

**CAMINO REAL REGIONAL MOBILITY AUTHORITY
BOARD RESOLUTION**

WHEREAS, 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 CRRMA and the County of El Paso (County) have entered into an interlocal agreement, whereby the County will provide funding and the CRRMA will complete a master thoroughfare plan for the County; and

WHEREAS, the CRRMA and its GEC now desire to execute a new work authorization in order for the GEC to provide such engineering and associated support to the CRRMA as may be required for the completion of the referenced thoroughfare plan.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 32** 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 engineering and support services necessary for the completion of a master thoroughfare plan.

PASSED AND APPROVED THIS 13TH DAY OF FEBRUARY 2019.

**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. 32

This **Work Authorization No. 32** is made as of this ____ day of _____, 2019, 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. 32** is made for the purposes identified below, consistent with the services defined in the Agreement.

This **Work Authorization No. 32** is intended to develop the Transportation Plan for El Paso County, as more fully enumerated below and which shall include but not be limited to an evaluation of current and projected transportation conditions and needs. The terms and additional compensation for this **Work Authorization No. 32** are also more fully enumerated below.

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”** to this **Work Authorization No. 32**, 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. 32**, the Authority shall pay to the GEC an amount not to exceed FOUR HUNDRED EIGHTY-FIVE THOUSAND AND 00/100 DOLLARS (\$485,000.00), based on the Fee Estimate Summary, dated February 13, 2019, which is attached hereto for all purposes as **EXHIBIT “B”**. 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. 32**

Atkins (the “GEC”)

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this **Work Authorization No. 32** is to develop a Transportation Plan for El Paso County under the CRRMA GEC contract. This plan is intended to:

- Provide a thorough evaluation of current and projected future transportation conditions and needs
- Incorporate stakeholder input to identify transportation related problems, goals, and objectives
- Develop prioritized transportation improvement recommendations through the 2045 plan horizon year

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

Activities include the following TASKS:

Task 1: Project Management

The GEC shall manage all project activities and work. The GEC shall provide continuous project coordination and administration; preparation of progress reports, invoices and billings; meetings and coordination activities; preparation of meeting minutes; and other project management activities specified by the CRRMA and El Paso County. The GEC shall meet the deliverable expectations established by the work authorization and outlined in the approved Work Plan.

1.1 Project Management Plan (PMP) and QA/QC Plan (QA/QC Plan) – The GEC shall prepare a PMP and QA/QC Plan.

Activities shall include:

- Defining the team organization, roles and responsibilities, procedures, and processes.
- Outlining coordination and communication procedures, deliverables, quality control processes, filing protocols, project close-out information, and other important operational information pertaining to GEC, CRRMA, El Paso County, and other applicable agencies.

1.2 Management of work activities – The GEC shall manage all project activities and work to assure they are in accordance with applicable local and regional guidelines.

Activities shall include:

- Scheduling project meetings, assisting the CRRMA/El Paso County in preparing correspondence with internal and external parties, organizing and maintaining project file and technical support data file.
- 1.3 Project schedule** – The GEC shall maintain a project schedule for the duration of the project to focus on key milestones and critical path. It shall depict the order and interdependence of various tasks, subtasks, milestones, and deliverables. Progress will be reviewed by the CRRMA and El Paso County during coordination meetings and should reviews indicate a substantial change in progress, the schedule will be updated by the GEC as necessary. Any issues that need resolution or action items will be identified in the progress report.
- 1.4 Invoice preparation and submittal** – The GEC shall prepare invoices and progress reports for the project, as required by and in a format acceptable to the CRRMA.
- 1.5 Coordination meetings** – The GEC shall conduct bi-weekly coordination calls to review project status, including development of meeting agenda with input from the CRRMA and El Paso County, documentation of meeting attendees and preparation and distribution of meeting minutes.
- 1.6 Project File** – The GEC shall assemble and maintain the project file (electronic and hard copy). The project file and complete index shall be delivered to the CRRMA at project close out or as directed by the CRRMA.
- 1.7 Quality Assurance/Quality Control** – The GEC will follow the process outlined in the QA/QC plan to ensure technical work and deliverables have been appropriately reviewed throughout the project process.
- 1.8 Kick-off Meeting**–The GEC shall meet with the CRRMA and El Paso County for a study kick-off meeting in person or via conference call, Webex, or Skype.

