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 certain engineering and related services for the completion of the El Paso County Tornillo Port of Entry Traffic Study Project.

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

THAT, the Executive Director be authorized to execute **Work Authorization No. 1** with HDR Engineering, Inc., including any additional documents or materials as may be required, for the development of the El Paso County Tornillo Port of Entry Traffic Study Project.

PASSED AND APPROVED THIS 13TH DAY OF MARCH 2024.

CAMINO REAL
REGIONAL MOBILITY AUTHORITY

_____
James L. (Jim) Smith, Vice Chair

ATTEST:

_____
Monica L. Perez
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 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 and associated services necessary for the development of the El Paso County Tornillo Guadalupe Port of Entry Traffic Study 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 **SEVEN HUNDRED FIFTY-FOUR THOUSAND ONE HUNDRED THIRTY-ONE AND 30/100 DOLLARS ($754,131.30)** 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: _____	By: _____
Name: Luke Bathurst	Name: Raymond L. Telles
Title: Vice President	Title: Executive Director
Date: _____	Date: _____

LIST OF EXHIBITS

EXHIBIT A

SERVICES TO BE PROVIDED BY ENGINEER

Scope of Services

This Work Authorization (WA) is intended to provide phased engineering services for preparation of the Economic Benefits Assessment of the EPCo TG (also known as Marcelino Serna) POE, Phase 1, and the development of a Commercial Master Plan, Phase 2 (omitted in this WA and to be included in Supplemental Work Authorization). Phase 1, the TG POE Study, will include an Economic Benefits Assessment as well as preliminary stakeholder coordination and interviews, and the preparation of communication material highlighting these benefits. The study area includes a 7-mile radius from the TG POE. The services requested of the ENGINEER include those activities normally associated with transportation planning, traffic engineering, international public relations, international data collection, and international travel demand modeling which are more fully enumerated herein.

Objective(s)

The primary objective for this study is to systematically assess and compare benefits of the TG POE. The study will provide findings to highlight the competitive advantages and efficiencies of crossing goods across the U.S.- Mexico border through the TG POE. The study will focus on time, distance, and fuel consumption variables. The primary goal is to enhance the process of identifying and understanding the latent travel patterns, thereby enabling the exploration of prospective traffic that could be rerouted specifically towards the TG POE. The review of the International Travel Demand Model (I-TDM), developed by El Paso MPO, aims to provide a comprehensive framework for unraveling intricate international travel dynamics, allowing for a more nuanced examination of potential shifts in traffic flow, with a particular focus on optimizing and redirecting the influx of travelers to the TG POE.

The objective of the Strategic Communications for the TG POE Economic Benefits Assessment is to support stakeholder coordination, provide strategic communication, and a promotional brochure to position the TG POE (also known as Marcelino Serna Land Port of Entry) as a symbol of efficiency, security, and convenience that caters to both commercial and passenger travelers.

PHASE 1. TG POE STUDY

Task 1. Traffic Engineering

The ENGINEER will conduct a high-level Traffic and Operations Analysis necessary to inform the development of the benefits estimation. This will include a broad understanding of the movement of trucks that use the Paso Del Norte border crossings to move cargo, both local and non-local, and the types and value of the goods being transported as well as the frequency of crossings at various PDN Ports of Entry (PoE).

A. Data Collection and Analysis (International)

1. The ENGINEER shall coordinate and obtain El Paso MPO's International Travel Demand Model (I-TDM) and will use this model as the starting point for the Traffic and Operations Analysis conducted in this Task.
2. The ENGINEER shall coordinate and collect data to complement the I-TDM with

information from EPCo and/or other agencies to include Mexican agencies. Additional information needed could include:

a. Available Corridor Major Investment Studies within the Study Area.
b. Roadway inventory information, including the number of lanes, speed limits, pavement widths and rating, traffic EPCo devices, etc. for infrastructure currently being built / recently in operation that is not included in the I-TDM.
c. Existing and future design year traffic data for the POE and other major roads within the Study Area.
d. INRIX/StreetLight/other acceptable software platform data to identify traffic flow patterns.
e. Traffic crash data from Texas Department of Transportation (TxDOT and/or other agency within the Study Area.
f. Information on wait time for vehicles (truck/cargo and passengers) crossing through the different ports of entry in the Paso del Norte region (ideally by direction of movement, northbound and southbound). Paso del Norte region includes EPCo, TX and Santa Teresa POE in Santa Teresa, NM.
g. Local Major Thoroughfare Plan(s) within the Study Area, as available.
h. General demographic information available from agencies for Juarez and Guadalupe County.

