

# **CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION**

**WHEREAS**, the Camino Real Regional Mobility Authority (CRRMA) previously selected Atkins North America, Inc. (formerly known as Post, Buckley, Schuh and Jernigan, 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, and the County of El Paso (County) have entered into an Interlocal Agreement, whereby the CRRMA, through the use of its expertise and resources, shall perform certain portions of the operations and maintenance for the El Paso County's Tornillo-Guadalupe Port of Entry (TGPOE); and

**WHEREAS**, the CRRMA and its GEC now desire to execute a new work authorization in order for the GEC to provide various oversight and support services to the CRRMA as may be required for the operations and maintenance of the El Paso County's TGPOE;

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

**THAT** the Executive Director be authorized to execute **Work Authorization No. 25** with Atkins North America, Inc. (formerly known as Post, Buckley, Schuh, and Jernigan, Inc. (PBS&J)), including any additional documents or materials as may be required, for oversight and support on the operations and maintenance on the TGPOE.

**PASSED AND APPROVED THIS 7<sup>TH</sup> DAY OF MAY 2015.**

**CAMINO REAL REGIONAL  
MOBILITY AUTHORITY**

**ATTEST:**

\_\_\_\_\_  
Joe Wardy, Vice Chair

\_\_\_\_\_  
Susan A. Melendez, Board Secretary

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Raymond L. Telles  
Executive Director

## **WORK AUTHORIZATION NO. 25**

This **Work Authorization No. 25** 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 January 16, 2009 (the "Agreement"), between the Camino Real Regional Mobility Authority ("Authority") and Atkins North America, Inc. formerly known as Post, Buckley, Schuh & Jernigan, Inc. ("GEC"). This **Work Authorization No. 25** is made for the purposes identified below, consistent with the services defined in the Agreement.

The Authority and the Commissioners Court of El Paso County have entered into an Interlocal Agreement, whereby the Authority, through the use of its expertise and resources, shall perform certain portions of the operations and maintenance for the El Paso County's Tornillo-Guadalupe Port of Entry (TGPOE). This **Work Authorization No. 25** is intended to provide general engineering, toll operations oversight, customer service, traffic and revenue study, and public outreach and marketing services from the GEC to the Authority to support the operations and maintenance for the TGPOE, as more fully enumerated herein.

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 not commence the performance of any services required by **EXHIBIT "A"** until the Executive Director of the Authority provides a Notice to Proceed (NTP) to the GEC. To align the schedule of services to the County's fiscal year, the NTP will be issued in phases. Phase 1, which shall commence with the issuance of NTP1, will be for services in the County's fiscal year 2015. Phase 2, which shall commence with the issuance of NTP2, will be for services in the County's fiscal year 2016.

### **Section C. - Compensation**

In return for the performance of the obligations identified within this **Work Authorization No. 25**, the Authority shall pay to the GEC an amount not to exceed FOUR HUNDRED FIFTEEN THOUSAND FIFTY AND 00/100 DOLLARS (\$415,050.00), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT "B"**, dated May 7, 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. (formerly  
Post, Buckley, Schuh & Jernigan, Inc.)

Signature: \_\_\_\_\_  
By: Raymond L. Telles  
Title: Executive Director  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**CAMINO REAL RMA**  
**EXHIBIT A**  
**WORK AUTHORIZATION NO. 25**

**Atkins (the “GEC”)**

**SERVICES TO BE PROVIDED BY THE GEC**

## **INTRODUCTION**

The scope of this Work Authorization No. 25 covers the services requested of the GEC for toll operations support for the Tornillo-Guadalupe Port of Entry (TGPOE) toll facility.

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. TOLL OPERATIONS OVERSIGHT**

This task will include the GEC’s oversight of the toll operations. This will include transaction reconciliation between expected revenue and actual revenues. Expected revenues will be revenue expected to be generated by toll tag transactions and cash transactions in the lanes as reported by the tolling equipment. The actual revenue will be the revenue received from the Authority’s back office provider and deposit slips for cash transactions. Reconciliation report discrepancies will be used in conjunction with performance metrics in trouble shooting lane equipment, back office, and cash collection issues. The GEC will prepare quarterly performance reports for the toll operations to be provided to the County. The GEC will oversee the performance based Toll Collection System (TCS) maintenance contractor. The GEC will monitor the specified performance metrics in the maintenance contract to identify the need for routine or periodic equipment maintenance and to validate monthly payments for system maintenance. On an annual basis, the GEC will perform a toll collection system accuracy verification. On a quarterly basis, the GEC shall review the traffic volumes in relation to lane capacity and make a recommendation regarding toll rate adjustments to manage congestion in the lanes.

