

**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 zoning plan for the County’s Fabens Airport; 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 zoning plan.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 34** 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 zoning plan.

PASSED AND APPROVED THIS 10TH DAY OF APRIL 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. 34

This **Work Authorization No. 34** 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. 34** is made for the purposes identified below, consistent with the services defined in the Agreement.

This **Work Authorization No. 34** is intended to allow the GEC to develop a master zoning overlay for the El Paso County Fabens Airport and surrounding areas. The overlay is intended to protect, through zoning, those airport hazard areas in which incompatible uses could impede and interfere with current or future airport activities and aviation traffic. The terms and additional compensation for this Work Authorization No. 34 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. 34**, 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. 34**, the Authority shall pay to the GEC an amount not to exceed NINETY-FIVE THOUSAND ONE HUNDRED FIVE AND 00/100 DOLLARS (\$95,105.00), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT “B”**, dated April 10, 2019. 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. 34**

Atkins (the “GEC”)

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this **Work Authorization No. 34** is to pursue a study of the properties surrounding the Fabens Airport to develop zoning regulations in those areas. The authority given to County is derived from the Texas Local Government Code, *Chapter 241, Municipal and County Zoning Authority Around Airports*. The purpose of this authority is to mitigate airport hazard areas that can impede and interfere with airport activities and aviation traffic. By creating zoning regulations, the County of El Paso can regulate certain land uses, building heights, and building structures in the properties surrounding the airport.

The GEC will lead and direct the process to develop zoning regulations in an area known as the Controlled Compatible Land Use Area, as defined by the referenced Chapter 241. This land use area will serve as the maximum study area, which extends five miles beyond each end of the runway and 1.5 miles on each side of the runway’s centerline. The study will identify which uses should not be permitted given their incompatibility or attempt to reduce noise levels inconsistent with being next to the airport. The end result would be a comprehensive document that defines what the recommended “hazard area,” or area subject to zoning authority, should be, as well as which zoning regulations should be adopted to ensure that land use incompatibility is reduced and the vitality of the airport increased.

This process also includes creating a robust Community Outreach Strategy to ensure proper public input and stakeholder coordination. GEC will provide complete GIS datasets corresponding with the study area and any zoning regulations that are created through the process. The study shall coordinate and incorporate the findings of the County’s Fabens Airport Business Development Plan, scheduled to be completed August 2019, to ensure compatibility with those document’s findings and recommendations as applicable.

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: COMMUNITY ENGAGEMENT STRATEGY

Task 1.1: Community Outreach Plan: GEC has led many and various citizen participation processes and is experienced developing robust community engagement strategies. These have been for varied size audiences and stakeholders. GEC will develop a Community Outreach Plan that will outline a multi-prong approach for creating a robust and successful public outreach strategy. This task includes the deliverable of a technical report outlining the various activities, public meetings, media outreach, and citizen engagement events as part of the overall project. The Community Outreach Plan will be vetted with the County staff to ensure adequate coordination and buy-in.

DELIVERABLE:

Community Outreach Plan

Task 1.2: Community Events/Public Meetings: Based on the County's input and approval of the Community Outreach Plan, GEC will direct and implement the various items outlined in the plan. These will include community meetings (2-3 meetings), social media coordination, public outreach, stakeholder meetings, informational sessions/events, and other activities. GEC anticipates no more than 80 hours in these activities including preparation for the various meetings.

Task 1.3: Assist County with Zoning Commission: An initial first step that the County needs to undertake is the creation of an Airport Zoning Commission. This Commission will be tasked with overseeing the zoning process and will have to adopt any new regulations prior to the County's approval. GEC will provide technical assistance with this process and attend meetings of the commission once established.

TASK 2: RESEARCH & DATA GATHERING

Task 2.1: Kick-off Meeting/Session: GEC will lead the initial kick-off meeting with all pertinent stakeholders. This includes the County of El Paso, UTEP, Cities of Socorro, Clint, and San Elizario, among others. This will be conducted over a two-day process. GEC will coordinate, provide agenda, and direct this kick-off meeting. This process will gather input from the various stakeholders and provide the basis and foundation for the duration of the project.

Task 2.2: Site Visit & Tour: As part of the initial kick-off session, GEC will direct and manage a site tour of the project area. This will include a tour of the airport facilities, the properties and areas within the airport hazard area, and the controlled compatible land use area. The controlled compatible land use area is the "land located outside the airport boundaries and within a rectangle bounded by lines located no farther than 1 ½ statute miles from the centerline of an instrument or primary runway and lines located no farther than five statute miles from each end of the paved surface of an instrument or primary runway."

Task 2.3: Research & Data: GEC will review all existing plans, aerial maps, state statutes, best practices, and other materials to orient stakeholders on the process. This data will form

the basis for the various stakeholder meetings and to provide factual and adequate information to the public and decision-makers.

