

**CAMINO REAL REGIONAL MOBILITY AUTHORITY
BOARD RESOLUTION**

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and Huitt-Zollars, Inc. (Engineer) entered into a Contract for Engineering Services dated September 11, 2019 (Contract) in order for the Engineer to provide various design services to the CRRMA, as may be requested from time to time, via execution of a Work Authorization; and

WHEREAS, the CRRMA and Engineer now desire to enter into a work authorization pursuant to the Contract, in order for the Engineer to provide design services for the completion of plans for a deceleration lane and additional work requested at the El Paso County Fabens Airport.

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

THAT, the Executive Director be authorized to execute **Work Authorization No. 1** with Huitt-Zollars, Inc., including any additional documents or materials as may be required, for the provision of design services for the completion of plans for a deceleration lane and additional work requested at the El Paso County Fabens Airport.

PASSED AND APPROVED THIS 8TH DAY OF APRIL 2020.

**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. 1
CONTRACT FOR ENGINEERING SERVICES**

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 5 of the Contract for Engineering Services (the Contract) entered into by and between the CAMINO REAL REGIONAL MOBILITY AUTHORITY (the “CRRMA”), and HUITT-ZOLLARS, INC. (the “Engineer”), dated September 11, 2019 (Contract).

PART I. The Engineer will perform engineering services generally described as the preparation of plans, specifications and estimate for the construction project known as the Fabens Airport Expansion-Deceleration lane in accordance with the project description attached hereto and made a part of this Work Authorization. The responsibilities of the CRRMA and the Engineer as well as the Engineer’s work schedule are further detailed in **EXHIBIT A** and **EXHIBIT B**, which are attached hereto and made a part of the Work Authorization.

PART II. The maximum amount payable to the Engineer under this Work Authorization is **ONE HUNDRED FIVE AND 03/100 DOLLARS (\$105,000.30)** and the method of payment is Specified Rate Basis as set forth in Attachment E of the Contract. This amount is based upon the fees set forth in the Contract and the Engineer’s Fee Estimate Summary, which is attached hereto and made a part of this Work Authorization as **EXHIBIT C**.

PART III. Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with the Contract.

PART IV. This Work Authorization shall become effective on the last date identified below and shall terminate upon CRRMA final acceptance of the services requested herein, unless extended by a written amendment to this Work Authorization.

PART V. This Work Authorization does not waive the Parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

HUITT-ZOLLARS, INC.

**CAMINO REAL
REGIONAL MOBILITY AUTHORITY**

By: _____
Name: _____
Title: _____
Date: _____

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

LIST OF EXHIBITS

Exhibit A	Services to be provided by the CRRMA
Exhibit B	Services to be provided by the Engineer
Exhibit C	Fee Schedule/Budget

EXHIBIT A

SERVICES TO BE PROVIDED BY THE CRRMA

The CRRMA shall perform and provide the following in a timely manner so as not to delay the service to be provided by the Engineer:

1. Authorize the Engineer in writing to proceed.
2. Place at Engineer's disposal all reasonably available information pertinent to the project, including previous reports, drawings, specifications or any other data relevant to the project.
3. Designate in writing a person to act as the Authority's representative, such person to have complete authority to transmit instructions, receive information and interpret and define Authority's decisions with respect to the services to be provided by the Engineer.
4. Render decisions and approvals, as soon as reasonably possible to allow for the expeditious performance of the service to be provided by the Engineer.

EXHIBIT B

SERVICES TO BE PROVIDED BY THE ENGINEER

I. PROJECT SUMMARY

El Paso County is proposing improvements at the Fabens Airport by adding a deceleration and center left turn lane from FM 793 to the Fabens Airport Entrance Road. This project will design the deceleration lane and the center left turn lane restriping to support the Fabens Airport Expansion Project.

II. SERVICES TO BE PROVIDED BY THE ENGINEER

Professional services to be provided by the Engineer will conform to 1) the latest El Paso County applicable codes, ordinances, criteria, standards, regulations, policies, guidelines, practices and procedures. 2) latest editions of the TXDOT Project Development Process Manual, the Roadway Design Manual, Hydraulic Design Manual, Geotechnical Manual, Highway Illumination Manual, R/W Utility Manual, the PS&E Preparation Manual, and other applicable criteria, standards, policies, guidelines, and practices.

The Engineer will work at the direction and supervision of the CRRMA Executive Director and its consultants, providing reports and findings, as required. The Engineer will work cooperatively and collaboratively with other governmental agencies and design consultant firms who are responsible for adjacent projects or jurisdictional approval.

