

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and the Town of Horizon City (Horizon) have agreed to work together on the development of Horizon's planned Transit Center Project; and

WHEREAS, the CRRMA and its general engineering consultant (GEC) team now desire to execute a new work authorization for the GEC to begin providing the services necessary to support the development of the referenced project, namely the identification of a location for such transit center.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 63** with Atkins North America, Inc., including any additional documents or materials as may be required, for the development of certain planning documents necessary for the identification of a location for the Town of Horizon City's planned Transit Center 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. 63

This **Work Authorization No. 63** (“Work Authorization”) is made as of this _____ day of _____, 2024, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated August 22, 2022 (the “Agreement”), between the Camino Real Regional Mobility Authority (“Authority”) and Atkins North America, Inc. (“GEC”). This Work Authorization is made for the purposes identified below, consistent with the services defined in the Agreement.

This Work Authorization is intended to allow the GEC to provide certain planning services necessary for the selection of a location for a proposed transit center in the Town of Horizon City, Texas. The services requested of the GEC include those activities normally associated with the provision of such planning services and 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, which is incorporated herein for all purposes.

Section B. – Schedule

The GEC shall commence the performance of the services required by **EXHIBIT A** upon the execution of this Work Authorization. The services shall be provided in accordance with the timeline identified within **EXHIBIT A**.

Section C. – Compensation

In return for the performance of the obligations identified within this Work Authorization, the Authority shall pay to the GEC an amount not to exceed EIGHTY-FIVE THOUSAND TWO HUNDRED EIGHTY AND 00/100 DOLLARS (\$85,280.00), based on the Fee Estimate Summary, 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: _____

EXHIBIT A
WORK AUTHORIZATION NO. 63

SERVICES TO BE PROVIDED BY THE GEC

SCOPE OF WORK

Our team will provide professional planning services to study, identify, and develop a location to locate the proposed Transit Station. This includes a site visit, meetings with Town of Horizon City (City) staff, a thorough analysis of the TOD area, developing three site plan scenarios, and ensuring HUD compliance and reporting.

Our deliverables will include the following elements:

- A. Existing Conditions & Analysis of potential locations.
- B. Review of all regulatory and due diligence processes to include the U.S. Housing and Urban Development (HUD) requirements.
- C. One day Site Visit with Half-Day workshop with Staff.
- D. DRAFT of Three (3) Site Plan Alternatives for the Transit Station location.
- E. Refinement of one (1) preferred location for the Transit Station location.
- F. Technical Report detailing findings. With one (1) round of edits.
- G. Attend one (1) City Council meeting and provide a PowerPoint Presentation.

WORK PLAN

1. EXISTING CONDITIONS & ANALYSIS REVIEW

The GEC team will gather the data required for the analysis and site plan recommendations, including local area information, roadway characteristics such as number of lanes and traffic signal location, topo maps, utilities location, TIRZ documents, Horizon City Masterplan, TOD Design Guidelines, and parcel data for ownership information. The GEC team will assemble a GIS map with various layers and information prior to beginning the site plan recommendations. Traffic count data is expected to be available for the City, County Public Works Department, and/or the State of Texas. If data is not available (or is obsolete), the GEC will provide, as an additional service, a local Traffic Engineer to conduct sufficient Traffic Counts and Analysis.

This phase of the project also includes the review of all regulatory and due diligence processes. This includes reviewing and vetting with staff, HUD's Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and regulations at 49 CFR Part 24; and other Federal regulations regarding acquisition of Property.

Note on the Analysis Review: This proposal does not include the following items:

- Drainage Study
- Environmental Review
- Traffic Impact Analysis (only if needed as an additional service)
- Soils Testing

GEC will review these documents/studies if provided by City staff. GEC will provide a recommendation of items needed to comply with HUD and other Federal due diligence requirements.

2. SITE VISIT & STAFF WORKSHOP

GEC will provide up to three (3) staff members for a one-day site visit and workshop with City Staff. GEC will organize the site visit and half-day workshop for staff. During this workshop, we will meet with the City staff to gather more information and data. The workshop will also include emphasis on the potential space programming for the Transit Center and discussion about the adjacency of the City Hall building. We will use this preliminary program to right size and position the site plan elements accordingly.

3. DRAFTING THE SITE PLAN ALTERNATIVES

Based on the information gathered through our research and interviews with staff, GEC will draft three (3) site plan alternatives for Transit Center. Using best practices in sustainable design and our expertise in designing civic facilities we will lay out the desired improvements in three site plans for review. The site plans will include three-dimensional illustrations showing the massing and placement of the building but will not include architectural renderings of building design styles or elements.

The drafts of these three site plan alternatives will be presented to the City staff for review prior to finalizing preferred alternative.

4. REVIEW AND COMMENT INTEGRATION

During this phase we will meet with the City to select a preferred alternative. This phase will also include a Quality Control/Quality Assurance with staff to ensure compliance with HUD & other Federal requirements for property acquisition, prior to finalizing the preferred alternative.

5. TECHNICAL REPORT & FINAL DELIVERABLE

The final deliverable will include a Technical Report outlining the project findings, narrative summary of the final preferred alternative, and other pertinent information. City staff will be provided a DRAFT report prior to becoming final. This task includes one (1) round of edits.