B. I-TDM Review and Traffic Projections Analysis (International)

1. The ENGINEER shall review the I-TDM to identify growth rate patterns.
2. The ENGINEER shall review and evaluate existing and twenty-year (20) projected traffic data included in the I-TDM for use in the preparation of the report for this Task.
3. The ENGINEER shall review and evaluate data in the I-TDM related to future forecasted use of the TG POE by trucks moving goods.
4. The ENGINEER shall review data from the I-TDM on existing and future transportation infrastructure, traffic patterns, land use, demographics, and economic indicators within the Study Area.
5. The ENGINEER shall update the I-TDM only for major network improvements (such as the new Libramiento de Cd. Juarez).
6. The ENGINEER will do a high-level review of the I-TDM to identify origin-destination (OD) patterns and traffic diversions. The ENGINEER will not calibrate the results of the I-TDM as part of this Task. Similarly, no Traffic Analysis Zones (TAZ) updates will be performed as part of this Task.

C. Traffic and Operational Analysis

1. The ENGINEER shall review and analyze traffic data (including percent trucks, peak period volume, and directional distribution), existing roadway features (number of lanes, offset to obstructions, lane widths, and intersection operation and geometry), traffic flow patterns, accident frequencies, and transit/truck and traffic operations in the vicinity of the TG POE under the No Build and Build Scenarios developed in Task 2.
2. The I-TDM will be reviewed and minimally updated to develop base & future scenarios consistent with the estimation of economic benefits in Task 2. Roadway network within the I-TDM of the Study Area will be reviewed/updated for coding inconsistencies, developments and centroid connections (developments updates will only be made for

major infrastructure missing from the I-TDM). Growth rates for the regions in Cd. Juarez will also be extrapolated based on information in the I-TDM to reflect future year conditions of the benefits estimation.

3. The ENGINEER will use Transmodeler, SYNCHRO, and/or other acceptable model to code the current year border-crossing wait times for the TG POE in the I-TDM. The ENGINEER will also modify the future configuration of the POEs included in the I-TDM to reflect future year wait time conditions for the crossings in the Paso del Norte region.
4. The ENGINEER shall perform model runs for one Build Alternative and select link analysis to identify Origin-Destination (O-D) patterns. This information will be compared to the information from Task 2D (interviews with freight forwarders / cargo owners). The results from the analysis shall be utilized in Task 2 as inputs to the Benefit-Cost Analysis. It should be noted that no calibration will be performed on the I-TDM.

D. Cargo Analysis & Traffic Diversions

1. Identify and map established companies (Local O-Ds) in the southern industrial parks of Cd. Juarez with distribution centers in the far east of EPCo with focus on potential users of the TG POE.
2. Identify number of border crossing movements associated with these types of companies.
3. The information for this task will be collected via up to 30 interviews and/or up to 100 surveys utilizing online platforms. Key freight forwarders / cargo owners of international cargo moved through the Paso del Norte POEs will be contacted to participate in these interviews/surveys. The purpose will be to understand routes used, support services needed, obstacles to using the TG POE, etc. in support of the benefits estimation.
4. The ENGINEER will analyze the I-TDM to try to identify traffic counts coming into Cd. Juarez (Non-Local O-Ds) related to manufacturing and assembly plants sending their final products into the U.S. from Chihuahua, Torreon, and Gomez Palacio Durango. This information will be complemented with the insight from the interviews/surveys with key freight forwarders / cargo owners conducted in Task 2D.
5. Identify the types of commodities, relative share (in volume and/or value) and frequency of crossing for the companies that cross goods between the U.S. and Mexico using POEs in the Paso del Norte region using public sources (such as BTS) and EPCo private sources available to the EPCo or the MPO.
6. Identify the amount of border crossings that may contemplate diverting to the TG POE under different operational and infrastructure circumstances. This assessment will be performed using input from the interviews and results from the traffic projections.

Deliverables

- Draft and Final Traffic Methodology Memorandum in support of benefits estimation.
- Draft and Final I-TDM Review and Analysis Report summarizing analysis performed in support of benefits estimation.
- Draft and Final Traffic and Operations Analysis summarizing analysis performed in

support of benefits estimation.
- Draft and Final Cargo Report and Diversion Map (local/non-local companies that may consider using the TG POE).
- Index of Data Collected and Data Collected

Task 2. Economic Benefits Assessment

The ENGINEER will conduct an estimation of economic benefits examining the advantages of utilizing the TG POE for local and non-local customers crossing merchandise/goods across the U.S.-Mexico border.