Activities shall include:

- a. Prepare meeting sign-in sheets, agenda, handouts, and exhibits (e.g. aerial map, etc.)
- b. Develop draft meeting notes and submit to the CRRMA/El Paso County for review and concurrence. Address comments and compile final meeting notes.
- c. Develop action item list and reconcile progress made on action items at the follow-up coordination call.

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below.

- Invoices and monthly progress reports
- Project file with index

Task 2: Public Involvement

The GEC will develop and execute a comprehensive public engagement effort to inform the development of the El Paso County Transportation Plan.

The GEC team shall perform the following activities as part of this task:

2.1 Stakeholder Working Group

The GEC will work with the CRRMA and El Paso County to convene a stakeholder working group to provide guidance and input throughout the planning process. The group will include members of government agencies, public and elected officials, transportation organizations, and other representatives. The GEC team will:

- a. Hold up to three (3) meetings with the stakeholder working group including meetings to establish plan goals, discuss data analysis and draft recommendations, and review final recommendations.
- b. Prepare and provide sign-in sheets, name tags, handouts, and PowerPoint presentations.
- c. Summarize and document input received.

2.2 Open House Public Meetings

The GEC team will host up to three (3) open house public meetings to present project information and collect input.

- a. Work with El Paso County to secure locations, determine logistics, and provide staffing. The GEC is not responsible for venue rental fees or additional staffing costs such as court reporter, interpreter, or security.
- b. Develop content for public meeting advertisements (e.g. e-blast content for distribution by El Paso County staff, social media content, newspaper display ads, language for changeable message boards). The GEC is not responsible for costs for placing display ads, renting changeable message boards, or mailouts.
- c. Provide sign-in sheets, staff name tags, project fact sheets, and comment cards.
- d. Provide presentation materials including a PowerPoint presentation and up to 20 boards.
- e. Summarize and document meeting overview and comments received.

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below:

- Draft and Final Public Involvement Plan
- Stakeholder Contact List
- Draft and Final Public involvement materials, including presentations, boards, fact sheets, comment cards, sign-in sheets, and name tags

Task 3: Transportation Plan Goals

The GEC will work with CRRMA, El Paso County and stakeholders to develop a set of goals to guide plan development and implementation.

The GEC shall perform the following activities as part of this task:

3.1 Existing Plan Review

- a. Review existing relevant plans, including local county transportation plans, development plans, bike/ped plans, school transportation plans, TxDOT plans, and MPO Regional Transportation Plan(s).
- b. Summarize goals and objectives from relevant plans.

3.2 Development of Plan Goals and Objectives

- a. Develop draft list of goals and applicable objectives using input from CRRMA, El Paso County and the existing plan review.
- b. Discuss goals with stakeholders and local citizens via the Stakeholder Working Group, online survey, and open house meetings. Stakeholders will assist with ranking and prioritizing goal areas.
- c. Demonstrate how proposed El Paso County Transportation Plan goals compare/overlap with other applicable local and regional plans.
- d. Use stakeholder input to develop finalized plan goals.

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below.

- Existing Plan Review Technical Memorandum
- Draft and Final Transportation Plan goals, including comparison to applicable local and regional plans

Task 4: Existing Conditions Analysis

The GEC shall work closely with the CRRMA and El Paso County to perform a thorough assessment of existing conditions affecting transportation within the county. The analysis will be summarized in a technical memorandum.