### **2. CUSTOMER SERVICE**

This task will include the GEC’s involvement in resolving customer issues that are not handled at the facility walk up window or the back office customer service center (CSC). When an issue is not resolved at the walk up window or the CSC, the call is escalated to the GEC. The GEC will field the calls and determine root cause for the issue and provide a resolution to the customer. Typical escalation issues include complaints about signage, pavement markings, toll rates, and other operational aspects. All customer calls that are routed to the GEC will be dealt with in a timely manner. The GEC will also manage the non-revenue account list and coordination of that list with the back office. The GEC will also manage a direct transponder setup process at the facility’s walk up window. The GEC will create the signup process, provide training for facility staff, manage transponder inventory, and monitor the setup process for continuous improvement opportunities.

**3. TRAFFIC AND REVENUE STUDY**

The GEC will prepare an updated sketch level traffic and revenue study. The intent of this study is to help the County identify reasonable expectations for traffic volumes in the near future as well as identify targeted opportunities for marketing and public outreach. This task will start with a kick-off meeting attended by the GEC and County representatives to assist in setting study priorities, objectives, and study schedule.

**4. PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT**

Administrative and project management services will be provided as necessary for the successful operation of the TGPOE. These services may include the development and implementation of any or all of the following: progress reports, meetings, record keeping, invoicing, file management, scheduling and progress tracking and general project coordination.

**5. MARKETING AND PUBLIC OUTREACH**

The GEC will provide marketing and public outreach activities related to the Project. This will include the preparation of press releases, public announcements regarding tolling policies, toll rates and business rules, and issuing public announcements related to activities. This activity may also include purchased and earned media to help promote the use of the facility and distribution of toll tags.

**6. ASSUMPTIONS****a. Services Provided by Others**

This work authorization assumes the following:

- The County will perform the functions identified as their responsibility in the ILA between the Authority and El Paso County.
- The Authority will enter into an agreement with the City of El Paso to provide toll collections staff to staff the facility and operate the lanes.

**b. Schedule**

NTP 1 will cover the period of time from execution of the work authorization, or thereabout, until the end of El Paso County's FY 2015 (September 30, 2015). NTP 2 will cover El Paso County's FY 2016 (October 1, 2015 - September 30, 2016).

**c. 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. 25

<u>TASK</u>	<u>TOTAL</u>
TASK 1 - TOLL OPERATIONS OVERSIGHT	\$ 227,074
TASK 2 – CUSTOMER SERVICE	\$ 55,741
TASK 3 – TRAFFIC AND REVENUE STUDY	\$ 40,000
TASK 4 – PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT	\$ 42,234
TASK 5 – MARKETING AND PUBLIC OUTREACH	\$ 50,000
<b>TOTAL</b>	<b>\$ 415,050</b>

# TASK 1 - TOLL OPERATIONS OVERSIGHT

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL
	A	B	C	D	E	F	HRS
	\$ 90.00	\$ 68.00	\$ 57.00	\$ 45.00	\$ 34.00	\$ 25.00	
Reconciliation Process	71	0	0	170	113	23	377
Performance Reports	57	0	57	71	0	57	241
TCS Oversight	71	71	71	0	0	28	241
Operational Review of Facility	57	71	71	71	0	28	298
TCS Annual Audit	6	57	0	0	0	11	74
Traffic volume/rate analysis	11	43	0	7	0	23	84
							0
							0
							0
							0
							0
							0
							0
							0

