

**CAMINO REAL REGIONAL MOBILITY AUTHORITY
BOARD RESOLUTION**

WHEREAS, various entities are interested in partnering to develop a parking study for the potential construction of a new parking facility in downtown El Paso, whereby the entities and the Camino Real Regional Mobility Authority (CRRMA) would contribute funding and the CRRMA would develop the parking study;

WHEREAS, the City of El Paso, the El Paso Downtown Management District and the CRRMA each desire to contribute up to \$20,000 each for the development of the parking study; and

WHEREAS, the parking study will serve to identify the need, if any, for a parking facility in downtown El Paso and would serve as an investment grade study that the CRRMA or another entity could use to issue debt to design and construct such parking facility, if said study identifies such need;

WHEREAS, the CRRMA has entered into an Agreement for General Consulting Civil Engineering Services, dated January 16, 2009 with Post, Buckley, Schuh & Jernigan, Inc., which is now known as Atkins North America, Inc. (the GEC) and the parties desire that the GEC develop the referenced parking study for the CRRMA;

WHEREAS, the GEC is in the process of identifying a subconsultant with parking study expertise that would be added to the GEC team to develop the investment grade parking study;

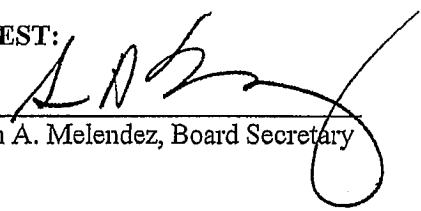
NOW, THEREFORE, BE IT RESOLVED BY THE CAMINO REAL REGIONAL MOBILITY AUTHORITY:


THAT the Executive Director be authorized to execute **Work Authorization No. 19** with Atkins North America, Inc. (formerly known as Post, Buckley, Schuh, and Jernigan, Inc. (PBS&J)), in a total cumulative amount not to exceed \$60,000.00, for general engineering and related services necessary for an investment grade parking study for downtown El Paso.

PASSED AND APPROVED THIS 13TH DAY OF NOVEMBER 2013.

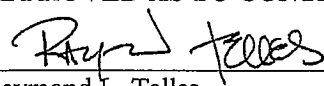
**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:


Susan A. Melendez, Board Secretary


Scott McLaughlin, Chair

APPROVED AS TO CONTENT:


Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 18

This **Work Authorization No. 18** is made as of this ____ day of _____, 2013, 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. 18** is made for the purposes identified below, consistent with the services defined in the Agreement.

This **Work Authorization No. 18** is intended to provide various services from the GEC to the Authority for the development of a parking garage feasibility study in downtown El Paso. The services contemplated herein shall consist of various tasks that seek to ultimately result in the completion of an investment grade report for use as an exhibit in an offer statement for the issuance of debt; provided, however, that in the event any individual task reveals such a debt issuance as not feasible, the study may be suspended by the Authority. The services contained herein are in support of the various funding agreements by and between the Authority and the City of El Paso and the El Paso Downtown Management District.

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. 19**, the Authority shall pay to the GEC an amount not to exceed FORTY FIVE THOUSAND THIRTEEN AND 00/100 DOLLARS (\$45,013.00), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT "B"**, dated December 6, 2013. 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.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

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

CAMINO REAL RMA (the "Authority")**EXHIBIT A
WORK AUTHORIZATION NO. 18****Atkins (the "GEC")****SERVICES TO BE PROVIDED BY THE GEC****INTRODUCTION**

The scope of this **Work Authorization No. 18** covers the GEC support services for the Authority's implementation of a Parking Garage Feasibility Study for downtown El Paso. The services contained herein are in support of the various funding agreements in place between the Authority, the City of El Paso, and the El Paso Downtown Management District (DMD). The following tasks further define the work efforts to be performed.

1. TASK 1 – Parking Needs Assessment

The GEC will collect data including land uses, parking inventories, parking rates, and utilization studies of existing parking in the preliminary study area. In collaboration with the Authority, Authority's other consultants, City, DMD, and other area stakeholders, the GEC will develop a base parking needs model of current conditions. The model is used to analyze future demand projections based on anticipated levels of growth, new development, redevelopment and any other factors that will impact the proposed parking project.

A. Kick-off Meeting

The GEC will facilitate a kick-off meeting with the Program Stakeholders to solicit input and feedback on the goals and objectives of the program. At the kick-off the GEC will review the overall work program, discuss significant issues and dates for the turnover and occupancy. The GEC will review the boundaries of the study area and request specific information and documentation including past planning and/or parking studies, land use square footage by block, legal information pertaining to past financing, bond covenants and other financial agreements, and current/future development and expansion plans. Through the kick-off meeting the GEC will also seek to identify previously completed efforts by the Stakeholders and any resources or references that could be made available to the GEC.

