

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and HDR Engineering, Inc. (Engineer) entered into a Contract for Indefinite Deliverable Professional Engineering Design Services dated March 14, 2023 (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 the El Paso County Transit Facility Project.

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

THAT, the Executive Director be authorized to execute **Work Authorization No. 2** with HDR Engineering, Inc., including any additional documents or materials as may be required, for the provision of design plans for the El Paso County Transit Facility Project.

PASSED AND APPROVED THIS 10TH DAY OF JANUARY 2024.

**CAMINO REAL
REGIONAL MOBILITY AUTHORITY**

ATTEST:

Joyce A. Wilson, Chair

Dorothy M. (Sissy) Byrd
Board Treasurer / Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 2
CONTRACT FOR ENGINEERING SERVICES

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 5 of the Contract for Indefinite Deliverable Professional Engineering Design Services (the Contract) entered into by and between the CAMINO REAL REGIONAL MOBILITY AUTHORITY (CRRMA) and HDR ENGINEERING, INC. (Engineer), dated March 14, 2023.

PART I. The Engineer will perform engineering services generally described as the preparation of environmental document, plans, specifications, and estimate, and associated documents for the project known locally as the El Paso County Transit Facility Project, as more fully described in this Work Authorization. The responsibilities of 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 this Work Authorization.

PART II. The maximum amount payable to the Engineer under this Work Authorization is **TWO HUNDRED FIFTY THOUSAND TWO HUNDRED TEN AND 32/100 DOLLARS (\$250,210.32)** and the method of payment is Specified Rate Basis, as set forth in Article 3 of the Contract. This amount is based upon fees set forth in Attachment B of the Contract and the Engineer's Fee Schedule, which is attached hereto and made a part of this Work Authorization as **EXHIBIT C**.

PART III. Payment to the Engineer for the services identified herein shall be made in accordance with the Contract and **EXHIBIT D**, which is attached hereto and made a part hereof.

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

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.

HDR ENGINEERING, INC.

**CAMINO REAL
REGIONAL MOBILITY AUTHORITY**

By: _____
Name: Luke Bathurst
Title: Vice President
Date: _____

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

LIST OF EXHIBITS

EXHIBIT A	Services to be provided by the Engineer
EXHIBIT B	Project Schedule
EXHIBIT C	Fee Schedule/Budget
EXHIBIT D	Invoicing Requirements

WA2 EXHIBIT A

SERVICES TO BE PROVIDED BY ENGINEER

Scope of Services

This Work Authorization (WA) #2 is intended to provide engineering services for preparation of the El Paso County Transit Facility. The services requested of the ENGINEER include those activities normally associated with transportation planning, stakeholder coordination, transit planning, traffic engineering, data collection, environmental, preliminary drainage, architectural and facility planning, which are more fully enumerated herein.

Overview

The following scope of services is to work with CRRMA/El Paso County to develop a Concept Design to address immediate, short term, and long-term facility needs for CRRMA/El Paso County. The scope of the 15% Design effort will focus on needs for the next 20 years with a special emphasis on the next five and ten years. The ENGINEER will perform programming (data collection) of the space needs for the facility. The ENGINEER will develop a Preliminary Space Needs Program and develop a Master Plan, 15% Design Package, and Rough Order of Magnitude (ROM) cost estimate based upon the selected design option. This information will be captured in 15% Design Package that includes a Report and Drawings as described below.

Task 1: Programming

A. Orientation Meeting

1. Develop interview questionnaires to be used during programming sessions with CRRMA/El Paso County staff.
2. Conduct an orientation/kick-off meeting for key CRRMA/El Paso County staff. Distribute programming questionnaires, discuss programming process, and address issues to promote effective participation by key staff.