The GEC shall perform the following activities as part of this task:

4.1 Data Collection

- a. The GEC will contact local, regional, and state entities on behalf of the CRRMA/El Paso County to obtain the following:
 - Land use planning documents
 - Historic traffic counts, El Paso Metropolitan Planning Organization (MPO) Travel Demand Models (TDM), most recent version of the Statewide Analysis Model (SAM)
 - Available Fabens Airport data
 - Available transit route and ridership data
 - Available bicycle/pedestrian usage data (including publicly-available data from Strava)
 - Secondary source environmental data including but not limited to land use, developed areas, floodplains, utilities, and other features such as airport attributes that could influence the development of transportation solutions
 - Projected traffic volumes, and crash data, as needed, to supplement analyses and forecasting to be performed by the GEC
 - Any relevant transportation improvement plans and previous and ongoing studies for El Paso County and local cities

- Any existing available inventory of current infrastructure
- b. Inventoried features and conditions will be incorporated into the project Geographic Information Systems (GIS) database.

4.2 Demographic Trends

- a. The GEC will utilize data from the US Census, American Community Survey, El Paso MPO, and/or other sources to analyze:
 - Population and employment forecasts through 2045
 - Distribution of key demographics indicators such as income, car ownership, transit use, and journey to work
- b. Data will be incorporated into GIS and/or TransCAD for analysis and visualization.

4.3 Land Use and Development

- a. The GEC will utilize data from local land use planning documents and GIS files to analyze:
 - Distribution of land uses such as residential, commercial, mixed use, etc. as well as densities
 - Locations of major traffic generators such as employment centers, universities, military uses, hospitals, and other key destinations
 - Housing supply information
- b. Data will be incorporated into GIS and/or TransCAD for analysis and visualization.

4.4 Environmental Considerations

- a. The GEC will collect and process environmental data to provide a high-level analysis of key environmental features that may affect the transportation network, including but not limited to:
 - Floodplains and wetlands
 - Protected park or wildlife areas
 - Endangered species habitats
 - Air quality non-attainment zones
 - Superfund or other hazardous material sites
- b. Data will be incorporated into GIS for analysis and visualization.

4.5 Environmental Justice and Social Equity

- a. The GEC will analyze criteria related to environmental justice (EJ) to provide a balanced analysis of how the transportation network serves vulnerable populations. The GEC will utilize locally-established definitions of EJ areas, such as income and ethnicity considerations. If established definitions are unavailable, the GEC will work with the CRRMA and El Paso County to develop criteria.
- b. Data will be incorporated into GIS for analysis and visualization.

4.6 Transportation Network

- a. The GEC will utilize data from TxDOT, CRRMA, El Paso County, El Paso MPO, Sun Metro, and other agencies as applicable to develop a thorough understanding of the county's transportation network and modes. The transportation network analysis will form the basis for the needs assessment. The GEC will review and summarize:
 - Roadway network and connectivity
 - Passenger and freight rail networks

- Public transportation options
 - Bicycle and pedestrian facilities
 - Fabens Airport facilities
 - Tornillo port of entry
 - Freight intermodal facilities
- b. Data will be incorporated into GIS for analysis and visualization.

4.7 Traffic Conditions

The GEC will:

- a. Examine and analyze the TDM and data received from the El Paso MPO.
- b. Obtain and review supplemental data including (SAM, TxDOT traffic counts, and other data available) within a defined study area based on the most current available information.
- c. Evaluate existing traffic and capacity conditions on key roadway facilities throughout El Paso County. Consideration should be given to local, regional, and TxDOT plans as well as truck movements through and around the county. Consideration should also be given to known environmental constraints.
- d. Evaluate long-term transportation conditions (i.e. congestion, travel time, truck and through traffic patterns, and local/regional access needs) in the study area based on travel and truck demand through 2045. Consideration should be given to local, regional, and TxDOT plans as well as known environmental constraints.

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below.

- Demographic, Land Use and Environmental Technical Memorandum, including all applicable maps and graphics
- Transportation Analysis Technical Memorandum, including all applicable traffic analysis information, maps and graphics
- Typical sections for major arterials, minor arterials, sidewalk and shared use path (Hike and Bike).

Task 5: Needs and Opportunities Assessment

The GEC shall utilize data analyzed in the Existing Conditions Assessment, as well as stakeholder outreach, to develop a comprehensive needs assessment for the El Paso County transportation system. Needs and opportunities will be identified by mode, and will include descriptions as well as charts and maps, as applicable.

