

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, pursuant to a procurement process completed in 2009, the Camino Real Regional Mobility Authority (CRRMA) selected a general engineering consultant (GEC) for the provision of various engineering and other consultant services to the CRRMA;

WHEREAS, the County of El Paso (County) is currently developing the Tornillo-Guadalupe Port of Entry (TGPOE), which will include a toll collection system consisting of both cash collection and transponder collection components; and

WHEREAS, the County and CRRMA have executed an Interlocal Agreement, whereby the CRRMA will provide necessary planning, design and installation services for a toll collection system at the TGPOE through the use of the CRRMA's expertise, available resources and consultants; and

WHEREAS, the CRRMA and its GEC now desire to execute a new work authorization in order for the GEC to provide various engineering and oversight support to the CRRMA as may be required for the design and installation of the referenced toll collection system;

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

THAT the Executive Director be authorized to execute **Work Authorization No. 22** 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 the provision of toll collection system operations planning and oversight for the Tornillo-Guadalupe Port of Entry.

PASSED AND APPROVED THIS 19TH DAY OF MAY 2014.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:

Scott McLaughlin, Chair

Susan A. Melendez, Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 22

This **Work Authorization No. 22** is made as of this _____ day of _____, 2014, 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. 22** 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 design and install a toll collection system for El Paso County's Tornillo-Guadalupe Port of Entry (TGPOE). This **Work Authorization No. 22** is intended to provide general engineering, planning, development and oversight services from the GEC to the Authority to support the planning, design and installation of a toll collection system (TCS) by the CRRMA's system integrator for the TGPOE. The TCS shall include the capability for cash and transponder transactions, with such TCS being interoperable with the CRRMA's existing and future tolling facilities. This **Work Authorization No. 22** shall also include the services necessary for the County to be able to move from the design and install of the TCS, as contemplated herein, to the operation and maintenance of such TCS through the GEC's provision of the applicable planning and programming services, 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 to the GEC.

Section C. - Compensation

In return for the performance of the obligations identified within this **Work Authorization No. 22**, the Authority shall pay to the GEC an amount not to exceed THREE HUNDRED NINETY FOUR THOUSAND NINE HUNDRED EIGHTY EIGHT AND 00/100 DOLLARS (\$394,988.00), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT "B"**, dated May 19, 2014. 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:	_____	Signature:	_____
By:	Raymond L. Telles	By:	_____
Title:	Executive Director	Title:	_____
Date:	_____	Date:	_____

CAMINO REAL RMA
EXHIBIT A
WORK AUTHORIZATION NO. 22

Atkins (the "GEC")

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this **Work Authorization No. 22** covers the services requested of the Authority's General Engineering Consultant (GEC) for the toll collection system operations planning and oversight of the detailed design and installation of a toll collection system by the CRRMA's System Integrator for the Tornillo-Guadalupe Port of Entry (the "TGPOE")

The services requested herein are in support of the Inter Local Agreement (ILA) between El Paso County and the Authority originally executed with an effective date of May 19, 2014. The following tasks further define the work efforts to be performed.

1. TASK 1 – TOLL COLLECTION SYSTEM AND OPERATIONS PLANNING

a. Develop Preliminary Toll Operations Plan

The GEC will develop a preliminary toll collection system and operations plan for the TGPOE. The GEC will identify a planning level approach to be used in operating the toll collection system. The approach will identify toll collection systems and technology requirements, back office transaction processing options, violations processing and enforcement requirements, operational requirements, and project toll signing requirements.

b. Cost Estimate

The GEC will develop a cost estimate for the design, installation, and annual maintenance of the toll collection system and associated equipment. An estimate will also be prepared for ongoing toll collection operations and maintenance costs anticipated once the lanes have been opened to traffic.

c. Prepare Report

Prepare a Concept of Operations report that summarizes the work product and documents the toll program development and implementation approach.

2. TASK 2 – TOLL SYSTEMS INTEGRATION OVERSIGHT

The GEC will develop the necessary documents to engage the CRRMA's systems integrator for the detailed design, installation, and possible operation and maintenance of the toll systems for the TGPOE. The GEC will oversee the design, installation, and testing of the toll system to monitor compliance with performance contract documents. Such services may include:

- Prepare a scope of services and scope of work;
- Negotiate a change order with the systems integrator;
- Provide oversight of the systems integrator through design, construction, installation, and operational testing;
- Facilitate coordination efforts between the systems integrator, the County and its roadway/bridge general construction contractor; and
- Oversee final system acceptance and readiness testing for toll collection operations.

