

**CAMINO REAL REGIONAL MOBILITY AUTHORITY
BOARD RESOLUTION**

WHEREAS, El Paso County, Texas (County) and the Camino Real Regional Mobility Authority (CRRMA) have entered into an Interlocal Agreement, which provided funds necessary for the development of the design services for a shared use path along O.T. Smith Road (the Project); and

WHEREAS, the CRRMA and Atkins North America, Inc., as the general engineering consultant to the CRRMA (GEC), entered into Work Authorization No. 31, whereby the GEC agreed to provide the design and support services necessary for the Project; and

WHEREAS, the CRRMA and its GEC now desire to execute an amendment to Work Authorization No. 31 in order for the GEC to provide additional design services requested by the County for completion of the Project.

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

THAT the Executive Director be authorized to execute **Amendment No. 1 to Work Authorization No. 31** 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 additional design services to the County of El Paso for the O.T. Smith Road Shared Use Path Project.

PASSED AND APPROVED THIS 8TH DAY OF MAY 2019.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:

Joyce A. Wilson, Chair

Joe R. Fernandez, Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 31

AMENDMENT NO. 1

This **Amendment No. 1** to **Work Authorization No. 31** 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 **Amendment No. 1** is made for the purposes identified below, consistent with the services defined in the Agreement.

The Authority and the GEC previously entered into **Work Authorization No. 31** for the GEC to provide design services necessary for the development of the O.T. Smith Shared Use Path Project (CSJ 2552-03-049). Anticipated **Work Authorization No. 31** services include program management, TxDOT Coordination, PS&E, Utility Coordination, Surveying, Geotechnical Engineering, Electrical Engineering, Environmental Compliance/Mitigation and administration for engineering services. This **Amendment No. 1** intends to provide additional design services requested by El Paso County, to include revised design plans, survey and landscape services.

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 additional engineering, support and related services to the Authority pursuant to and in accordance with **EXHIBIT “A-1”**, which is attached hereto and incorporated herein for all purposes to supplement the Scope of Services originally enumerated within **“EXHIBIT A”** of Work Authorization No. 31.

Section B. – Schedule

The GEC shall not commence the performance of any services required by **EXHIBIT “A-1”** 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 additional obligations identified within this **Amendment No. 1**, the Authority shall pay to the GEC an additional not to exceed amount of FORTY EIGHT THOUSAND EIGHT HUNDRED THIRTY NINE AND 01/100 DOLLARS (\$48,839.01), based on the Fee Estimate Summary, which is attached hereto for all purposes as **EXHIBIT “B-1”**, dated May 8, 2019. The additional compensation enumerated within **EXHIBIT “B-1”** shall supplement the compensation identified in **EXHIBIT “B”** to Work Authorization No. 31. Compensation shall be made in accordance with the Agreement. Invoices for Work Authorization No. 31 and this Amendment No. 1 shall be provided by the GEC in accordance with **EXHIBIT “C-1”**, which is attached hereto and incorporated herein for all purposes, and shall replace **EXHIBIT “C”** originally included in Work Authorization No. 31.

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-1
WORK AUTHORIZATION NO. 31

Atkins (the “GEC”)

SERVICES TO BE PROVIDED BY THE GEC

SCOPE OF SERVICES

The scope of this **Amendment No. 1 to Work Authorization No. 31** covers the services requested of the Authority’s General Engineering Consultant (GEC) for additional project management and design services to include revised design plans, survey and landscape for the O.T. Smith Shared Use Path (SUP).

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

PROJECT TASKS

TASK 100 – PROJECT MANAGEMENT

- 100.1 Coordinate project team members and activities, as well as management and administration duties to include monthly progress reporting, updating the project design schedule, and subconsultant management.
- 100.2 Prepare for, attend, and conduct project coordination meetings.
- 100.3 Conduct biweekly progress meetings.
- 100.4 Using the Engineer’s Quality Control and Quality Assurance (QC/QA) Procedures, implement QC/QA reviews on the revised 95% design submittal.