A. Engineering Analysis:

1. Locational Analysis: Describe characteristics of the location of the POE considering factors like accessibility and transportation connectivity.
2. POE Infrastructure Assessment: Assess POE infrastructure characteristics such as approaching lanes, crossing lanes, inspection booths, technology, etc.
3. Traffic Engineering: Analyze the traffic flow through and around the port to assess efficiency and safety.
4. Land Use and POE Supporting Services: Evaluate the land use and availability of POE-supporting services including warehouses, transfer facilities, brokers, etc.

B. Economic Analysis:

1. Build & No-Build Scenario Definition: Identify the Build and No Build Scenarios to be compared in the Benefit-Cost Analysis, based on current conditions and proposed improvements on the U.S. and Mexico sides of the POE.
2. Benefit-Cost Analysts: Evaluate the social worth of the Port of Entry by assessing social costs and benefits for the No-Build and Build Scenarios.

Deliverables

- Draft and Final Benefits Estimation Technical Report
    - This deliverable will focus on benefits and costs related to travel time, travel distance, and fuel consumption variables for trucks that cross the border moving cargo.
- Draft and Final Technical Memorandum with Strengths. Weaknesses, Opportunities and Threats (SWOT) analysis of Tornillo POE based on the results of the economic benefits assessment.
- Index and Data collected used as input in the estimation of benefits.

Task 3. Strategic Communications for the TG POE Economic Benefits Assessment

The ENGINEER will develop communications materials to support the development of the benefits estimation and to promote its results. Services will include coordinating stakeholder interviews/surveys to support the estimation of economic benefits and to communicate the findings of the benefits assessment in a way that increases awareness for the use of the Marcelino Serna POE. The activities sought under this scope of services, include the following:

A. Stakeholder Coordination Support

1. Develop stakeholder list and maintain contact list.

a. Includes relevant media contacts

2. Schedule, make logistical arrangements, facilitate, assist in conducting up to 30 interviews and/or up to 100 surveys with key freight forwarders / cargo owners of international cargo moved through the Paso del Norte POEs. Note, the ENGINEER is assuming all meeting facilities needed will be provided by CRRMA and/or EPCo.

B. Promotional Brochure

1. Create a one-page brochure with the results of the benefits assessment to create awareness of the POE

Deliverables

- Stakeholder contact list
- Promotional brochure promoting benefits of the POE.
- QA/QC

Task 4. EPCo TG POE Master Plan (OMITTED)

This will be included in Supplemental Work Authorization.

Task 5. Communications Planning and Outreach for the TG POE Master Plan (OMITTED)

This will be included in Supplemental Work Authorization.

Task 6. Project Management and Administration for Phase 1

The ENGINEER, in coordination with the CRRMA, its GEC, and EPCo, will be responsible for directing and coordinating activities related to the project. Project management and administration tasks shall include up to one virtual kick off meeting, up to one field/site visits, up to two in-person stakeholder interviews/surveys, up to one in-person final deliverable presentation, Progress Reporting, Coordination/Administration, Project Scheduling, Subconsultant Management, Subconsultant Contracts, and Invoices. The ENGINEER's efforts shall include:

A. Project Management and Administration

1. Progress Reporting
   a. Prepare and submit to the CRRMA, its GEC, and EPCo 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 EPCo 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.
4. Subconsultant Management

a. Develop and implement a plan to EPCo subconsultants (as part of the project management plan).
b. Prepare subcontracts for subconsultant(s).
c. Monitor subconsultant activities (staff and schedule).
d. Review and recommend approval of subconsultant progress reports and invoices.

Deliverables

- Progress Reports and Invoices
- Summaries meetings
- Project Schedule and Regular Updates
- Subconsultant Contracts, Progress Reports, and Invoices

Duties and Responsibilities

The Consultant is responsible for being proactive in identifying EPCo issues that may arise during the design phase or planning of the project and for problem-solving. If the Consultant requires the County for a ponder participation, information details about the problem and possible solutions for decision-making must be presented. Problem identification and problem-solving will not be subject to additional compensation since this is considered a common engineering practice.

The project funding source may be from Local (County General Funds), state and federal. During the development of the plans, it may be requested to the consultant provide additional documents but not limited exhibits, maps, project status, and similar submittals. Consultants must contemplate this work as part of WA and not request additional funding. If the work to be requested is considered a major task, the Consultant must inform the County about their concerns.

Due to the importance of coordination with County officials, State, and Federal government, a quick turnaround for documents may be requested. Consultants must have personnel available to assist in providing the required information within a proper time matter. Unless the request requires an immediate response, the County will specify the required due date for the delivery of such documents.

Communication

The Consultant must follow the proper communication chain of command (IDC, GEC, CRRMA, County). Consultants are not allowed to reach out directly to state or federal levels unless otherwise formally guided by the County. EPCo questions to the State and Federal representatives must be directed to the GEC by email, including EPCo required documents and exhibits.

