

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (the CRRMA) is currently developing the environmental documents and preliminary engineering services necessary for the development of the Loop 375 – Americas Managed Lanes Project, which now includes frontage roads and braided ramps;

WHEREAS, upon completion of the referenced environmental and preliminary engineering services, the CRRMA will then seek an engineering firm (Engineer) to complete the final design services necessary to pursue the completion of necessary construction activities; and

WHEREAS, the CRRMA and its general engineering consultant (the GEC) now desire to execute a work authorization in order for the GEC to provide general oversight and management services to the CRRMA, as the Engineer completes the design services necessary for the Americas Managed Lanes Project.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 30** with Atkins North America, Inc., including any additional documents or materials as may be required, for the general engineering services necessary for the oversight and management of the final design services (PS&E) necessary for the Americas section of Loop 375; provided that such work authorization shall not take effect until the Executive Director issues a Notice to Proceed.

PASSED AND APPROVED THIS 12TH DAY OF APRIL 2017.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:

Susan A. Melendez, Chair

Joe R. Fernandez, Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 30

This **Work Authorization No. 30** is made as of this ____ day of _____, 2017, 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, Inc. (“GEC”). This **Work Authorization No. 30** is made for the purposes identified below, consistent with the services defined in the Agreement.

The Authority is currently developing the environmental documents and preliminary engineering services necessary for the development of the Loop 375 – Americas Managed Lanes Project, which now includes frontage roads and braided ramps. This **Work Authorization No. 30** is intended to provide general engineering, planning, development and oversight of engineering services from the GEC to the Authority to support the development of the final design (PS&E) of the Loop 375 – Americas Managed Lanes 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 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. 30**, the Authority shall pay to the GEC an amount not to exceed ONE MILLION TWENTY NINE THOUSAND FIVE HUNDRED ONE AND 08/100 DOLLARS (\$1,029,501.08), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT “B”**, dated April 12, 2017. 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.

Signature: _____
By: Raymond L. Telles
Title: Executive Director
Date: _____

Signature: _____
By: _____
Title: _____
Date: _____

CAMINO REAL RMA
EXHIBIT A
WORK AUTHORIZATION NO. 30

Atkins (the “GEC”)

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this Work Authorization No. 30 covers the services requested of the Authority’s General Engineering Consultant (GEC) for program management, administration and oversight of professional services contracts for engineering services (the “Engineer”) for the Loop 375 Americas Managed Lanes & Ramps Projects CSJ 2552-03-049 & 2552-03-058.

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 - PROGRAM MANAGEMENT

The GEC will provide staff to administer, manage, review, and coordinate development of the Projects. This staff will represent the Authority’s interest as defined in the Project Agreements. The GEC will develop and maintain a staffing plan for consistency and appropriate levels of Project staffing. Activities in this task include:

a. Program Scheduling and Cost Estimating

The GEC shall update review cost estimates. Completion of this Task shall include a complete review of all available data project provided by CRRMA, TxDOT, and other Stakeholders. Estimates will include probable costs for the construction of the project, including but not limited to:

- Final Engineering (PS&E);
- Utility Relocations;
- Environmental Compliance/Mitigation;
- Construction;
- Inflation; and
- Other Services as Deemed Necessary.

b. Project Reporting

- Prepare and issue monthly reports on the Project’s status which will document any issues, delays encountered, and corrective actions as necessary.
- Provide a monthly update to the Authority on key milestones accomplished during the preceding month, meetings and key activities for the upcoming month, and identify outstanding issues requiring resolution.
- Track, monitor, and prepare reports on DBE/HUB utilization for Engineer’s DBE/HUB program, if required.

c. Project Meetings & Documentation

Facilitate the following Project meetings to assess progress, schedule, and quality of services being provided as well as identify issues:

- Bi-weekly 2013 stakeholder coordination meetings
- Project Progress Meetings
- Issue Resolution Meetings

d. Project Agreement Support

The GEC shall support the Authority as requested with the development of project agreements necessary for the implementation and completion of the Project. Such support could include assisting and coordinating with Authority staff, financial advisors, and others to develop project agreements.

e. Document Controls

- Develop and implement a document control plan.
- Maintain Project files for the duration of the Project.
- Transfer program files to the Authority and/or TxDOT upon completion of the work or as directed by the Authority.
- Assist the Engineer with compiling and maintaining a technical support data

2. TASK 2 - MANAGEMENT OF ENGINEERING SERVICES

This will include the work required to administer the CRRMA's professional services consultant contract(s) with the Engineer(s) for the engineering services on the Projects.

a. Project Coordination

- Coordinate the details of and participate in Project kick-off meetings
- Work with the Authority, County, TxDOT, Engineer, third party consultants, utility companies, and public agencies to coordinate Project development

b. Project Management Plan (PMP)/ Design Criteria

The GEC will work with the Engineer to establish the design criteria to be used by the design team in the production of the deliverables.