TASK 3: MAPPING & GIS DATA

Task 3.1: GIS Database: GEC will create a series of GIS databases for this project. These will include: parcel data for the properties inside the compatible land use area (boundary of zoning area). This parcel data to be provided both in shapefiles and PDF maps (high resolution) will include all new zoning districts, boundaries, and other yet to be determined attributes.

DELIVERABLES:

GIS Shapefiles (to be provided in a hard-drive)
Maps (high resolution digital and print)

TASK 4: ZONING DOCUMENTS

Task 4.1. Draft Zoning Court Order & Master Zoning Document: Once community meetings and stakeholder sessions have been conducted, GEC will begin drafting the actual zoning document and court order. GEC will provide a draft ordinance for review by County staff, the Airport Zoning Commission, and the general public.

The court order and master document will follow the provisions of the Texas Government Code Chapter 241. This task will include two rounds of edits.

DELIVERABLES:

Draft Court Order
Draft Master Zoning Document

TASK 5: ADOPTION PROCESS

Task 5.1. Final Documents: After the public and pertinent stakeholders have provided recommended draft changes, GEC will finalize the zoning documents for adoption. This will include a final document in either Word or PDF. GEC will also provide the County other document files such as the Adobe InDesign or Illustrator files.

Task 5.2. Adoption Meetings: GEC will attend up to three adoption meetings to finalize the zoning court order. These include meetings with the Airport Zoning Commission and Commissioner's Court. GEC will provide all the necessary back up, presentations, and documents to ensure that the court order is reviewed by the necessary legislative bodies.

DELIVERABLES:

Final Court Order
Final Master Zoning Document Adoption
Meetings

ASSUMPTIONS

1. Funding Source

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

2. 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**

April 10, 2019

**Fabens Airport Zoning
WA #34**

<u>TASK</u>	<u>TOTAL</u>
1. COMMUNITY ENGAGEMENT	\$ 23,900.00
2. REASEARCH AND DATA GATHERING	\$ 10,050.00
3. MAPPING AND GIS DATA	\$ 12,000.00
4. ZONING DOCUMENTS	\$ 20,000.00
5. ADOPTION PROCESS	\$ 29,155.00
TOTAL	\$ 95,105.00

**EL PASO COUNTY AIRPORT ZONING PROJECT
COST PROPOSAL**

TASKS	GROUP 1 HOURS	GROUP 2 HOURS	GROUP 1 RATE	GROUP 2 RATE	FEE PER TASK
TASK 1: COMMUNITY ENGAGEMENT					
Task 1.1: Community Outreach Plan	16	0	\$ 2,400.00	\$ -	\$ 2,400.00
Task 1.2: Community Events/Public Meetings	80	30	\$12,000.00	\$ 3,750.00	\$ 15,750.00
Task 1.3: Assist County with Zoning Commission	30	10	\$ 4,500.00	\$ 1,250.00	\$ 5,750.00
SUBTOTAL FOR TASK 1	126	40	\$18,900.00	\$ 5,000.00	\$ 23,900.00
TASK 2: RESEARCH & DATA GATHERING					
Task 2.1: Kick-off Meeting/Session	20	10	\$ 3,000.00	\$ 1,250.00	\$ 4,250.00
Task 2.2: Site Visit & Tour	8	8	\$ 1,200.00	\$ 1,000.00	\$ 2,200.00
Task 2.3: Research & Data	24	0	\$ 3,600.00	\$ -	\$ 3,600.00
SUBTOTAL FOR TASK 2	52	18	\$ 7,800.00	\$ 2,250.00	\$ 10,050.00
TASK 3: MAPPING & GIS DATA					
Task 3.1: GIS Database	80	0	\$12,000.00	\$ -	\$ 12,000.00
SUBTOTAL FOR TASK 3	80	0	\$12,000.00	\$ -	\$ 12,000.00
TASK 4: ZONING DOCUMENTS					
Task 4.1: Draft Zoning Court Order & Master Zoning Doc	100	40	\$15,000.00	\$ 5,000.00	\$ 20,000.00
SUBTOTAL FOR TASK 4	100	40	\$15,000.00	\$ 5,000.00	\$ 20,000.00
TASK 5: ADOPTION PROCESS					
Task 5.1: Final Documents	40	20	\$ 6,000.00	\$ 2,500.00	\$ 8,500.00
Task 5.2: Adoption Meetings	30	30	\$ 4,500.00	\$ 3,750.00	\$ 8,250.00
Coordination and Review					\$ 12,405.00
SUBTOTAL FOR TASK 5	70	50	\$10,500.00	\$ 6,250.00	\$ 29,155.00
TOTAL	428	148	\$64,200.00	\$18,500.00	\$ 95,105.00
	<i>GROUP 1 HOURLY RATE</i>	<i>150.00</i>		TOTAL \$	95,105.00
	<i>GROUP 2 HOURLY RATE</i>	<i>125.00</i>			

[END OF EXHIBIT]

EXHIBIT C**ATKINS WORK AUTHORIZATION NO. 34****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]