Coordination with utility, stakeholders, and related must be initiated by the consultant, meetings can begin after the design kick-off meeting otherwise informed by the County. EPCo coordination and meetings with mentioned parties must include the County/GEC. It's required for the Consultant to be in constant communication with those parties for identifying EPCo utility conflicts or similar issues.

It's in the EPCo interest of the Consultant, GEC, and County to be in constant communication to solve EPCo issues that may arise for the proper deliverable of the design plans, PS&E, forms and EPCo related documents associated with design phase. The Consultant is required to communicate to the County if a major problem has been identified and not wait until the monthly meetings to inform the County about EPCo issues.

Deliverables & Quality EPCo

The Consultant is responsible for the quality EPCo of the deliverables to the County, this includes but is not limited to the Schematic plans, PS&E, Environmental forms, planning document and related files before submitting them for revision. If the number of comments not addressed by the consultant exceeds more than 30% of the total number of comments provided by the County/GEC the plans will be rejected. The consultant will be obligated to address 100% of the comments and submit them immediately. This is not subject to additional compensation and the schedule will not be extended. The County/CRRMA then will take the required decisions on how to proceed with the Consultant.

The Consultant has the right to have Sub-consultants to assist with the different deliverables of the design plans. The Consultant is obliged to perform quality EPCo and maintain records of the Q&A from their sub-consultants, that County may request a copy of this file. Failure to perform quality EPCo of the project will be a breach of Consultant's responsibilities under the WA. The County/CRRMA then will take the required decisions on how to proceed with the Consultant.

Records

The Consultant is required to maintain project records, this includes but is not limited Schematic plans, PS&E, Environmental forms, and related files, emails communications with EPCo parties involved on the project, agendas, meeting minutes, and related for at least 4 years. The consultant is responsible to main this information and always have access regardless of if the engineer on charge at the time is no longer working with the company. Failure to maintain records will result in proper penalization of the consultant.

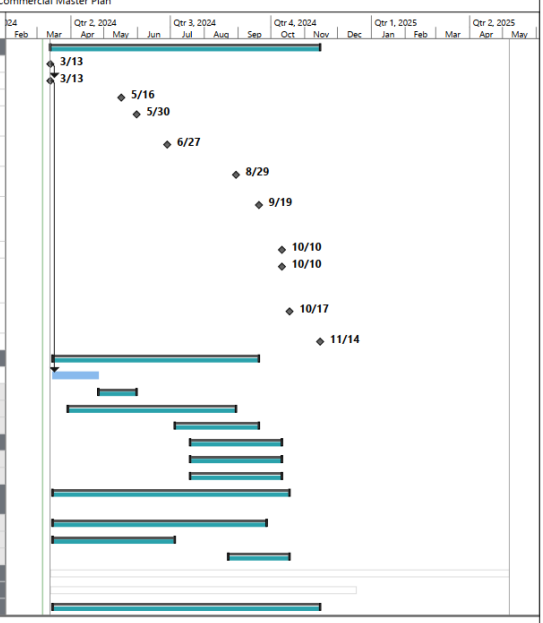
[END OF EXHIBIT]

EXHIBIT B
Schedule

HDR

Exhibit B
CRRMA / El Paso County
Tornillo-Guadalupe POE Economic Benefits Analysis and Commercial Master Plan