Review and comment on the Engineer's PMP, components of which will include:

- Project administration
- Design quality management plan
- Communications management
- Document controls

c. Administration

- Review and report on the Engineer's submittals of records and reports as required for the Project by El Paso County, TxDOT and/or FHWA
- Report Project progress and issues in a timely manner.
- Review, monitor, and report on Engineer's Project schedule
- Maintain accurate records of the costs involved in potential change order work. These records will include labor times in the portion of the work in dispute.

d. Production Schedule

The GEC will work with the Engineer to understand the design submittal schedule and provide GEC staffing levels to accommodate the Engineer's proposed design production schedule. The

Engineer's production schedule will be coordinated with the Authority, and County to keep Project stakeholders informed of key milestone dates and design review schedules.

e. Work Group Meetings

The GEC will attend the Engineer's design work group meetings. In these meetings, the GEC will stay informed of design development issues and provide guidance to the Engineer when required.

f. Design Reviews

After a design submittal has been through the Engineer's design quality control and the design quality assurance reviews, the GEC will perform a design quality oversight review. This review will:

- Audit records to verify compliance with the approved design criteria
- Audit design to confirm all previous review comments have been incorporated

The GEC will work with the Authority and TxDOT to determine each project's required design reviews, which could include:

- Design Summary Report
- 30% PS&E
- 60% PS&E
- 100% PS&E
- Geopak and MicroStation .DGN files for schematic
- Technical memorandums on drainage analysis, bridge concepts, lighting, ITS assessment, and aesthetics
- Cost Estimate

Other design reviews may include:

- Over the shoulder reviews
- Utility relocation plans

3. ASSUMPTIONS

a. Services Provided by Others

This work authorization assumes the following activities will be provided by others, have already occurred, or will occur in the future:

- Environmental documents (previously completed by TxDOT or others)
- Preliminary design services to produce schematic design (the Engineer's scope or previously completed by TxDOT, or others)
- ROW acquisition
- ROW mapping revisions/updates necessitated by design (the Engineer's scope)
- Construction Engineering and inspection and material testing
- Construction

b. Schedule

This work authorization assumes the project schedules will follow a reasonably normal project development schedule. If the Engineer's services or the letting schedules are delayed beyond reasonable expectations, the budget provided in Exhibit B may not cover all project development expenses.

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

CSJ 2552-03-049 & 058 MANAGED LANES & BRAIDED RAMPS LP375

4/12/2017

EXHIBIT B Work Authorization No.30

<u>TASK</u>	<u>TOTAL</u>
TASK 1 PROGRAM MANAGEMENT	\$ 662,311.19
TASK 2 MANAGEMENT OF ENGINEERING SERVICES	\$ 367,189.89
Other Direct Costs	\$ -
TOTAL	\$ 1,029,501.08

	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0			
Month	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18		Sum	Total Dollars
																			Hrs.	
TASK 1 PROGRAM MANAGEMENT																				
a. Program Scheduling and Cost Estimating																				
Project Supervision	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	68	\$20,082
AIA Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$21,123
Engr	8	8	8	8	8	8	8	8	8	8	6	6	6	4	4	4	4	114	\$17,595	
																			Sub-Total	\$58,800
b. Project Reporting																				
Project Supervision	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	102	\$30,177
AIA Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$21,123
Project Engineer	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	34	\$5,238
																			Sub-Total	\$56,538
c. Project Meetings																				
Project Supervision	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	204	\$60,355
AIA Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$21,123
Project Engineer	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$20,953
																			Sub-Total	\$102,430
d. Project Agreement Support																				
Project Supervision	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	68	\$20,118
AIA Support	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	68	\$10,561
Document control	14	14	16	16	16	16	16	16	16	16	16	16	16	16	8	8	3	239	\$16,436	
																			Sub-Total	\$47,115
e. Document Control																				
Document control	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	544	\$37,478.56
																			Sub-Total	\$37,478.56
																			Total Task 1	\$302,361.41
TASK 2 MANAGEMENT OF ENGINEERING SERVICES																				
a. Project Coordination/Administration																				
Project Supervision	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$40,236.45
AIA Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	12	12	12	148	\$22,986.29	
Project Engineer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
																			Sub-Total	\$63,222.74
b. Project Management Plan/Design Criteria																				
Project Supervision	4	4	4	4	4	4	4	4	4	4	0	0	0	0	0	0	0	0	40	\$11,834.25
AIA Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$21,122.54
Project Engineer	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	136	\$20,991.02
																			Sub-Total	\$53,947.81
c. Design Reviews																				
Project Supervision	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	68	\$20,118.22
AIA Support	8	8	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	196	\$30,441.31
Project Engineer	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	68	\$10,495.51
																			Sub-Total	\$61,055.04
																			Total Task 2	\$178,225.59
Other Direct Costs																				
Mileage/parking/mis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
																			Sub-Total	\$0.00
Total All Items																			\$480,587.00	