The Engineer will develop the PS&E for the deceleration lane and the center left turn lane and provide construction cost. This will include:

- 1) Project Management
- 2) Site & Civil
 - a. Deceleration lanes (no acceleration lanes) and concurrence from TxDOT
- 3) Survey along FM 793 and Fabens Airport Entrance Road for the deceleration lane and center left turn lane.
- 4) Drainage Analysis
- 5) Geotech Analysis
- 6) Utility Identification/Coordination including identification of potential utility conflicts

A. PROJECT MANAGEMENT AND QA/QC

This task will involve the day-to-day administrative, technical, and financial management of the project activities to confirm that the project budget, schedule, scope, and quality objectives are achieved. This effort will include scheduling and leading weekly coordination meetings, defining task completion, developing an in-house project site safety plan, and quality assurance/quality

control (QA/QC) review of the work. The project manager will keep the County/CRRMA's designated representative informed of the status of the project work.

The Engineer will attend a project kick-off meeting and 75% and 100% design review meetings.

FIELD WORK TO SUPPORT DESIGN

- Site Visits to support design – Photos; Measurements; Data Gathering
- Field Coordination with Subs to Confirm Design Parameters/Requirements
- Field Coordination with El Paso County & Operations
- Field Coordination with Other Utilities

75% DESIGN SUBMITTAL

- Attend an over the shoulder review meeting at approximately 40% complete.
- Review existing utility data and incorporate into master design files
- Review and incorporate survey data into master design files
- Review geotechnical field data & geotechnical report
- Perform internal technical review (QA/QC) of 75% design
- Submit applicable 75% drawings to agencies and utility companies for review
- Print and submit 75% design sets to CRRMA for review
- Prepare Minimum Project Specific Criteria and Summary Statement
- Participate in 75% review meeting with CRRMA

100% DESIGN SUBMITTAL

- Address 75% review comments
- Produce final design to 100% for Bidding
- Develop 100% Opinion of construction cost
- Perform internal technical review (QA/QC) of 100% design
- Print and submit 100% design sets to CRRMA for review
- Address final comments from CRRMA and QA/QC

Sign, seal & deliver final bid set to CRRMA

B. FM 793 - DECELERATION LANES AND CENTER LEFT TURN LANE

The Engineer will evaluate the proposed deceleration lane locations with TxDOT which will include the following tasks:

- Review design criteria for deceleration lanes and center left turn lane restriping
- Develop preliminary deceleration lane layout (including profile and drainage) for review
- Develop preliminary center left turn lane restriping layout for review.
- Meet with TxDOT, review and obtain concurrence for recommended deceleration

- Revise layouts per TxDOT comments
- Resubmit layouts for concurrence/approval
- Develop cost estimate for deceleration lane and center left turn lane restriping

C. SURVEY

Provided by 75% and will include the following tasks:

Records Research

- Obtain copies of the field notes and working sketches for the subject sections from the Texas General Land Office;
- Contact local utility companies & obtain any available as-built drawings for existing utilities within or near the project area Tie all Existing Visible Features.
- Contact Texas 811 and request utility locations for the project area.

Survey Control

- Locate and measure existing property corner monuments.
- Obtain copies of the field notes and working sketches for the subject sections from the Texas General Land Office;
- Locate and measure a vertical control benchmark.
- Set 2 project control points for use during construction.

Topographic and Improvement Survey

- Perform a T&I survey of for the deceleration lane off of Fabens Road
- Locate and measure all improvements within the project limits.
- Locate and measure visible, aboveground utilities.
- Locate and measure all existing drainage structures, culverts, channels or arroyos within the project limits.

Deliverables

- Deliverable 1 pdf file and 1 AutoCAD file of the topographic map to *Huitt-Zollars*.
- Deliver 1 pdf file and 1 AutoCAD file of the plat of survey for the additional airport entrance road ROW to *Huitt-Zollars*.
- P Deliver 1 pdf file & 1 Word document of the metes & bounds description for additional airport entrance road ROW to *Huitt-Zollars*.

D. UTILITY ENGINEERING/COORDINATION

Provided by *Huitt-Zollars* and will include the following tasks:

- Task 1. Level D Sue Records Research
 - Obtain as-built plans from utility companies
 - Research for county records and map utilities
 - Utility Mapping for Level D
- Task 2. Level C SUE above ground Utility
 - Tie all Existing Visible Features
 - Utility Mapping for Level C
- Task 3. Deliverables
 - Final Mapping
- Task 4. Utility Coordination
 - Coordination with all Existing Utilities
 - Coordinate project improvements
 - Coordinate potential conflicts with proposed improvements
 - Coordination with team disciplines and corresponding utilities for new services and improvements
 - Utility Conflict Matrix
 - Utility Conflict Map

E. DRAINAGE

- **TxDOT Drainage Portion of the project (Fabens Rd) will be performed by *Huitt-Zollars* and will include the following tasks:**
 - Drainage Area Maps
 - Hydraulic Data Sheets
 - Drainage Computations
 - Storm Sewer Summaries
 - Culvert Layout and Sections
 - Drainage Details
 - Standard Details
- **Storm Water Pollution Prevention Plan (SW3P)**
 - Prepare SW3P Narrative
 - Prepare Storm Water Pollution Prevention Plans
 - Prepare SW3P Manual