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1		Key Dates	177 days	3/13/24	11/14/24	
2		Date of Execution WA1	0 days	3/13/24	3/13/24	
3		Notice to Proceed Phase 1	0 days	3/13/24	3/13/24	2
4		Final Contact List	0 days	5/16/24	5/16/24	58
5		Final Traffic Methodology Memorandum in support of benefits estimation.	0 days	5/30/24	5/30/24	20
6		Final I-TDM Review and Analysis Report summarizing analysis performed in support of benefits estimation.	0 days	6/27/24	6/27/24	26
7		Final Traffic and Operations Analysis summarizing analysis performed in support of benefits estimation.	0 days	8/29/24	8/29/24	31
8		Final Cargo Report and Diversion Map (local/none-local companies that may consider using the TG POE)	0 days	9/19/24	9/19/24	37
9		Final Benefits Estimation Technical Report	0 days	10/10/24	10/10/24	44
10		Final Technical Memorandum with Strengths. Weaknesses, Opportunities and Threats (SWOT) analysis of Tornillo POE	0 days	10/10/24	10/10/24	50,53
11		Final Promotional brochure promoting benefits of the POE.	0 days	10/17/24	10/17/24	66
12		WA1 Termination	0 days	11/14/24	11/14/24	72
13		Task 1. Traffic Engineering	135 days	3/15/24	9/19/24	
14		Data Collection and Analysis	30 days	3/15/24	4/25/24	3
15		**Traffic Methodology**	**25 days**	**4/26/24**	**5/30/24**	
21		**Traffic Engineering and Operations**	**110 days**	**3/29/24**	**8/29/24**	
32		**Cargo Analysis and Traffic Diversion**	**55 days**	**7/5/24**	**9/19/24**	
38		Task 2. Economic Benefits Assessment	60 days	7/19/24	10/10/24	
39		**Engineering Analysis**	**60 days**	**7/19/24**	**10/10/24**	
45		**Economic Analysis**	**60 days**	**7/19/24**	**10/10/24**	
51		Task 3. Strategic Communication for TG POE Economic Benefits Assessment	155 days	3/15/24	10/17/24	
52		**Stakeholder Coordination**	**140 days**	**3/15/24**	**9/26/24**	
59		**Stakeholder Interviews**	**80 days**	**3/15/24**	**7/4/24**	
62		**Promotional Brochure**	**40 days**	**8/23/24**	**10/17/24**	
67		~~Task 4. EPCo TG Master Plan (OMITTED)~~	~~300 days~~	~~3/13/24~~	~~5/6/25~~	
68		~~Task 5. Promotional and Awareness Campaign (OMITTED)~~	~~200 days~~	~~3/13/24~~	~~12/17/24~~	
69		Task 6. Overall Project Management & Administration	175 days	3/15/24	11/14/24	



Project: ExhibitB_K23IDC_WA01
Date: 3/6/24

Task, Split, Milestone, Summary, Project Summary, Inactive Task, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, External Tasks, External Milestone, Deadline, Critical, Critical Split, Progress, Manual Progress