The report will include a list of parcels (with owner information) that will be required for acquisition.

6. CITY COUNCIL PRESENTATION

GEC will attend one City Council meeting to present the project, progress, and preferred alternative. This deliverable will include a PowerPoint presentation.

7. ADDITIONAL SERVICES

Community Outreach: GEC will organize a community open house to present the three site plan alternatives and gather feedback from the community. This process can assist with vetting the three site plans prior to finalizing the recommended alternative.

Traffic Count Analysis: In the event that the Traffic Count data is unavailable or obsolete, GEC will utilize a local traffic engineering firm to conduct sufficient data/traffic analysis for the project.

TIMELINE

GEC proposes to complete the scope of work within 150 calendar days from Notice to Proceed. The following is a tentative timeline. A more detailed schedule will be provided prior to execution of the agreement.

- 1. EXISTING CONDITIONS & DOCUMENT REVIEW: 1st Month (30 Days)**
- 2. SITE VISIT & STAFF INTERVIEWS/PROGRAMMING WORKSHOP: 2nd Month (60 Days-Cumulative)**
 - Includes Staff Interviews.
 - Begin Drafting Site Plans.
- 3. FINALIZE DRAFTING THE SITE PLAN ALTERNATIVES: 3rd Month (90 Days-Cumulative)**
 - Includes submitting a Draft for Review to City staff at the end of the 90 days.
- 4. REVIEW AND COMMENT INTEGRATION: 4th Month (120 Days-Cumulative)**
 - Staff review and comments will be incorporated into this phase.
- 5. FINALIZE DELIVERABLES & CITY COUNCIL PRESENTATION: 5th Month (150 Days-Cumulative)**
 - Final project deliverables will be provided to the City.
 - City Council Presentation

[END OF EXHIBIT]

EXHIBIT B

FEE ESTIMATE SUMMARY

Town of Horizon City Transit Plaza Project Work Authorization #63

<u>CONSULTANT</u>	<u>TASK</u>	<u>TOTAL</u>
Atkins	PROJECT MANAGEMENT	\$ 10,000.00
Able City	PROJECT MANAGEMENT	\$ 5,735.00
Able City	STUDY DEVELOPMENT	\$ 67,045.00
Able City	Other Direct Costs	\$ 2,500.00
	TOTAL	\$ 85,280.00

Town of Horizon City Transit Plaza Project	
Town of Horizon City	
Exhibit B January 10, 2024 (Atkins)	

MONTH	1	2	3	4	5	6	7	8	Hourly Rate	Burden Rate	Sum Hrs.	Total Dollars
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PROJECT MANAGEMENT

a. Project Administration

Project Director (Atkins)	1	1	1	1	1	1	1	1	\$101.31	\$258.27	8	2,066.16
Able City										\$5,735.00	1	5,735.00
											Sub-Total	7,801.16

b. Project Reporting

Project Director (Atkins)	1	1	1	1	1	1			\$101.31	\$258.27	6	1,549.64
Sr Engineer III (Atkins)	1	1	1	1	1	1	1		\$70.00	\$178.45	7	1,249.18
											Sub-Total	2,798.82

c. Project Meetings

Project Director (Atkins)	1	1	1	1	1	1	1	1	\$101.31	\$258.27	8	2,066.19
Project Coordinator I (Atkins)	1	1	1	1	1	1	1	2	\$32.00	\$81.58	9	730.46
											Sub-Total	2,796.65

d. Project Agreement Support

Project Director (Atkins)	1	1	1	1					\$101.31	\$258.27	4	1,033.10
Project Coordinator I (Atkins)	1	1	1	1	1	1	1	1	\$32.00	\$81.58	8	652.63
											Sub-Total	1,685.73

e. Document Control

Project Coordinator I (Atkins)	1	1	1	1	1	1	1	1	\$32.00	\$81.58	8	652.63
											Sub-Total	652.63
											Total Task	15,735.00

STUDY DEVELOPMENT

a. Phase 1 - Existing Conditions & Document Review

Able City										\$8,850.00	1	8,850.00
											Sub-Total	8,850.00

b. Phase 2 - Site Visit & Staff Workshop

Able City										\$9,890.00	1	9,890.00
											Sub-Total	9,890.00

c. Phase 3 - Drafting Site Plan Alternatives

Able City										\$26,290.00	1	26,290.00
											Sub-Total	26,290.00

d. Phase 4 - Review and Comment Integration

Able City										\$26,290.00	1	11,015.00
											Sub-Total	11,015.00

e. Phase 5 - Technical Report & Final Deliverable

Able City										\$9,100.00	1	9,100.00
											Sub-Total	9,100.00

f. Phase 6 - City Council Presentation

Able City										\$9,100.00	1	1,900.00
											Sub-Total	1,900.00

Atkins: Overhead 127.62%, Profit 12%, Multiplier 2.5493

Total Task 67,045.00

Other Direct Costs												2,500.00
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TOTAL= 85,280.00

Other Direct Costs

Reimbursable Allowances (Able City)										\$2,500.00	1	2,500.00
											Sub-Total	2,500.00

[END OF EXHIBIT]

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 63
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 **62.5 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 **\$64.00 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 \$14.00, Lunch \$16.00, Dinner \$29.00 & \$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]