B. Data Collection

1. Conduct programming interviews with key CRRMA/El Paso County staff to stimulate dialogue relating to projections at 5-year, 10-year, and 20-year milestones for staff and vehicle count, office, shop, and storage space requirements, as well as general operating practices.
2. Review requirements for offices including public interface and other service locations.
3. Review requirements for workshops and material storage areas.
4. Review requirements of support facilities including offices, restrooms, lunchrooms, and locker areas.
5. Review building warehouse storage and yard storage requirements for equipment, supplies, and materials.
6. Review requirements for vehicle storage, parking, washing, and fueling.
7. Review site and building security requirements.
8. Conduct wrap-up meeting to outline schedule and present the findings from the interview sessions.

C. Space Needs Program

1. Address functional areas to be located at the facility.
2. Develop space program requirements for the facility based on information and projections developed as part of the data collection effort.
3. Establish space standards for offices.

4. Determine number and size of various workstations.
5. Determine shop area requirements based on function and operational needs.
6. Determine storage requirements for parts, materials, and equipment.
7. Determine parking requirements for employee, visitor, and delivery vehicles.
8. Identify clearance requirements throughout the facility.
9. Establish net to gross factors for each functional area of the facility.

D. Programming Report

1. Provide a brief report that documents the programming process and outlines key planning and design issues. The paper will be distributed to key CRRMA/El Paso County staff for review and will ultimately be included as a sections of the Conceptual Design Report. The paper includes the following narratives:
 - a. Project Overview - Describes the background and gives an overview of the project and the entities involved.
 - b. Basis for Design - Provides a summary of the more qualitative planning issues that were noted during interview sessions. The summary includes a description of each group's responsibilities, hours of operation, staff counts, vehicle parking, vehicles maintained, and a list of key planning issues. This is compiled for consideration during future planning and design efforts.
 - c. Space Needs Program - Presents a detailed listing of space requirements for the key user groups on the site. The intent of the program is to identify program spaces to fulfill the current and future facility needs. Programmed spaces are further defined by their quantity, area, and any remarks significant to design.

E. Quality Assurance

1. Review Programming Report and Space Needs Program to be performed by a reviewer not assigned to the project. Programming Report to be reviewed for quality and accuracy.

Deliverables

- A. Programming Questionnaires
- B. Draft Space Needs Program (delivered electronically via PDF)
- C. Programming Report delivered electronically via PDF including:
 - ✓ Project Overview
 - ✓ Basis for Design (Interview Documentation)
 - ✓ Space Needs Program

Task 2: Site Selection (OMITTED)

Task 3: Master Plan/Conceptual Design

A. Site Master Plan Backgrounds

1. Develop one site plan background which includes basic known underground utility data and existing site conditions. This will be used as backgrounds for developing Site Master Plans.

B. Site Master Plan/Concept Building Design Charrette

1. Identify potential alternatives to meet the requirements established during the programming phase.
2. Participate in a multiple day on-site design Charrette working directly with the CRRMA/El Paso County to develop alternative concepts for a new El Paso County RMA Operations and Maintenance Facility including site configuration and general building design. During this on-site process, alternatives will be reviewed by El Paso County RMA staff. Based on review comments, a selected alternative will be refined and presented for review. A final review meeting will result in a selected Master Plan alternative for the facility.

3. It is anticipated to be 3-day Charrette process in El Paso with the El Paso County RMA staff participating for up to 2 hours each day.
4. Site issues addressed will include:
 - a. Reviewing and developing circulation patterns for vehicles, materials, and personnel that will provide the most efficient, cost effective, and safest operation.
 - b. Reviewing and developing ingress and egress routes which maximize safety and security and minimize vehicular and pedestrian conflict on and off the site.
 - c. Establishing site area relationships including operations and storage facilities as well as employee, delivery, and visitor parking.
5. Facility issues addressed will include:
 - a. Reviewing and developing circulation patterns for equipment, materials, and personnel within the buildings and their relation to site circulation patterns.
 - b. Reviewing and establishing functional area relationships for industrial workflow, supervision, and safety.