Page 1

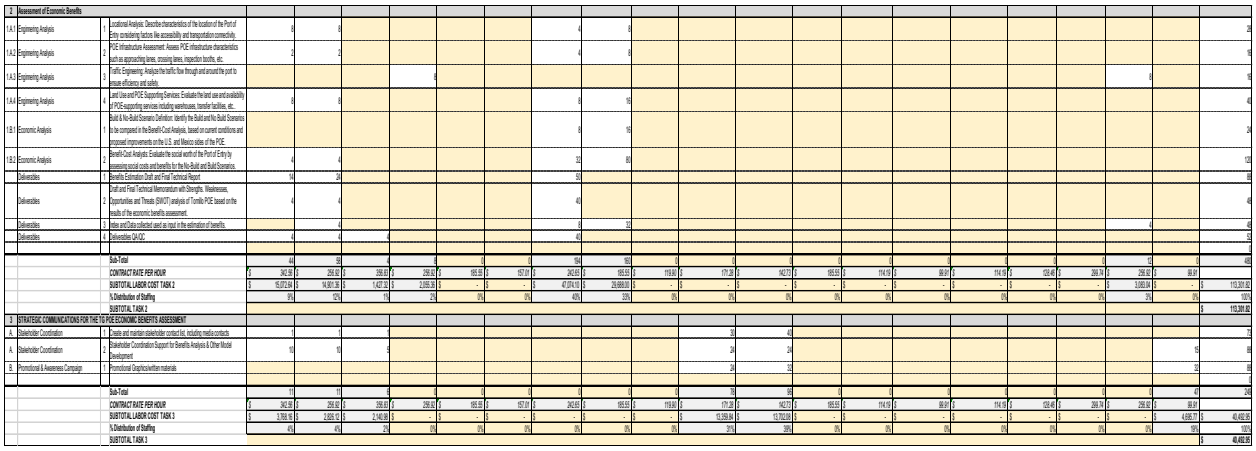
3/6/24

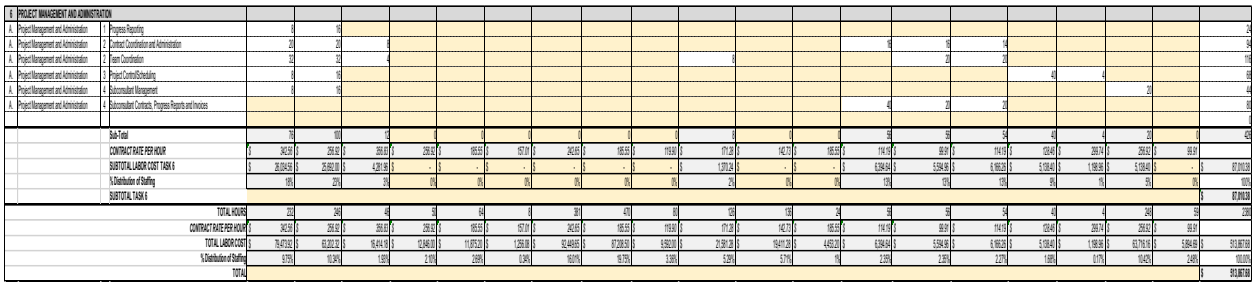
EXHIBIT C

Fee Schedule/Budget

Firm	DBE	HUB (Exp Date)	SUBTOTAL LABOR COST TASK 1	SUBTOTAL LABOR COST TASK 2	SUBTOTAL LABOR COST TASK 3	SUBTOTAL LABOR COST TASK 4	SUBTOTAL LABOR COST TASK 5	SUBTOTAL LABOR COST TASK 6	ODE	Total	DBE %
HDR Engineering, Inc.	NO		$ 273,062.53	$ 113,301.82	$ 40,492.95	$ -	$ -	$ 87,010.38	$ 95,254.75	**$ 609,122.43**	**N/A**
Transcend Engineers and Planners, LLC	YES		$ 121,297.60	$ 7,339.72	$ 3,114.56	$ -	$ -	$ 12,192.40	$ 1,064.59	**$ 145,008.87**	**19.23%**
		Total	$ 394,360.13	$ 120,641.54	$ 43,607.51	$ -	$ -	$ 99,202.78	$ 96,319.34	**$ 754,131.30**	**19.23%**