TASK 200 – TxDOT COORDINATION

- 200.1 Coordinate with the TxDOT District during the 95% revised design submittal phase and attend progress meetings with the Design Team and/or District staff. Prepare minutes of each meeting.
- 200.2 After the Diagnostic Inspection with TxDOT and UPRR representatives, prepare exhibits for review and approval of UPRR. Coordinate with TxDOT accordingly. The design of any features associated with improvements to the railroad tracks and/or signalization, and construction traffic controls for track work, are excluded from this scope of work.

TASK 300 – 95% (REVISED PS&E) DESIGN SERVICES PHASE

- 300.1 Update DSR and TxDOT Form 1002 for this submittal.
- 300.2 Revise the 95% design drawings to include the portion of the shared use path extending to FM 3380 consisting of: title sheet, index of sheets, project layout, existing and proposed typical sections, general notes, quantity summary sheets, construction sequence and line diagram, traffic control plan and sections, demolition and grading plans, shared use path plans, standard details, storm water pollution prevention plans (SW3P), special construction details, and design standards.
- 300.3 Update existing utility layouts to include new project limits and according to coordination with utilities.
- 300.4 Update list of governing specifications using TxDOT's November 1, 2014 Specifications; and special specifications.
- 300.5 Update the 95% opinion of probable construction cost for the project, accordingly. In preparing the updated 95% opinion of cost, a contingency amount of 10% of the estimated cost of construction will be added. Accordingly, complete TxDOT form estimate.
- 300.6 Update construction contract schedule.
- 300.7 Re-submit 95% documents to TxDOT District and El Paso County for review and approval both in electronic form and up to three hardcopies of all submittal documents.
- 300.8 Meet with TxDOT District staff and El Paso County staff to receive comments pertaining to the 95% re-submittal. Prepare minutes of meeting.

TASK 400 – UTILITY COORDINATION

- 400.1 Contact, meet, coordinate and maintain communication with utility entities located within the extended project limits. Prepare minutes of meetings.
- 400.2 Identify potential conflicts and coordinate solutions to conflicts.

TASK 500 – LANDSCAPE AND IRRIGATION

- 500.1 Coordinate project team members and activities, as well as management and administration duties including monthly progress reports and subconsultant management.
- 500.2 Develop, update, and maintain project schedule.
- 500.3 Prepare for, attend, and conduct Kickoff meeting with landscape architect.
- 500.4 Conduct meetings with landscape consultant to track progress and prepare minutes of meetings.
- 500.5 Using the Engineer's Quality Control and Quality Assurance (QC/QA) Procedures, implement interdisciplinary reviews on landscaping/irrigation design submittals.
- 500.6 Prepare landscape and irrigation design documents for the project. Generally, areas adjacent to the proposed shared use path will be landscaped with varied aggregate with the exception of the area in front of Coyote Park, which will be provided with aggregate, plantings, and irrigation. AutoCAD plans will be prepared and converted to MicroStation format. Coordinate with the County and the Water District regarding tie-in to water system in vicinity of the park.

TASK 600 – SURVEY

- 500.1 Prepare a vicinity map for the project area per the GLO Application requirements.
- 500.2 Prepare a project site map per the GLO application requirements;
- 500.3 Prepare a detailed project plan per the GLO application requirements;
- 500.4 Prepare an as-built survey per the GLO application requirements;
- 500.5 Prepare a centerline description for the proposed construction easement;
- 500.6 Deliver three (3) hard copies and one (1) pdf of the vicinity map, project site map, detailed project plan, as-built survey and centerline description.

TASK 600 – SURVEY EXEMPTIONS

The above Scope of Work excludes: ALTA/NSPS Land Title Survey; title commitment; boundary surveys of adjoining parcels; metes and bounds descriptions; plats of survey for additional right-of-way; re-zoning exhibits; preliminary or final subdivision plats; subdivision improvement plans; application fees; filing fees; soils investigation; environmental studies; street improvement plans; drainage study; sub-surface utility mapping and engineering; elevation certificate; construction staking; preparation of as-built plans; staking of TXDOT or El Paso County monuments; certification of TXDOT or El Paso County monuments; representation through TXDOT, GLO or El Paso County and any other item not specifically listed in the above scope of work.