F. PREPARATION OF FRONT END SPECIFICATIONS (BIDDING)

Performed by *Huitt-Zollars* and will include the following tasks:

- Prepare the Scope of Work
- Prepare the Bid Proposal
- Review provided front end documents
- Analyze special conditions
- Prepare for review (90% and 100%)
- Address any comments
- Prepare Final Version for publication by CRRMA

G. GEOTECHNICAL

Provided by *HVL* and will include the following tasks:

- Geotechnical Data Collection & Field Reconnaissance
 - Traffic Control Plans and Permit Application Package Preparation
 - Utilities and Site (vegetation) Clearance, Drilling Coordination and Staking Soil Borings
 - Drilling, Sampling, Logging Activities and Traffic Control Coordination (1days)
- Geotechnical Bores
 - Review field boring logs and assign lab tests
 - Review lab test data and perform QA/QC
 - Input lab test data, edit and prepare final Wincore Boring Logs
- Review of Boring Log Sheets, signed and Sealed
- Engineering Analysis
- Geotechnical Report
- Meetings and Invoicing

H. THE OPINION OF THE PROBABLE CONSTRUCTION COST ESTIMATE

The Engineer will provide to the Owner a Construction Cost Estimate at the 75% and 100% submittals.

ASSUMPTIONS

The scope, fee and schedule developed in this work authorization, have all been developed based/assuming the following:

1. The County/CRRMA shall provide record drawings (as-builts), Fabens Airport Master plan, demolition sketches, and related documents to the extent available and/or reasonably possible.
2. All required Right Of Way (ROW) Platting for this project has already been previously completed and is not part of this project's scope.
3. An environmental document/study is not required.
4. Construction Phase services are not included at this time.
5. All Permitting would be considered a Construction Phase services and is not included at this time.
6. The Owner shall provide notification of meetings, authorizations, site access, and review comments pursuant to this Agreement.
7. The County/CRRMA will review project deliverables and return comments to the Engineer within two (2) weeks of deliverable submittal.
8. It is assumed the County/CRRMA shall provide safe access and a safe work environment.
9. It is assumed that during the observation, the Owner will provide escort and access to each site.
10. Notwithstanding anything in this Agreement, Engineer shall have no responsibility for removal or disposal of, or exposure to persons to hazardous materials in any form, at the Project Site.
11. Owner acknowledges Engineer's services will be performed based upon information provided by County/CRRMA and others as well as visual inspection of the project only.
12. Consistent with the professional standard of care and unless otherwise specifically provided herein, Engineer shall be entitled to rely upon the accuracy of data and information provided by County/CRRMA or others without independent review or evaluation.
13. The Opinion of the Probable Construction Cost prepared by Engineer is based on PS&E level documents and represents its judgment based on known or anticipated information at the time and is supplied for the general guidance of County/CRRMA. Since Engineer has no control over the cost of labor and material, or over competitive bidding or market conditions, Engineer does not guarantee the accuracy of such opinions as compared to contractor bids or future actual cost to County/CRRMA.

PROJECT SCHEDULE

The schedule is based on the following:

- Kick off meeting will be held within one (1) week of the written notice to proceed.
- Over the shoulder review meeting within three (3) weeks of the written notice to proceed.
- 75% Construction Documents and Construction Cost Estimate will be submitted within 6 weeks of receipt of Owner comments.
- 100% Construction Documents and Construction Cost Estimate will be submitted within 2 weeks of receipt of Owner comments.

DELIVERABLES

The deliverables will include:

- 75% Submittal
 - ROW Survey, topographic Survey, and Control Point Table
 - Preliminary Construction Cost Estimate
 - 90% Construction Drawings
 - 90% Specification
 - 90% Construction Cost Estimate
 - Preliminary Bid Documents, Bid Forms, etc.
- 100% Submittal
 - 100% Construction Drawings
 - 100% Specification
 - 100% Construction Cost Estimate
 - Final Bid Documents, Bid Forms, etc.

PROFESSIONAL SERVICE FEES

Compensation for services will be on a Time and Materials basis. The Time and Materials amount not to exceed for the proposed services is \$105,000.30 exclusive of Texas Gross Receipts Tax.

- Airfare, lodging, travel costs, reproductions, copies, etc. are reimbursable at cost

FEE ESTIMATE SUMMARY

EXHIBIT C

April 8, 2020

**Fabens Airport Hangar Expansion – Deceleration Lane
Work Authorization #1**

Company	Fee
Huitt-Zollars, Inc.	\$86,744.30
Villaverde	\$0.00
Blanton	\$0.00
HVJ	\$18,256.00
Cobb Fendley	\$0.00
n/a	\$0.00
n/a	\$0.00
n/a	\$0.00
n/a	\$0.00
Total	\$105,000.30