TASK			TASK DESCRIPTION										HDR Engineering, Inc.-Project Manager										
			LABOR CLASSIFICATION:	HDR Engineering, Inc.-Project Manager	HDR Engineering, Inc.-Deputy Project Manager	HDR Engineering, Inc.-Principal	HDR Engineering, Inc.-Senior Engineer	HDR Engineering, Inc.-Project Engineer	HDR Engineering, Inc.-Design Engineer	HDR Engineering, Inc.-Transportation Planner - Senior	HDR Engineering, Inc.-Transportation Planner	HDR Engineering, Inc.-EIT 2	HDR Engineering, Inc.-Public Involvement Specialist - Senior	HDR Engineering, Inc.-Public Involvement Specialist	HDR Engineering, Inc.-Engineer Technician - Senior	HDR Engineering, Inc.-Administrative/Clerical	HDR Engineering, Inc.-Records Keeper	HDR Engineering, Inc.-Records Keeper - Senior	HDR Engineering, Inc.-Scheduler III	HDR Engineering, Inc.-Scheduler IV	HDR Engineering, Inc.-Traffic Engineer - Senior	HDR Engineering, Inc.-Graphic Designer	TOTAL LABOR HRS AND COSTS
			CONTRACT RATE PER HOUR:	$ 342.56	$ 256.92	$ 356.83	$ 256.92	$ 185.55	$ 157.01	$ 242.65	$ 185.55	$ 119.90	$ 171.28	$ 142.73	$ 185.55	$ 114.19	$ 99.91	$ 114.19	$ 128.46	$ 299.74	$ 256.92	$ 99.91	
1	I-TDM, TRAFFIC & OPERATIONS ANALYSIS																						
A.	Data Collection and Analysis (International)	1	Coordinate and obtain El Paso MPO's International Travel Demand Model (I-TDM)	4	4																8		16
A.	Data Collection and Analysis (International)	2	Coordinate to collect and Analyze data to complement the I-TDM with information from El Paso County and/or other agencies to include Mexican agencies.	2	2		2			2	2										8		18
A.	Data Collection and Analysis (International)	2a	Available Corridor Major Investment Studies within the Study Area.				2	8		2	8	6											26
A.	Data Collection and Analysis (International)	2b	Roadway inventory information, including the number of lanes, speed limits, pavement widths and rating, traffic control devices, etc. for infrastructure currently being built / recently in operation that is not included in the I-TDM.					8	8	8	8	6											38
A.	Data Collection and Analysis (International)	2c	Existing and future design year traffic data for the POE and other major roads within the Study Area.								8										8		16
A.	Data Collection and Analysis (International)	2d	INRIX/StreetLight/other acceptable software platform data to identify traffic flow patterns.							4		8									8		20
A.	Data Collection and Analysis (International)	2e	Traffic crash data from Texas Department of Transportation (TxDOT and/or other agency within the Study Area.	2						16		8									8		34
A.	Data Collection and Analysis (International)	2f	Information on wait time for vehicles (truck/cargo and passengers) crossing through the different ports of entry in the Paso del Norte region (ideally by direction of movement, northbound and southbound). Paso del Norte region refers includes El Paso County, TX and Santa Teresa POE in Santa Teresa, NM.							8		16									8		32
A.	Data Collection and Analysis (International)	2g	Local Major Thoroughfare Plan(s) within the Study Area, as available.					8		8		16											32
A.	Data Collection and Analysis (International)	2h	General demographic information available from agencies for Juarez and Guadalupe County.	2	2					8		16											28
B.	I-TDM Review and Analysis	1	Review the I-TDM to identify growth rate patterns.							10											4		14
B.	I-TDM Review and Analysis	2	Review and evaluate existing and twenty-year (20) projected traffic data included in the I-TDM for use in the preparation of the report for this Task.					8													8		16
B.	I-TDM Review and Analysis	3	Review and evaluate data in the I-TDM related to future forecasted use of the TG POE by trucks moving goods.																		8		8
B.	I-TDM Review and Analysis	4	Review data from the I-TDM on existing and future transportation infrastructure, traffic patterns, land use, demographics, and economic indicators within the Study Area.	2	2			8		4	4										8		28
B.	I-TDM Review and Analysis	5	Review and update the I-TDM only for major network improvements (such as the new Libramiento de Cd. Juarez).	2	2					4	4										8		20
B.	I-TDM Review and Analysis	6	High-level review of the I-TDM to identify origin-destination (OD) patterns and traffic diversions. No calibrate the results of the I-TDM as part of this Task. No traffic Analysis Zones (TAZ) updates will be performed as part of this Task.	2	2					4	4										8		20
C.	Traffic and Operational Analysis	1	Review and analyze traffic data (including percent trucks, peak period volume, and directional distribution), existing roadway features (number of lanes, offset to obstructions, lane widths, and intersection operation and geometry), traffic flow patterns, accident frequencies, and transit/truck and traffic operations in the vicinity of the TG POE under the No Build and Build Scenarios developed in Task 2.	2	2			8		4		4									8		28
C.	Traffic and Operational Analysis	2	Review and minimum updates to I-TDM to develop base & future scenarios consistent with the estimation of economic benefits in Task 2. Roadway network within the I-TDM of the Study Area will be reviewed/updated for coding inconsistencies, developments and centroid connections (developments updates will only be made for major infrastructure missing from the I-TDM). Growth rates for the regions in Cd. Juarez will also be extrapolated based on information in the I-TDM to reflect future year conditions of the benefits estimation.	2	2					4											8		16
C.	Traffic and Operational Analysis	3	Use Transmodeler, SYNCHRO, and/or other acceptable model to code the current year border-crossing wait times for the TG POE in the I-TDM. Modify the future configuration of the POEs included in the I-TDM to reflect future year wait time conditions for the crossings in the Paso del Norte region.	2	2			8		4											8		24
C.	Traffic and Operational Analysis	4	Perform model runs for one Build Alternative and select link analysis to identify Origin-Destination (O-D) patterns. This information will be compared to the information from Task 2D (interviews with freight forwarders / cargo owners). No calibration will be performed on the I-TDM.	2	2			8													8		20
D.	Cargo Analysis and Traffic Diversions	1	Identify and map established companies (Local O-Ds) in the southern industrial parks of Cd. Juarez with distribution centers in the far east of El Paso County with focus on potential users of the TG POE.	4	4					4	16										4		32
D.	Cargo Analysis and Traffic Diversions	2	Identify number of border crossing movements associated with these types of companies.	4	4					4	16										4		32
D.	Cargo Analysis and Traffic Diversions	3	Collected up to 30 interviews and/or up to 100 surveys utilizing online platforms. Key freight forwarders / cargo owners of international cargo moved through the Paso del Norte POEs will be contacted to participate in these interviews/surveys. The purpose will be to understand routes used, support services needed, obstacles to using the TG POE, etc. in support of the benefits estimation.	15	15					15	40		40	40							4		169
D.	Cargo Analysis and Traffic Diversions	4	Analyze the I-TDM to try to identify traffic counts coming into Cd. Juarez (Non-Local O-Ds) related to manufacturing and assembly plants sending their final products into the U.S. from Chihuahua, Torreon, and Gomez Palacio Durango. This information will be complemented with the insight from the interviews/surveys with key freight forwarders / cargo owners conducted in Task 2D.	4	4					8	40										4		60
D.	Cargo Analysis and Traffic Diversions	5	Identify the types of commodities, relative share (in volume and/or value) and frequency of crossing for the companies that cross goods between the U.S. and Mexico using POEs in the Paso del Norte region using public sources (such as BTS) and any private sources available to the El Paso County or the MPO.	4	4					8	40										4		60
D.	Cargo Analysis and Traffic Diversions	6	Identify the amount of border crossings that may contemplate diverting to the TG POE under different operational and infrastructure circumstances. This assessment will be performed using input from the interviews and results from the traffic projections.	4	4					8	40										4		60
	Deliverables	1	Draft and Final Traffic Methodology Memorandum in support of benefits estimation.	4	4	4				4	16										8	4	44
	Deliverables	2	Draft and Final I-TDM Review and Analysis Report summarizing analysis performed in support of benefits estimation.	4	4	4				4	16										8	4	44
	Deliverables	3	Draft and Final Traffic and Operations Analysis summarizing analysis performed in support of benefits estimation.	4	4	4				4	16										8	4	44
	Deliverables	4	Draft and Final Cargo Report and Diversion Map (local/non-local companies that may consider using the TG POE)	4	4	0	16			12	24				24						16		100
	Deliverables	5	Index of Data Collected and Data Collected	4	4	4				4	8										4		28
	Deliverables	6	Deliverables QA/QC	22		8	22			22											24		98
																							0
			Sub-Total	101	77	24	42	64	8	187	310	80	40	40	24	0	0	0	0	0	216	12	1225
			CONTRACT RATE PER HOUR	$ 342.56	$ 256.92	$ 356.83	$ 256.92	$ 185.55	$ 157.01	$ 242.65	$ 185.55	$ 119.90	$ 171.28	$ 142.73	$ 185.55	$ 114.19	$ 99.91	$ 114.19	$ 128.46	$ 299.74	$ 256.92	$ 99.91	
			SUBTOTAL LABOR COST TASK 1	$ 34,598.56	$ 19,782.84	$ 8,563.92	$ 10,790.64	$ 11,875.20	$ 1,256.08	$ 45,375.55	$ 57,520.50	$ 9,592.00	$ 6,851.20	$ 5,709.20	$ 4,453.20	$ -	$ -	$ -	$ -	$ -	$ 55,494.72	$ 1,198.92	$ 273,062.53
			% Distribution of Staffing	8%	6%	2%	3%	5%	1%	15%	25%	7%	3%	3%	2%	0%	0%	0%	0%	0%	18%	1%	100%
			SUBTOTAL TASK 1																				$ 273,062.53