The GEC shall perform the following activities as part of this task:

5.1 Asset Inventory and Condition Analysis

- a. The GEC will provide an inventory of county roadways and bicycle and pedestrian pathways. Unless otherwise available, data will be captured using mobile asset collection (MAC) vehicles driving posted speeds on dry pavement during daylight hours. The GEC proposes to utilize Data Transfer Solutions, LLC (DTS) services to collect inventory data. DTS will collect data for up to 420 centerline miles of county roadways.
- b. Data will be incorporated into GIS for analysis and visualization.

5.2 Vehicular Mobility Assessment and Deficiencies Analysis

The GEC will:

- a. Utilize El Paso TDM to analyze how residential and economic growth is expected to affect future transportation system performance in 2045 under a “no-build” condition.
- b. Identify major growth areas and capacity deficiencies.
- c. Assess connections to city and TxDOT roadways and facilities.
- d. Provide recommendations on recommended federal functional classification of existing roadways and potential future changes due to population growth.
- e. Incorporate data into GIS for analysis and visualization.

5.3 Public Transportation Needs

The GEC will:

- a. Utilize demographic analysis to determine distribution of key demographics predictive of transit use, including income, age, and vehicle availability.
- b. Compare existing fixed-route transit coverage with project population and employment growth patterns to identify deficiencies.
- c. Analyze frequency and span of service to understand where increases may be needed to meet demand.
- d. Incorporate data into GIS for analysis and visualization.

5.4 Active Transportation Needs

The GEC will:

- a. Analyze bicycle and pedestrian network using data collected in Task 5.1.
- b. Analyze potential bicycle/pedestrian needs using MPO and other plans, as well as land use and development information collected in Task 4. GEC will incorporate any publicly-available data on active transportation usage from Strava.
- c. Assess connections to city of El Paso active transportation network.
- d. Develop high-level screening criteria of potential network expansion corridors in coordination with El Paso County, such as slope gradient, width, traffic volumes, etc.
- e. Develop recommendations for potential bicycle/pedestrian network improvements.
- f. Incorporate data into GIS for analysis and visualization.

5.5 Aviation Needs

The GEC will:

- a. Assess access, capacity and operations at Fabens Airport including the potential for the airport to better serve surrounding businesses.
- b. Incorporate data into GIS for analysis and visualization, as applicable.

5.6 Port of Entry Needs

The GEC will:

- a. Collect and summarize available information on Tornillo port of entry.
- b. Incorporate data into GIS for analysis and visualization, as applicable.

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below.

- Needs and Opportunities Technical Memorandum, including all applicable maps and graphics

Task 6: Project Selection, Evaluation and Prioritization

The GEC will work with CRRMA, El Paso County, and stakeholders to develop transparent, effective methods for selecting, evaluating and prioritizing projects for inclusion in the Transportation Plan.

The GEC shall perform the following activities as part of this task:

6.1 Evaluation and Selection

- The GEC will compile a list of candidate projects based on discussions with El Paso County, previous El Paso County plans, the El Paso MPO Long-Range Transportation Plan, and other sources as applicable.
- The GEC will work with CRRMA/El Paso County to develop a list of candidate project evaluation criteria which relate directly to goals developed in Task 3. The GEC will incorporate analysis of evaluation criteria from previous El Paso area plans. Non-automobile modes will be included within the evaluation process, such as scoring for bicycle/pedestrian accommodations, compatibility with transit, and freight rail.

6.2 Prioritized Program of Projects

The GEC will:

- a. Apply approved evaluation criteria to the candidate project lists, providing a thorough explanation of the scoring process.
- b. Develop and incorporate a prioritized project list, including details such as project limits, length, estimated construction cost, and proposed timeframe (estimated construction costs and timeframes to be provided by El Paso County).
- c. Note needed or planned projects which fall outside of El Paso County's scope of influence (such as new or additional transit services, airport expansions, freight rail improvements, etc.)

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below.

