

# **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 procurement process to select various professional engineering firms to provide engineering services for transportation projects on an as-needed basis; and

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

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

**THAT** the Executive Director be authorized to execute **Work Authorization No. 33** 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 certain procurement services necessary for the selection of one or more professional engineering firms.

**PASSED AND APPROVED THIS 13<sup>TH</sup> 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. 33**

This **Work Authorization No. 33** 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. 33** is made for the purposes identified below, consistent with the services defined in the Agreement.

This **Work Authorization No. 33** is intended to provide general engineering services from the GEC to assist in the procurement of several professional engineering services firms for execution of indefinite deliverables contracts that may be used for major transportation projects in the region. The terms and compensation for this **Work Authorization No. 33** are 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”** to this **Work Authorization No. 33**, 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. 33**, the Authority shall pay to the GEC an amount not to exceed ONE HUNDRED THIRTY-FOUR THOUSAND, FIVE HUNDRED SEVENTEEN AND 46/100 DOLLARS (\$134,517.46), 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. 33**

**Atkins (the “GEC”)**

**SERVICES TO BE PROVIDED BY THE GEC**

**INTRODUCTION**

The scope of this **Work Authorization No. 33** is to assist in the procurement of one or more professional engineering firms to be used in the development of various projects identified by the Authority for project development.

Payment for work performed under this work authorization is subject to the Agreement for General Engineering Consulting Services between the Authority and the GEC. Under this scope of work the GEC will provide general engineering to support the Authority with the referenced procurement. The following tasks further define the types of work efforts to be performed.

**1. TASK 1 – EVALUATE PROCUREMENT PROCESS**

This includes the development of an approach and schedule defining the steps and timeline associated with the procurement process including identification and initial preparation of documents necessary for such procurement process. This can include the following:

- Review and recommendations for the current procurement process
- Updated procurement process
- Procurement schedule
- TxDOT Procurement process approval

**2. TASK 2 – DEVELOP SAMPLE PROJECT**

**a. Project Review**

The GEC shall familiarize itself with project materials developed by the County and others to a degree that is sufficient to identify a sample project and problems and areas that require revision or modification. Such a review shall include programming and scheduling aspects dependent upon the specifics of the project. This will include attending meetings and coordinating with Authority, El Paso County, TxDOT, and other entities to gather data for the sample Project. Information to be submitted in the RFP will include, but not be limited to any of the following categories of information that may be available:

- Cover Letter;
- Team Organization and Staffing;

- Organization Chart;
- TxDOT Pre-certifications;
- Past Project Experience;
- Project Understanding and Approach;
- Project Schedule;

**b. Develop Sample Project**

Following the review of the sample project a description, schematic, typical sections and other pertinent information will be developed as part of the RFQ information.

**3. TASK 3 – DEVELOPMENT OF PROCUREMENT DOCUMENTS**

**a. Develop Procurement Document**

After completion of Task 1, and 2 the GEC will coordinate with the Authority, El Paso County, and TxDOT on the development of the specific documents and approvals needed for the procurement of firms. A complete Request for Qualifications (RFQ) Document for prospective firms will be produced. This will include:

- Submittal Requirements
- Consultant Scope of Services
- Sample Project
- RFQ Process Details
- Submittal Format
- Selection Process
- Scoring Criteria
- Scoring log sheets
- Newspaper Advertisement

**4. TASK 4 – EVALUATION OF PROPOSALS**

**a. Evaluation of Proposals**

The GEC shall support the Authority as requested with the evaluation and scoring of received proposals. Such support could include assisting and coordinating with Authority staff, County and TxDOT in evaluating and scoring proposals received.

**5. ASSUMPTIONS**

**a. Funding Source**

This work authorization assumes the Project is funded entirely from County of El Paso funds.

**b. 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.

[END OF EXHIBIT]

### FEE ESTIMATE SUMMARY

EXHIBIT B

February 13, 2019

**Indefinite Deliverable Contracts Reprocurement  
WA 33**

<u>TASK</u>	<u>TOTAL</u>
TASK 1 EVALUATE PROCUREMENT PROCESS	\$ 22,334.16
TASK 2 DEVELOP SAMPLE PROJECT	\$ 29,932.29
TASK 3 DEVELOP PROCUREMENT DOCUMENTS	\$ 56,597.23
TASK 4 EVALUATION OF PROPOSALS	\$ 17,625.78
OTHER DIRECT EXPENSES (ODE)	\$ 8,028.00
<b>TOTAL</b>	<b>\$ 134,517.46</b>

Month	1.0	2.0	3.0	2018 Hourly Rate	Burden Rate	Sum Hrs.	Total Dollars
<b>TASK 1 EVALUATE PROCUREMENT PROCESS</b>							
Sr. Project Director	40	0	0	\$101.92	\$293.97	40	\$11,758.69
Project Manager	48	0	0	\$76.39	\$220.32	48	\$10,575.47
						<b>Sub-Total</b>	<b>\$22,334.16</b>
<b>TASK 2 DEVELOP SAMPLE PROJECT</b>							
Project Manager	24	24	0	\$76.39	\$220.32	48	\$10,575.47
Sr. Project Director	12	12	0	\$101.92	\$293.97	24	\$7,055.21
Project Engineer	40	40	0	\$53.31	\$153.77	80	\$12,301.61
						<b>Sub-Total</b>	<b>\$29,932.29</b>
<b>TASK 3 DEVELOP PROCUREMENT DOCUMENTS</b>							
Sr. Project Director	0	40	40	\$101.92	\$293.97	80	\$23,517.38
Project Manager	0	40	40	\$76.39	\$220.32	80	\$17,625.78
Project Engineer	0	40	40	\$53.31	\$153.77	80	\$12,301.61
Admin Coord I	0	20	20	\$27.32	\$78.81	40	\$3,152.46
						<b>Sub-Total</b>	<b>\$56,597.23</b>
<b>TASK 4 EVALUATION OF PROPOSALS</b>							
Project Manager	0.00	0.00	80.00	\$76.39	\$220.32	80.00	\$17,625.78
							\$0.00
							\$0.00
						<b>Sub-Total</b>	<b>\$17,625.78</b>
<b>Total All Items</b>							
							\$126,489.46
						OD Expenses	\$8,028.00
						<b>TOTAL</b>	<b>\$134,517.46</b>

**EXHIBIT C**  
**ATKINS WORK AUTHORIZATION NO. 33**

**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]