TOTAL DIRECT LABOR	272	241	198	319	113	170	1313
<i>% Total by Classification</i>	<i>20.71%</i>	<i>18.34%</i>	<i>15.10%</i>	<i>24.27%</i>	<i>8.63%</i>	<i>12.94%</i>	
Labor Costs	\$ 24,480	\$ 16,377	\$ 11,305	\$ 14,344	\$ 3,853	\$ 4,250	\$ 74,609
Overhead Costs	1.6225 \$ 39,719	\$ 26,571	\$ 18,342	\$ 23,273	\$ 6,252	\$ 6,896	\$ 121,053
Profit	12.0% \$ 7,704	\$ 5,154	\$ 3,558	\$ 4,514	\$ 1,213	\$ 1,337	\$ 23,479
<b>Total Loaded Labor</b>	<b>\$ 71,903</b>	<b>\$ 48,102</b>	<b>\$ 33,205</b>	<b>\$ 42,130</b>	<b>\$ 11,318</b>	<b>\$ 12,483</b>	<b>\$219,141</b>

**Direct Expenses - refer to Exhibit C for reimbursement & invoicing requirements**

Plotting and Reproduction	\$ 142	
Mail and Deliveries	\$ -	
Misc Expenses	\$ -	
Travel and Field Expenses	\$ 7,792	
<b>Total Direct Expenses</b>	<b>\$ 7,933</b>	3.49%

**Total \$ 227,074**

**TASK 2 – CUSTOMER SERVICE**

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL
	A	B	C	D	E	F	HRS
	\$ 90.00	\$ 68.00	\$ 57.00	\$ 45.00	\$ 34.00	\$ 25.00	
Customer Escalations				108	113	23	244
Non-Revenue Accounts				68	0	28	96
AVI-Transponder Management				57	0	57	113
							0
							0
							0
							0
							0
							0
							0
							0
							0

TOTAL DIRECT LABOR	0	0	0	232	113	108	453
% Total by Classification	0.00%	0.00%	0.00%	51.25%	25.00%	23.75%	
Labor Costs	\$ -	\$ -	\$ -	\$ 10,455	\$ 3,853	\$ 2,692	\$ 17,000
Overhead Costs	1.6225 \$ -	\$ -	\$ -	\$ 16,963	\$ 6,252	\$ 4,367	\$ 27,583
Profit	12.0% \$ -	\$ -	\$ -	\$ 3,290	\$ 1,213	\$ 847	\$ 5,350
<b>Total Loaded Labor</b>	\$ -	\$ -	\$ -	\$ 30,708	\$ 11,318	\$ 7,906	<b>\$49,932</b>

**Direct Expenses - refer to Exhibit C for reimbursement & invoicing requirements**

Plotting and Reproduction	\$ 142	
Mail and Deliveries	\$ -	
Misc Expenses	\$ -	
Travel and Field Expenses	\$ 5,667	
<b>Total Direct Expenses</b>	<b>\$ 5,808</b>	10.42%

**Total \$ 55,741**



## TASK 3 – TRAFFIC AND REVENUE STUDY

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A	B	C	D	E	F	
Traffic and Revenue Study	24	80		68	40	38	250
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0

TOTAL DIRECT LABOR		24	80	0	68	40	38	250
% Total by Classification		9.60%	32.00%	0.00%	27.20%	16.00%	15.20%	
Labor Costs	\$	2,160	\$ 5,440	\$ -	\$ 3,060	\$ 1,360	\$ 874	\$ 12,894
Overhead Costs	1.6225 \$	3,505	\$ 8,826	\$ -	\$ 4,965	\$ 2,207	\$ 1,418	\$ 20,921
Profit	12.0% \$	680	\$ 1,712	\$ -	\$ 963	\$ 428	\$ 275	\$ 4,058
<b>Total Loaded Labor</b>	\$	<b>6,344</b>	\$ <b>15,978</b>	\$ -	\$ <b>8,988</b>	\$ <b>3,995</b>	\$ <b>2,567</b>	\$ <b>\$37,872</b>

**Direct Expenses - refer to Exhibit C for reimbursement & invoicing requirements**

Plotting and Reproduction	\$	128	
Mail and Deliveries	\$	-	
Misc Expenses	\$	-	
Travel and Field Expenses	\$	2,000	
<b>Total Direct Expenses</b>	\$	<b>2,128</b>	5.32%

**Total \$ 40,000**





**EXHIBIT C**  
**ATKINS WORK AUTHORIZATION NO. 25**

**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]**