C. 15% Design Drawings & Narratives

1. Prepare a 15% Design level drawings and design narratives for each discipline as denoted below. Some disciplines will only produce design narratives and not concept level drawings.
 - a. Architectural Concept Drawings & Narrative
 - b. Architectural Site Plan, Building Floorplans, Sections, and Elevations
2. Architectural Color Perspective Renderings
3. Civil Site Concept Drawings & Narrative
4. Structural Narrative only
5. Mechanical/HVAC One Line Drawings & Narrative
6. Plumbing One Line Drawings & Narrative
7. Electrical Narrative only
8. Future BEB Electrical Infrastructure Narrative
9. Industrial Equipment Preliminary Layout Drawings & Narrative
10. Fire Protection Narrative only
11. CNG Fueling One Line Drawings & Narrative
12. Off-site Improvements and Traffic Impacts Narrative

D. Draft 15% Design Package (15% Design Report and Drawings)

1. Prepare a draft 15% Design Report that documents the Programming, Master Planning, and Design Charrette process, identifies the criteria for site and building requirements, 15% level design drawings and includes a rough order of magnitude (ROM) cost estimate of design and construction costs based on the 15% design drawings. The report will be distributed to key staff for review. The report includes the following Sections:
 - ✓ Project Overview - Describes the background and gives an overview of the project and the entities involved.
 - ✓ Basis for Design - Provides a summary of the more qualitative planning issues that were noted during interview sessions. The summary includes a description of each group's responsibilities, hours of operation, staff counts, vehicle parking, vehicles maintained, and a list of key planning issues. This is compiled for consideration during future planning and design efforts.
 - ✓ Space Needs Program - Presents a detailed listing of space requirements for the key user groups on the site. The intent of the program is to identify program spaces to fulfill the

- current and future facility needs. Programmed spaces are further defined by their quantity, area, and any remarks significant to design.
- ✓ Design Narratives – presents discipline specific Design Narratives that capture general design direction and anticipated systems and equipment for the new facility.
- ✓ Design Charrette Outcomes - Presents a summary of the outcomes of the on-site design charrette sessions. This includes a description of the process, concepts that were developed, and resulting comments and discussions.
- ✓ 15% Design Drawings – presents the refined concept design drawings from specific disciplines. Drawings will be used to develop the ROM Cost Estimate.
- ✓ Rough Order of Magnitude (ROM) Cost Estimate - Presents costs based on the Selected 15% Design and recommended systems and equipment as documented in the 15% Design Drawings and Design Narratives.

E. Detailed Cost Estimate

1. Develop a funding-level Rough Order of Magnitude Cost Estimate for each component of the concept site and building plans. Priority aspects will include engineering and architectural design, real property acquisition, and construction costs associated with each phase of plan implementation.
 - a. The ENGINEER will provide an ROM estimate based upon the 15% Design drawings for the project including AND phasing options.
 - b. Quantity take-offs will be made for major items from the provided design drawings. For those areas of the project not fully defined, an assumed level of detail quantity take-off may be developed to use as line items in the estimate.
 - c. A definition of indirect costs will include non-manual staffing, construction equipment, freight, insurance, etc. Time-related elements will be based on a schedule.
 - d. The ENGINEER will provide an estimate of industrial equipment costs AND Fueling (CNG), and Battery Electric Bus charging infrastructure and systems based on the 15% Design site and floor plans and any relevant key planning issues identified in previous tasks.
 - e. The final deliverable will include a narrative detailing the scope of work, methodology basis used to prepare the estimate including, i.e., pricing basis, unit rate basis, schedule basis or indirect cost basis.

F. Quality Assurance

1. Review Draft 15% Design Report to be performed by a reviewer not assigned to the project. Programming Report to be reviewed for quality and accuracy.

G. Final 15% Design Package (Report and Drawings)

1. Provide a final 15% Design Package that includes the 15% Design Report and 15% Design Drawings for CRRMA/El Paso County to use as a design tool to develop funding and to finalize the property acquisition process. The final report will include all sections identified in the draft and incorporate all comments from the design team and CRRMA/El Paso County and presented in an electronic format.