ASSUMPTIONS

a. Funding Source

This work authorization assumes the Project is funded entirely from Federal, TxDOT and local funds.

b. Staff Labor and Overhead Rates

Hourly rates and overhead rates shown in Exhibit B and Exhibit B-1 are estimates or averages used for the purpose of establishing the not to exceed budget for this work authorization.

[END OF EXHIBIT]

EXHIBIT B-1
FEE ESTIMATE SUMMARY

5/8/2019

O.T. Smith Shared Use Path
Work Authorization No. 31 Amendment No. 1

<u>TASK</u>	<u>TOTAL</u>
TASK 100 - PROJECT MANAGEMENT	\$ 5,671.68
TASK 200 - TxDOT COORDINATION	\$ 6,208.68
TASK 300 - 95% (REVISED PS&E) DESIGN SERVICES PHASE	\$ 16,045.04
TASK 400 - UTILITY COORDINATION	\$ 1,080.96
TASK 500 - LANDSCAPE AND IRRIGATION	\$ 12,148.65
TASK 600 - SURVEY	\$ 7,125.00
OTHER DIRECT COSTS	\$ 559.00
TOTAL	\$48,839.01

**Tornillo Shared Use Path
Work Authorization #31 Supplemental #1
Itemized Fee Schedule**

SCOPE OF WORK	Sr. Project Manager		Engineer IV		Engineer III		Engineer I/II		Technician II		Acct/Admn Mgr.		Totals	
	Hrs.	\$250.04	Hrs.	\$103.94	Hrs.	\$85.75	Hrs.	\$67.56	Hrs.	\$62.36	Hrs.	\$75.35	Hrs.	Cost
TASK 100 - PROJECT MANAGEMENT														
100.1 The Subconsultant will collaborate with Atkins in the coordination of the following tasks with other project team members and project activities. Project management and administration duties will include monthly progress reporting & invoice, preparing and updating the project design schedule, and subconsultant management.	4	\$1,000.16	4	\$415.76	0	\$0.00	0	\$0.00	0	\$0.00	4	\$301.40	12	\$1,717.32
100.2 Prepare for, attend, and conduct project coordination meetings.	2	\$500.08	0	\$0.00	4	\$343.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$843.08
100.3 Conduct weekly staff progress meetings.	2	\$500.08	2	\$207.88	4	\$343.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$1,050.96
100.4 Using the Engineer's Quality Control and Quality Assurance (QC/QA) Procedures, implement QC/QA reviews on the revised 95% design submittal.	4	\$1,000.16	4	\$415.76	4	\$343.00	0	\$0.00	0	\$0.00	4	\$301.40	16	\$2,060.32
SUBTOTALS:	12	\$3,000.48	10	\$1,039.40	12	\$1,029.00	0	\$0.00	0	\$0.00	8	\$602.80	42	\$5,671.68
TASK 200 - TxDOT COORDINATION														
200.1 Coordinate with the TxDOT District during the 95% revised design submittal phase and attend monthly progress meetings with District staff. Prepare minutes of each meeting.	2	\$500.08	0	\$0.00	4	\$343.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$843.08
200.2 After the Diagnostic Inspection with TxDOT and UPR representatives, prepare exhibits for review and approval of UPR. Coordinate with TxDOT accordingly. The design of any features associated with improvements to the railroad tracks and/or signalization, and construction traffic controls for track work, are excluded from this scope of work.	4	\$1,000.16	16	\$1,663.04	0	\$0.00	40	\$2,702.40	0	\$0.00	0	\$0.00	60	\$5,365.60
SUBTOTALS:	6	\$1,500.24	16	\$1,663.04	4	\$343.00	40	\$2,702.40	0	\$0.00	0	\$0.00	66	\$6,208.68
TASK 300 - 95% (REVISED PS&E) DESIGN SERVICES PHASE														
300.1 Update DSR and TxDOT Form 1002 for this submittal.	0	\$0.00	1	\$103.94	2	\$171.50	0	\$0.00	0	\$0.00	0	\$0.00	3	\$275.44