3. TASK 3 – TOLL OPERATIONS AND MAINTENANCE PLANNING & PROGRAMMING

The GEC will support the CRRMA and County as necessary with securing the service providers necessary to operate the toll collection system, which may include such services as:

- Toll systems back office transaction processing;
- Toll violation processing, collections, and enforcement; and
- Toll collection systems maintenance and ongoing operation.

4. TASK 4 – TOLL OPERATIONS & MAINTENANCE AGREEMENT SUPPORT

Provide technical assistance and support to the CRRMA as may be required in the development and execution of the various agreements with El Paso County and other entities to facilitate the successful completion of the Project. Agreements could include:

- Inter-local Agreements
- Other agreements as may be necessary for toll collection operation and maintenance of the toll system

5. TASK 5 – PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT

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

6. TASK 6 – MARKETING AND PUBLIC OUTREACH

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

List of assumptions**A. Project Vehicles**

The GEC shall provide vehicles to staff as required for the work. Vehicles will be invoiced at the lump sum monthly rate of \$1000.00/vehicle. Vehicle reimbursement rate shall be all inclusive for cost incurred associated with the use of said vehicle, including:

1. Fuel
2. Insurance premiums
3. Tax, title, and registration fees
4. Maintenance and repairs

Staff assigned to temporary duty on the Project will be reimbursed for personnel or rental vehicle usage in accordance with Exhibit C.

B. Staff Labor and Overhead Rates

Hourly 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. 22

<u>TASK</u>	<u>TOTAL with Directs</u>
TASK 1 – TOLL COLLECTION SYSTEM AND OPERATIONS PLANNING	\$ 86,944
TASK 2 – TOLL SYSTEMS INTEGRATOR AND OVERSIGHT	\$ 148,905
TASK 3 – TOLL OPERATIONS AND MAINTENANCE	\$ 48,320
TASK 4 – AGREEMENT SUPPORT	\$ 21,148
TASK 5 – PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT	\$ 14,671
TASK 6 –MARKETING AND PUBLIC OUTREACH	\$ 75,000
TOTAL	\$ 394,988

Work Authorization No. 22

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A	B	C	D	E	F	
	\$ 82.00	\$ 62.00	\$ 52.00	\$ 43.00	\$ 31.00	\$ 21.00	
TASK 1 - TOLL COLLECTION SYSTEM AND OPERATIONS PLANNING	70	135	120	165			490
TASK 2 - TOLL SYSTEMS INTEGRATOR AND OVERSIGHT	35	65	470	400			970
TASK 3 - TOLL OPERATIONS AND MAINTENANCE	68	92	25	16	25	12	238
TASK 4 - AGREEMENT SUPPORT	50	50					100
TASK 5 - PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT	25	25			45		95
TASK 6 - MARKETING AND PUBLIC OUTREACH		40	40	40	25		145
							0
							0
							0
							0
							0
							0
							0

TOTAL DIRECT LABOR		248	407	655	621	95	12	2038
		% Total by Classification						
Labor Costs	\$	20,336	\$	25,234	\$	34,060	\$	26,703
Overhead Costs	\$	32,995	\$	40,942	\$	55,262	\$	43,326
Profit	\$	6,400	\$	7,941	\$	10,719	\$	8,403
Total Loaded Labor	\$	59,731	\$	74,117	\$	100,041	\$	78,432
								\$ 8,650
								\$ 740
								\$ 321,712

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

Plotting and Reproduction	\$	300
Mail and Deliveries	\$	248
Travel and Field Expenses	\$	16,000
Project Vehicles	\$	2,450
Total Direct Expenses	\$	18,998
Marketing media buys	\$	54,278

4.81%

Total \$ 394,988

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 22

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: The CRRMA 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 the CRRMA's request or change in meeting because of the CRRMA.

Personal Automobile Mileage: Up to the state approved rate of **55.5 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 **\$85.00 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 **\$36.00 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 \$10.00 and Dinner \$18.00 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 the CRRMA. 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]