Deliverables

- A. Draft 15% Design Report including:
 - ✓ Project Overview
 - ✓ Basis for Design (Interview Documentation)
 - ✓ Space Needs Program
 - ✓ Design Charrette Outcomes

- ✓ ROM Cost Estimate
- ✓ Update the previously developed draft reports, as pertinent, including the comments from CRRMA/El Paso County

B. Final 15% Design Package (Report and Drawings)

Task 4. Project Management and Administration for Phase 1 and Phase 2 Services

The ENGINEER, in coordination with the CRRMA, its GEC, and El Paso County, will be responsible for directing and coordinating activities related to the project. Project management and administration tasks shall include a Project Management/Work Plan, Progress Reporting, Coordination/Administration, and Project Scheduling. The prime provider's efforts shall include:

A. Project Management and Administration

1. Progress Reporting
 - a. Prepare and submit to the CRRMA, its GEC, and El Paso County monthly progress reports of activities completed during reporting period.
 - b. Prepare and submit invoices that include financial data. The report shall be submitted as an attachment to the invoice submittal.
2. Coordination/Administration
 - a. Maintain a communication tracking system, identifying formal communications.
 - b. Coordinate with the CRRMA, its GEC, and El Paso County staff regularly throughout project development.
 - c. Compile and maintain a comprehensive Administrative Record.
3. Project Scheduling
 - a. Develop and maintain a Master Schedule for the project indicating tasks/subtasks, critical dates, milestones, deliverables, and review requirements.
 - b. Update schedule on a monthly basis.

B. Deliverables

- Progress Reports and Invoices
- Summaries meetings
- Project Schedule and Regular Updates

[END OF EXHIBIT]

Camino Real RMA/El Paso County Transit Facility																		
ID		Task Mode	Task Name	Duration	Start	Finish	Nov		Dec	Qtr 1, 2024		Feb	Mar	Qtr 2, 2024		May	Jun	Qtr 3, 2024
							Jan							Apr			Jul	
1																		
2			El Paso County Transit Facility 15% Design	18.4 wks?	2/5/24	6/11/24												
3			Design Team Meetings	81 days	2/5/24	5/27/24												
4			Design Team Meeting #1 Kickoff Meeting	0 days	2/5/24	2/5/24												
5			Design Team Meeting #2	0 days	2/5/24	2/5/24												
6			Meeting: Client Status Meeting	0 days	2/15/24	2/15/24												
7			Design Team Meeting #3	0 days	2/19/24	2/19/24												
8			Design Team Meeting #4	0 days	3/4/24	3/4/24												
9			Meeting: Client Status Meeting	0 days	3/14/24	3/14/24												
10			Design Team Meeting #5	0 days	3/18/24	3/18/24												
11			Design Team Meeting #6	0 days	4/1/24	4/1/24												
12			Design Team Meeting #7	0 days	4/15/24	4/15/24												
13			Meeting: Client Status Meeting	0 days	4/18/24	4/18/24												
14			Design Team Meeting #8	0 days	4/29/24	4/29/24												
15			Design Team Meeting #9	0 days	5/27/24	5/27/24												
16			Concept Design Package (15% Design)	18.4 wks?	2/5/24	6/11/24												
17			Geotechnical and Subsurface Utility Investigations	4 wks	2/5/24	3/1/24												
18			Traffic, Roadway, and Other Offsite Improvements Investigations and Analysis	4 wks	2/5/24	3/1/24												
19			Preliminary Environmental Investigation/Reports	4 wks	2/5/24	3/1/24												
20			Programming & Concept Development	6 wks	2/5/24	3/15/24												
21			Programming Questionnaires	2 days	2/5/24	2/6/24												
22			Programming Interviews	3 days	2/7/24	2/9/24												
23			Space Need Program Development	10 days	2/12/24	2/23/24												
24			Internal QC of SNP	4 days	2/26/24	2/29/24												
25			Draft SNP Client Review Meeting	1 day	3/1/24	3/1/24												
26			Master Plan/Concept Design Charrette	5 days	3/4/24	3/8/24												
27			Plan Refinement/Model Development	1 wk	3/11/24	3/15/24												
28			15% Design Drawings/Narratives	4 wks	3/25/24	4/19/24												
29			Architectural Concept Drawings & Narrative	4 wks	3/25/24	4/19/24												
30			Civil Site Concept Drawings & Narrative	4 wks	3/25/24	4/19/24												
31			Structural Narrative	4 wks	3/25/24	4/19/24												
32			Mechanical/HVAC One Line Drawings & Narrative	4 wks	3/25/24	4/19/24												
33			Plumbing One Line Drawings & Narrative	4 wks	3/25/24	4/19/24												
Date: 12/19/23			Task		Project Summary		Manual Task		Start-only		Deadline							
			Split		Inactive Task		Duration-only		Finish-only		Progress							
			Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress							
			Summary		Inactive Summary		Manual Summary		External Milestone									
Page 1																		