300.2 Revise the 95% design drawings to include the portion of the shared use path extending to FM 3380 consisting of: title sheet, index of sheets, project layout, existing and proposed typical sections, general notes, quantity summary sheets, construction sequence and line diagram, traffic control plan and sections, demolition and grading plans, shared use path plans, standard details, storm water pollution prevention plans (SW3P), special construction details, and design standards.	0	\$0.00	8	\$831.52	40	\$3,430.00	18	\$1,216.08	80	\$4,988.80	0	\$0.00	146	\$10,466.40
300.3 Update existing utility layouts to include new project limits and according to coordination with utilities.	0	\$0.00	0	\$0.00	0	\$0.00	4	\$270.24	8	\$498.88	0	\$0.00	12	\$769.12
300.4 Update list of governing specifications using TxDOT's November 1, 2014 Specifications; and special specifications.	0	\$0.00	1	\$103.94	4	\$343.00	0	\$0.00	0	\$0.00	0	\$0.00	5	\$446.94
300.5 Update the 95% opinion of probable construction cost for the project, accordingly. In preparing the updated 95% opinion of cost, a contingency amount of 10% of the estimated cost of construction will be added. Accordingly, complete TxDOT form estimate.	0	\$0.00	2	\$207.88	0	\$0.00	16	\$1,080.96	0	\$0.00	0	\$0.00	18	\$1,288.84
300.6 Update construction contract schedule.	0	\$0.00	1	\$103.94	0	\$0.00	4	\$270.24	0	\$0.00	0	\$0.00	5	\$374.18
300.7 Re-submit 95% documents to TxDOT District and El Paso County for review and approval both in electronic form and up to three hardcopies of all submittal documents.	0	\$0.00	0	\$0.00	4	\$343.00	0	\$0.00	4	\$249.44	0	\$0.00	8	\$592.44
300.8 Meet with TxDOT District staff and El Paso County staff to receive comments pertaining to the 95% re-submittal. Prepare minutes of meeting.	4	\$1,000.16	8	\$831.52	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	12	\$1,831.68
SUBTOTALS:	4	\$1,000.16	21	\$2,182.74	50	\$4,287.50	42	\$2,837.52	92	\$5,737.12	0	\$0.00	209	\$16,045.04
TASK 400 - UTILITY COORDINATION														
400.1 Contact, meet, coordinate and maintain communication with utility entities located within the extended project limits. Prepare minutes of meetings.	0	\$0.00	0	\$0.00	0	\$0.00	8	\$540.48	0	\$0.00	0	\$0.00	8	\$540.48
400.2 Identify potential conflicts and coordinate solutions to conflicts.	0	\$0.00	0	\$0.00	0	\$0.00	8	\$540.48	0	\$0.00	0	\$0.00	8	\$540.48
SUBTOTALS:	0	\$0.00	0	\$0.00	0	\$0.00	16	\$1,080.96	0	\$0.00	0	\$0.00	16	\$1,080.96
TASK 500 - LANDSCAPE AND IRRIGATION														
500.1 Prepare landscape and irrigation design documents. Areas adjacent to the proposed shared used path will be landscaped generally by aggregate, planting and irrigation. (Lump Sum)														\$12,148.65
SUBTOTALS:														\$12,148.65
TASK 600 - SURVEY														
600.1 Prepare a professional survey to include: vicinity map, site map, project plan, as-built and center line description for the proposed construction easement. (Lump Sum)														\$7,125.00
SUBTOTALS:														\$7,125.00
SUBTOTALS:	22	\$5,500.88	47	\$4,885.18	66	\$5,659.50	98	\$6,620.88	92	\$5,737.12	8	\$602.80	333	\$48,280.01
TOTAL LABOR AND LS AMOUNTS		\$48,280.01												
DIRECT COSTS		\$569.00												
TOTAL		\$48,839.01												

DIRECT COSTS	UNIT	BILLING RATE	QTY	TOTAL
Mileage	mile	\$0.55	200	\$109.00
Copying	page	\$0.20	1,000	\$200.00
Plotting (24 x 36)	sheet	\$10.00	0	\$0.00
Reproduction (Full Size)	sheet	\$0.60	0	\$0.00
TDLR Reg. & Review Fees	ls	\$2,500.00	0	\$0.00
Printing & Reproduction	ls	\$250.00	1	\$250.00
Photos	each	\$1.00	0	\$0.00
TOTAL				\$569.00

EXHIBIT C-1
ATKINS WORK AUTHORIZATION NO. 31

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]