- Draft and Final Project Evaluation Criteria
- Draft and Final Prioritized Program of Projects
- Draft and Final Project Selection, Evaluation and Prioritization Technical Memorandum

Task 7: Final Report

The GEC will prepare the final El Paso County Transportation Plan report including key content from Tasks 2 – 7. The final report will include:

- a. Executive Summary.
- b. Chapter structure as determined in collaboration with El Paso County and CRRMA.
- c. All approved technical memos and supporting maps, charts and graphics as appendices.

DELIVERABLES:

The GEC shall provide both original and processed data to the CRRMA/El Paso County on a compact disk or other approved medium. Deliverables applicable to this task are listed below.

- Draft and Final El Paso County Transportation Plan Report

ASSUMPTIONS

1. CRRMA and El Paso County responsibilities:

- Identifying and inviting public officials and other potential stakeholders to participate in project related activities and informational briefings;
- Assisting with identifying/securing venues, advertising, and providing staffing for stakeholder meetings and open houses;
- Reviewing, approving, and providing agency stationary and signatures for all official correspondence with public officials and agencies;
- Speaking to public officials and media representatives;
- Reviewing and commenting on draft deliverables, and providing final approval of documents and other items as identified in Exhibit A.

2. Funding Source

This work authorization assumes that it funded entirely from County of El Paso funds.

3. Staff Labor and Overhead Rates

Hourly rates and overhead rates show in Exhibit B are estimates or averages used for the purpose of establishing the not to exceed budget for this work authorization.

[END OF EXHIBIT]

FEE ESTIMATE SUMMARY

EXHIBIT B

February 13, 2019

**Transportation Plan
WA #32**

<u>TASK</u>	<u>TOTAL</u>
1. PROJECT MANAGEMENT	\$ 54,229.89
2. PUBLIC INVOLVEMENT	\$ 61,460.22
3. TRANSPORTATION PLAN GOALS	\$ 18,076.54
4. EXISTING CONDITIONS ANALYSIS	\$ 101,228.60
4a. DTS	\$ 111,600.00
5. NEEDS AND OPPORTUNITIES ASSESSMENT	\$ 65,075.53
6. PROJECT SELECTION, EVALUATION AND PRIORITIZATION	\$ 36,153.07
7. FINAL REPORT	\$ 25,307.15
8. EXPENSES	\$ 11,869.00
TOTAL	\$ 485,000.00