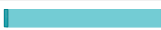





































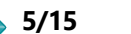




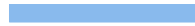


















Camino Real RMA/El Paso County Transit Facility																	
ID		Task Mode	Task Name	Duration	Start	Finish	Nov		Dec	Qtr 1, 2024		Feb	Mar	Qtr 2, 2024		Qtr 3, 2024	
							Jan							Apr	May	Jun	Jul
34			Electrical Narrative	4 wks	3/25/24	4/19/24											
35			Future BEB Electrical Infrastructure Narrative	4 wks	3/25/24	4/19/24											
36			Industrial Equipment Preliminary Layout Drawings & Narrative	4 wks	3/25/24	4/19/24											
37			Fire Protection Narrative	4 wks	3/25/24	4/19/24											
38			CNG Fueling Concept Drawings & Narrative	4 wks	3/25/24	4/19/24											
39			Color Perspective Renderings	2 wks	4/8/24	4/19/24											
40			15% Design Package Draft	2 wks	4/8/24	4/19/24											
41			QC Package Assembly	0 days	4/19/24	4/19/24								 4/19			
42			Quality Review	2 wks	4/22/24	5/3/24											
43			QC Review	1 wk	4/22/24	4/26/24											
44			QC Comment Integration	4 days	4/29/24	5/2/24											
45			Cost Estimate Package Assembly	1 day	4/26/24	4/26/24											
46			ROM Cost Estimating	2.2 wks	4/29/24	5/13/24											
47			15% ROM Cost Estimating	1.4 wks	4/29/24	5/7/24											
48			15% ROM Cost Estimate Team Review	2 days	5/8/24	5/9/24											
49			Estimate Corrections	1 day	5/10/24	5/10/24											
50			Owner Review Package Assembly	1 day	5/13/24	5/13/24											
51			Owner Review	4 wks	5/15/24	6/11/24											
52			Meeting: Owner Review Conference	0 days	5/15/24	5/15/24								 5/15			
53			Owner Review	3 wks	5/15/24	6/4/24											
54			Owner Comment Integration & Report Production	1 wk	6/5/24	6/11/24											
55			Concept Design Package Complete	0 days	6/11/24	6/11/24									 6/11		
Date: 12/19/23			Task		Project Summary		Manual Task		Start-only		Deadline						
			Split		Inactive Task		Duration-only		Finish-only		Progress						
			Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress						
			Summary		Inactive Summary		Manual Summary		External Milestone								
Page 2																	

Exhibit C

FEE SCHEDULE

		TASK	SUBTOTAL TASK 1	SUBTOTAL TASK 2	SUBTOTAL TASK 3	SUBTOTAL TASK 4			
Firm	DBE	HUB (Exp Date)	Labor	Labor	Labor	Labor	ODE	Total	DBE %
HDR Engineering, Inc.	NO		\$ 27,410.78	\$ -	\$ 136,260.32	\$ 66,065.83	\$20,473.39	\$250,210.32	N/A
							Grand Total	\$ 250,210.32	0.00%

EXHIBIT D
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 **65.5 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 or **current state rate**. 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 **\$98.00 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 **\$59.00 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 \$13.00, Lunch \$15.00, Dinner \$26.00 & \$5.00 incidental expenses 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]