B. Parking Space Inventory

The GEC will review previous studies and any current parking space counts that are available from the Stakeholders. The current parking inventories will be categorized on the basis of several factors including on or off street parking, ownership of parking, use restrictions, hours of operation, parking mix (long term vs. short term), and parking rates.

C. Land Use Review

The GEC will review, verify, and analyze the land use data received from the Stakeholders for the study area. To accurately assess both current and future parking needs, planned projects in the area will be included in the review for their potential impact on the parking system. This will include an inventory of vacant space in existing buildings.

D. Parking Utilization Analysis

The utilization analysis is used to determine how on and off street parking is operating. This task provides the parking occupancies every two hours that will support the projections of current and future parking demand, and revenue projections.

E. Current and Future Demand

The data collected during the fieldwork will be compiled and analyzed. A computer analysis will be used at this point to review existing parking demand and supply within the study area. Future parking demand will be based on re-occupancy and infill of vacant space, changes in land use and in traffic patterns, and alternative development scenarios identified. The GEC will project future supply and demand by block. Next we will analyze different development/re-occupancy scenarios and forecast changes in parking demand on an immediate term (6 months), short term (6 to 24 months), midterm (2 to 5 years) and long term (5 to 10 years). The results will compare and contrast the demand by block and study area as compared to the available supply for the same blocks. Parking needs will be separated into short-term or customer based and long-term or employee based needs using each of the various generation factors. The GEC will review this information with Authority, their consultants and other Stakeholders to confirm the amount of parking needed over these periods, the ultimate capacity required to meet long term needs and potential phasing options. At the same time we will discuss with the Stakeholders any planned initiatives that may mitigate parking needs downtown over the next 5 to 10 years, such as mass transit expansion.

2. TASK 2 – Parking Garage Assessment

The purpose of this phase is to confirm that the proposed site is sufficient to provide the projected capacity and that any desired mixed use space can be accommodated. At this level of analysis the GEC will develop sufficient conceptual information to provide a basis for the preparation of a base project cost model.

A. Preliminary Program

In collaboration with the Authority, DMD, and the City, the GEC will develop a preliminary program for the proposed parking structure. The purpose of this preliminary program is to provide the GEC with guidelines in which to prepare concept plans and a budget. The preliminary program may include an analysis of the following:

- review of any downtown development strategies, plans and/or design guidelines,
- evaluate projected parking needs and relate to size of proposed facility,
- evaluate user requirements (long versus short term needs, reserved spaces etc),
- review any requirements/opportunities for potential mixed-use space,
- review timing and phasing options (future expandability), and
- develop a plan for temporary parking during construction on the site.

B. Concept Plan

Following the initial programming, the GEC will review available site information and prepare alternative schemes. We will review:

- site dimensions and topography,
- existing traffic flow and patterns,
- pedestrian flows,
- access from surrounding streets and proposed entry/exit locations,
- relationship of the parking to areas of existing and future parking demand, and
- alternative footprints

C. Cost Analysis

Upon approval of the preferred scheme, the project cost model will be finalized. The project costs will include: design, property acquisition, site preparation, construction, and any infrastructure improvements required (i.e. utility relocation, roadway/circulation improvements).

3. TASK 3 – Pro Forma Model

Building upon Task 1 and Task 2, the GEC will develop a base pro forma model of revenue and operating expenses. We will work with the Authority and its consultants to include the annual debt service to be included in the model based on various financing approaches (provided by others). The model will be developed with adjustable inputs to be able to accommodate different scenarios to be examined. The GEC will prepare a detailed document assessing the demand for and economic feasibility of a parking garage in the proposed location. This document will provide the Authority with a detailed analysis upon which to make decisions regarding the development.

A. Preliminary Pro Forma Model

The GEC will prepare a pro forma model that measures projected operating revenues, expenses, proposed parking rates, and utilization levels. The model will be prepared with input from the Authority and their consultants with regards to the debt service and the different operating scenarios such as capacity, operating hours, rates, etc. The result of this task will be the financial information to determine the financial feasibility of the project based on the projected demands for parking determined in Task 1.

B. Revenue Analysis and Projections

Preliminary revenue projections will be prepared based on projected utilization of the proposed parking structure and future projections of utilization based on changes in utilization, changes in the parking rates, re-development and timing and the demand for parking in the future. The revenue analysis will look at parking rates assuming an opening date and then project parking rate increases necessary to meet financial obligations throughout the life of the pro forma. The model will allow for changes to parking rates, demand, and utilization.

