Provide final recommendation to either execute a change order or move to a formal procurement.
- If executing a change order, negotiate the final change order for execution.

ASSUMPTIONS**1. Services Provided by Others**

This Work Authorization assumes the following activities will be provided by others:

- City participation in interviews, tours, and responsiveness in providing requested information about existing systems.
- SI performs assessment of existing lane equipment to determine potential for re-use.
- SI demonstrates ability to meet requirements.
- SI responsiveness in providing cost estimate and implementation timeline.
- SI willingness to execute change order under the existing contract.

2. Schedule

The Work Authorization assumes a 9-month project schedule for completion of Task 1 and Task 2. If the City or SI dependent tasks, approval to move to Task 2, or approval of the final requirements documents are delayed beyond reasonable expectations, the budget provided in Exhibit B may not cover all GEC project expenses and a supplemental work authorization may be required.

3. Staff Labor and Overhead Rates

Hourly rates and overhead rates shown in **EXHIBIT B** are estimates or averages used for the purpose of establishing the not to exceed budget for this Work Authorization. The actual rates used will be in accordance with Section 4, Compensation in the Agreement.

[END OF EXHIBIT]

FEE ESTIMATE SUMMARY

Work Authorization No. 29

<u>TASK</u>	<u>TOTAL</u>
Task 1 - Define Existing & Desired State	\$ 154,278
Task 2 - Develop Desired State Requirements & Negotiate Change Order	\$ 268,985
Other Direct Costs	\$ 23,360
TOTAL	\$ 446,623

	Est.	Est.	Est.	Est.	Est.	Est.	Est.	Est.	Est.	2015			
	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Hourly	Burden	Sum	Total Dollars
										Rate	Rate	Hrs.	
Program Manager	5	5	5							\$90.67	\$261.52	15	\$3,923
Project Manager	88	96	36							\$67.31	\$194.14	220	\$42,712
Sr. Tolls Analyst, Operations	88	96	36							\$47.84	\$137.99	220	\$30,357
Sr. Tolls Analyst, Lane	18	16	7							\$62.91	\$181.45	41	\$7,403
Sr. Consultant, Reporting & Audit	53	52	7							\$92.49	\$266.77	112	\$29,878
Sr. Tolls Consultant	30	40	10							\$190.00	\$190.00	80	\$15,200
Sr. Technical Lane Audit Analyst	92	30	10							\$177.00	\$177.00	132	\$23,364
Lane Audit	24	0	0							\$60.00	\$60.00	24	\$1,440
												Sub-Total	\$154,278
Program Manager			5	5	5	5	5	5	5	\$90.67	\$261.52	35	\$9,153
Project Manager			48	100	100	76	80	96	40	\$67.31	\$194.14	540	\$104,838
Sr. Tolls Analyst, Operations			48	100	100	76	80	96	40	\$47.84	\$137.99	540	\$74,513
Sr. Tolls Analyst, Lane			10	10	10	10	10	10	5	\$62.91	\$181.45	65	\$11,722
Sr. Consultant, Reporting & Audit			30	25	5	5	5	30	15	\$92.49	\$266.77	115	\$30,679
Sr. Tolls Consultant			10	10	10	10	10	10	10	\$190.00	\$190.00	70	\$13,300
Sr. Technical Lane Audit Analyst			20	20	20	20	20	20	20	\$177.00	\$177.00	140	\$24,780
												Sub-Total	\$268,985
										Rate	Sum	Total	
Travel	1000.00	5590.00				5590.00		5590.00	5590.00			23360.00	\$23,360
												Sub-Total	\$23,360
													\$446,623

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 29

Invoice Reimbursement Checklist

Direct Labor/Timesheets: The invoice must clearly identify each employee name, title, hours worked, date of performance, task or project description, rate per hour and/or cost, and office/company location.

Transportation Costs and Reimbursable Limits: Efforts must be made to secure a *reasonable* and/or lowest rate available in the marketplace.

Airline Costs: Authority will only reimburse for airline costs at the Economy or Coach Class rate. Extra insurance and luggage costs are unallowable. Airline ticket “reissue fee” is reimbursable only if the change was at Authority’s request or change in meeting because of Authority.

Personal Automobile Mileage: Up to the state approved rate of **57.5 cents** per mile or the current state rate applicable at the time cost is incurred. Expense report must clearly identify the departure/arrival time, To/From destinations and purpose of trip.

Automobile Rentals: Not to exceed **\$50.00 per day** plus applicable taxes. Extra optional insurance or rental company gasoline costs are unallowable. Weekly or Monthly rates should be used when applicable. Upgrades beyond economy-sized require an explanation. Use of automobile rental not related to the project is unallowable.

Hotel Rates: Weekly and Monthly rates are encouraged and expected when applicable. Reimbursable costs shall not exceed **\$92.00 per day** plus applicable city/state/county taxes or current state rate applicable at the time cost is incurred.

Meals (Food Costs): Meal receipts are not required. Actual costs are allowable up to a maximum Per Diem allowance of **\$46.00 per day** or current state rate applicable at the time cost is incurred. Meals are only reimbursable with overnight lodging away from headquarters. *Tips and alcohol are not reimbursable. Per meal maximums for partial day travel are as follows: Breakfast \$8.00, Lunch \$12.00 and Dinner \$26.00 and are adjusted proportionately to a change in the current state rate.*

Other - Taxi, Bus, Limousine, Subway, etc.: Only reasonable and prudent costs (with explanations) are reimbursable. *Tips are not reimbursable.*

Entertainment Costs: Entertainment costs are not reimbursable, including: 1. Movie costs for “Pay for View” or Cable service. 2. Alcohol costs. 3. Monetary Tips (tipping) for any and all services related to all forms of travel (and/or entertainment).

Communication Costs: Long Distance telephone calls need to be identified and strictly related to work performed under this Agreement in order to be reimbursable by Authority. A log is

preferred showing the date, person's name called, and explanation. Cell phone monthly charges are reimbursable if usage is strictly related to work performed under this Agreement. Legible itemized cell phone records are required.

Receipts: Legible itemized receipts are required for the following: 1. Hotel (lodging) costs. 2. Airfare travel costs. 3. Parking costs. 4. Automobile or Equipment Rental costs. 5. Taxi, Limousine, Bus, Subway, or other travel costs. 6. Reproduction. 7. Shipping and Handling. 8. Local Postage/Deliveries (courier services). 9. Communication Costs. *Tips and alcohol are not reimbursable.*

[END OF EXHIBIT]