	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	17.0	18.0	2017				
Month	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Hourly Rate	Burden Rate	Sum Hrs.	Total Dollars	
TASK 1 PROGRAM MANAGEMENT																							
a. Program Scheduling and Cost Estimating																							
Project Supervision	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$102.39	\$295.32	144	\$42,525.68	
MCI Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$94.00	\$244.25	144	\$35,171.94	
Engr	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$53.41	\$138.79	144	\$19,985.98	
																					Sub-Total		\$97,683.61
b. Project Reporting																							
Project Supervision	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$102.39	\$266.04	144	\$38,309.94	
MCI Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$94.00	\$244.25	144	\$35,171.94	
Engr	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$53.41	\$154.06	36	\$5,546.32	
																					Sub-Total		\$79,028.21
c. Project Meetings																							
Project Supervision	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	\$102.39	\$266.04	216	\$57,464.91	
MCI Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$94.00	\$244.25	144	\$35,171.94	
Engr	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$53.41	\$154.06	72	\$11,092.65	
																					Sub-Total		\$103,729.50
d. Project Agreement Support																							
Project Supervision	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$102.39	\$266.04	72	\$19,154.97	
MCI Support	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$40.00	\$103.94	72	\$7,483.39	
Document control	14	14	16	16	16	16	16	16	16	16	16	16	16	16	9	8	3	0	\$23.84	\$68.77	240	\$16,504.54	
																					Sub-Total		\$43,142.90
e. Document Control																							
Document control	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	34	34	39	\$23.84	\$61.95	587	\$36,365.57	
																					Sub-Total		\$36,365.57
																					Total Task 1		\$359,949.78
TASK 2 MANAGEMENT OF ENGINEERING SERVICES																							
a. Project Coordination/Administration																							
Project Supervision	8	8	8	8	8	8	8	8	8	8	8	8	8	4	4	4	4	4	\$102.39	\$266.04	124	\$32,989.11	
MCI Support	8	8	8	8	8	8	8	8	8	8	8	8	8	8	16	16	16	16	\$40.00	\$103.94	176	\$18,292.74	
Project Engineer	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$53.41	\$154.06	72	\$11,092.65	
																					Sub-Total		\$62,374.50
b. Project Management Plan/Design Criteria																							
Project Supervision	4	4	4	4	4	4	4	4	4	4	4	4	4	8	8	8	8	8	\$102.39	\$266.04	92	\$24,475.79	
MCI Support	12	12	12	12	12	12	12	12	12	12	12	12	8	8	8	8	8	8	\$40.00	\$103.94	192	\$19,955.71	
Project Engineer	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$53.41	\$138.79	72	\$9,992.99	
																					Sub-Total		\$44,431.51
c. Schematic Development/Design Reviews																							
Project Supervision	4	4	4	4	4	4	4	4	4	8	8	8	8	8	8	8	8	6	\$102.39	\$266.04	106	\$28,200.37	
MCI Support	12	12	12	12	12	12	12	12	12	8	8	8	8	8	8	8	8	8	\$94.00	\$244.25	180	\$43,964.93	
Project Engineer	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$53.41	\$138.79	72	\$9,992.99	
																					Sub-Total		\$82,158.29
																					Total Task 2		\$188,964.30
Other Direct Costs																							
Mileage/parking/misc	0	0	0	0	0	0	0	0											1	\$50.00		0	\$0.00
Travel	0	0	0																	\$1,000.00		0	\$0.00
																					Sub-Total		\$0.00
Total All Items																							\$548,914.08

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 30

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]