C. Operating Cost Projections

Operating expenses for the new parking structure will also be factored into the pro forma based on the proposed methods of operation. The operating expense projections will include staffing, building maintenance, repair and replacement items, utilities, supplies, etc. The projections will be based on the GEC's recommendations for operations to address specific needs based on the projected users requirement and desired level of service.

D. Preliminary 20 Year Pro Forma Analysis

A 20 year pro forma will be completed for the proposed parking structure. If a projected deficit occurs or debt obligations are not met in any given year, options will be evaluated for changes to meet feasibility requirements. Various scenarios can be examined in the pro forma model to produce a feasible project. This may or may not include subsidies of some type. The review of the pro forma will be done in a review conference call.

E. Preliminary Report Review Meeting with Authority

A conference call meeting will be held with the Authority, DMD, City and other consultants to review the preliminary report. This report will contain data compiled from the counts and surveys, analysis of the parking system, current and future demand projections, an assessment of future parking needs for the study area, and the preliminary pro forma analysis. The preliminary report will also include the GEC's analysis of the proposed parking structure concept, costs and design issues. This meeting is designed to be a working session to review all aspects of the preliminary findings and to come up with a go/no go for the project.

4. TASK 4 – Investment Grade Report

Based on the above the GEC will prepare a final report to the Authority, DMD and City. The final report will be the basis for the exhibit in an offer statement that is prepared by the underwriter and will include the following:

- report on the parking needs and recommendations for capacity and timing,
- review of parking structure concepts and assessment of costs,
- project and finance costs, operating costs and pro forma projections, and
- final recommendation.

With the decision to go forward with the financing of the project, the GEC will work with the Authority's financial advisor, legal counsel and underwriter and prepare updates to the projections of revenue, expenses and of any sinking fund requirements for repair and replacement for the proposed parking structure project. In our experience, these updates are the result of changes to project costs or with fluctuations in borrowing costs, which impact debt service. The GEC will also update and finalize the report for inclusion as an exhibit in any offering statement. We will also prepare a due diligence letter to be used in the documentation.

5. TASK 5 – Program Management and Administrative Support

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

6. LIST OF ASSUMPTIONS**A. Program Stakeholders**

Program Stakeholders will include the Authority, the City and the DMD.

B. Revisions to Investment Grade Report

The GEC budget is based upon two revision cycles for the pro forma model and the final investment grade report. Additional revisions may require additional budget.

C. Development of Parking Garage

This work authorization is limited to the work required for the study and does not cover the actual development or GEC support of the development of the parking garage.

D. Schedule

It is anticipated that Tasks 1 through 3 will take approximately 4 months.

E. 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.

F. Budget Allocation by Task

For the purposes of establishing a budget for the scope of Work for this Work Authorization, separate Tasks are identified as outlined above. The GEC may exceed individual Task budgets established by Exhibit B as long as the Not to Exceed amount of the Work Authorization is not exceeded.

[END OF EXHIBIT]

FEE ESTIMATE SUMMARY**Work Authorization No. 18**

<u>TASK</u>	<u>TOTAL</u>
Task 1 - Parking Needs Assessment	\$ 18,478
Task 2 - Parking Garage Assessment	\$ 3,865
Task 3 - Pro Forma Model	\$ 6,174
Task 4 - Investment Grade Report	\$ 7,267
Task 5 - Program Management and Administrative Support	\$ 4,230
Directs	\$ 5,000
TOTAL	\$ 45,013

Work Authorization No. 18

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A	B	C	D	E	F	
	\$ 82.00	\$ 62.00	\$ 52.00	\$ 41.00	\$ 31.00	\$ 21.00	
Task 1 - Parking Needs Assessment		55	55			1	111
Task 2 - Parking Garage Assessment		12	11				23
Task 3 - Pro Forma Model		24	11			2	37
Task 4 - Investment Grade Report		30	11			2	43
Task 5 - Program Management and Administrative Support	10	10					20
							0
							0
							0
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TOTAL DIRECT LABOR		10	131	88	0	0	5	234
		% Total by Classification						
Labor Costs	\$ 820	\$ 8,122	\$ 4,576	\$ -	\$ -	\$ -	\$ 105	\$ 13,623
Overhead Costs	1,6225	1,330	13,178	7,425	-	-	170	22,103
Profit	12.0%	258	2,556	1,440	-	-	33	4,287
Total Loaded Labor	\$ 2,409	\$ 23,856	\$ 13,441	\$ -	\$ -	\$ -	\$ 308	\$40,013

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

Plotting and Reproduction	\$ 200
Mail and Deliveries	\$ 400
Misc Expenses	\$ 400
Travel and Field Expenses	\$ 4,000
Total Direct Expenses	\$ 5,000
	11.11%

Total \$ 45,013

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 18

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: TxDOT 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 TxDOT's request or change in meeting because of TxDOT.

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 TxDOT. 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]