El Paso County Transportation Plan																
TASK	MANHOURS															
	Project Director	Division Manager	Sr. Planner IV	Senior Planner II	Senior Planner I	Sr. GIS Analyst II	GIS Analyst	Technical Manager I	Sr. Engineer I	Engineer II	Engineer I	Public Information Specialist	Admin	Engineer/Planner/Tech	TOTAL	
RATES	\$ 76.99	\$ 105.40	\$ 70.38	\$ 58.00	\$ 53.00	\$ 40.40	\$ 42.00	\$ 29.71	\$ 61.75	\$ 40.00	\$ 30.16	\$ 25.00	\$ 45.00	\$ 29.71	\$ 28.00	
1. PROJECT MANAGEMENT																
1.1 Project Management Plan and QA/QC Plan	8															8
1.2 Management of work activities	16				8				8							24
1.3 Project Schedule	8				4				8							12
1.4 Invoice Preparation and Submittal	16				4				4							24
1.5 Coordination meetings																
Materials	4				8											12
Attendance	24				24	8			16							72
Documentation	4				8											12
1.6 Project File					8	8			8							24
1.7 QA/QC				64	60											124
1.8 Kickoff Meeting																
Materials	2			2	4	2			4							10
Attendance	4			4	4	4			4							16
Documentation	2				4	2			2							10
2. PUBLIC INVOLVEMENT																
Public Involvement Plan																
Stakeholder Contact List																
2.1 Stakeholder Working Group																0
Meeting Preparation	8				24	16	8	24	8			24				112
Attendance	8				64	24			40							136
Documentation					24	16										40
2.2 Open House Public Meetings																
Meeting Preparation					24	24	8	24	24							104
Meeting Advertisement					8							16				24
Attendance	8				16				16							48
Documentation					16	24						24				64
3. TRANSPORTATION PLAN GOALS																
3.1 Existing Plan Review	8			4	16	40			4							72
3.2 Development of Goals and Objectives	8			4	16	24			4	8	8					72
4. EXISTING CONDITIONS ANALYSIS																
4.1 Data Collection			4		12	24	8	32	8	16	40					144
4.2 Demographic Trends			1		8	32	8	48	8	8	8					121
4.3 Land Use and Development			1		8	32	8	16								65
4.4 Environmental Considerations			2		4	40	8	8								62
4.5 Environmental Justice and Social Equity			1		4	40	8	24								77
4.6 Transportation Network			8		16	24	16	24	8	40	40					176
4.7 Traffic Conditions																
Travel Demand Modeling				4					16	80	80					160
Safety Analysis																0
Traffic Analysis				4					32	80	80					196
5. NEEDS AND OPPORTUNITIES ASSESSMENT																
5.1 Asset Inventory and Condition Analysis																
Mobile Asset Collection																
Analysis and Documentation	4				8	16	8	24								60
5.2 Mobility Assessment and Deficiencies Analysis	4			4	8	8	4	16	32	64	64					204
5.3 Public Transportation Needs	4			4	24	40	4	16								108
5.4 Active Transportation Needs	4			12	40	80	8	16								160
5.5 Aviation Needs	4		24		4	8	4	8								52
5.6 Port of Entry Needs	4				4	4		4								16
6. PROJECT SELECTION, EVALUATION AND PRIORITIZATION																
6.1 Evaluation and Selection																
Candidate Project List	8			4	16	24	4	4								60
Evaluation Criteria Development	8			4	16	16										44
Performance Measures Development																0
6.2 Prioritized Program of Projects	8			4	16	24	4	4	32	64	64					220
FUNDING AND FINANCING																
Current Funding																
Funding and Financing Options																0
7. FINAL REPORT																
Final Report Development	24			4	40	40	4	8	24						60	204
TOTAL MH - El Paso County Transportation Plan	200	0	61	122	572	944	112	300	528	960	384	0	64	80	0	3,177
	\$ 15,398.00	\$ -	\$ 2,865.58	\$ 7,076.00	\$ 30,316.00	\$ 26,017.60	\$ 4,704.00	\$ 8,913.00	\$ 20,130.50	\$ 14,400.00	\$ 11,581.44	\$ -	\$ 2,880.00	\$ 1,782.60	\$ -	
LABOR COSTS																
Category - Description																Amount
Subtotal																\$ 130,696.72
																\$ 130,697
																\$ 192,109
																\$ 332,796
																\$ 338,735
																\$ 111,000
																\$ 90
																\$ 5473,131

EXPENSES										
ITEM	Units	Unit	Rate							Amount
Printing (BW 8.5x11)	1500	each	\$0.10							\$150
Printing (color 8.5x11)	2000	ea.	\$0.70							\$1,400
Printing (BW 11x17)	750	ea.	\$0.20							\$150
Printing (color 11x17)	750	ea.	\$1.25							\$938
Plotting	500	linear foot	\$0.75							\$375
Presentation boards up to 48"x60" color mounted	20	ea.	\$100.00							\$2,000
Courier (FedEx)	3	ea.	\$45.00							\$135
Mileage	435	miles	\$0.535							\$233
Meal Expenses (2 persons x 7 days)	14	day	\$55.00							\$770
Air Travel (3 round trips x 2 persons)	6	ea.	\$650.00							\$3,900
Car Rental (2 trips x 2 days, 1 trip x 3 days)	7	day	\$90.00							\$630
Car Rental - Fuel (15 gal per 3 trips)	45	gal	\$2.75							\$124
Lodging (2 trips x 2 persons x 1 night, 1 trip x 2 persons x 2 nights)	8	day	\$95.00							\$760
Lodging taxes/fees	8	day	\$25.00							\$200
Airport Parking (1 car x 7 days)	7	day	\$15.00							\$105
Subtotal Expenses										\$11,869
TOTAL COSTS - El Paso County Transportation Plan										\$485,000

[END OF EXHIBIT]

EXHIBIT C**ATKINS WORK AUTHORIZATION NO. 32****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]