PROJECT: CRRMA 2022 IDC Master Contract						
HDR Engineering, Inc.						
OTHER DIRECT EXPENSES						
FIRM	CATEGORY	SERVICES TO BE PROVIDED	UNIT	RATE	QUANTITY	COST
HDR Engineering, Inc.	Travel	Mileage	mile	$0.67	700	$469.00
HDR Engineering, Inc.	Travel	Lodging/Hotel - Taxes and Fees	day/person	$45.00	15	$675.00
HDR Engineering, Inc.	Travel	Lodging/Hotel (Taxes/fees not included)	day/person	$107.00	15	$1,605.00
HDR Engineering, Inc.	Travel	Meals (Excluding alcohol & tips) (Overnight stay required)	day/person	$59.00	27	$1,593.00
HDR Engineering, Inc.	Travel	Air Travel (Round Trip)	Rd Trip/person	$650.00	24	$15,600.00
HDR Engineering, Inc.	Travel	Oversize, special handling or extra baggage airline fees	each	$100.00	10	$1,000.00
HDR Engineering, Inc.	Travel	Parking	day	$30.00	27	$810.00
HDR Engineering, Inc.	Travel	Rental Car (Includes taxes and fees; Insurance costs will not be reimburs	day	$100.00	9	$900.00
HDR Engineering, Inc.	Travel	Rental Car Fuel	gallon	$5.00	50	$250.00
HDR Engineering, Inc.	Administrative	Standard Postage	letter	$0.66	150	$99.00
HDR Engineering, Inc.	Administrative	Photocopies B/W (8 1/2" X 11")	each	$0.15	150	$22.50
HDR Engineering, Inc.	Administrative	Photocopies Color (11" X 17")	each	$1.25	150	$187.50
HDR Engineering, Inc.	Administrative	Photocopies Color (8 1/2" X 11")	each	$1.00	150	$150.00
HDR Engineering, Inc.	Administrative	Plots (Color on Bond)	per sq. ft.	$1.75	300	$525.00
HDR Engineering, Inc.	Administrative	Overnight Mail - letter size	each	$28.75	5	$143.75
HDR Engineering, Inc.	Administrative	Overnight Mail - oversized box	each	$100.00	5	$500.00
HDR Engineering, Inc.	Administrative	Materials and Shipping	per package	$100.00	10	$1,000.00
HDR Engineering, Inc.	Administrative	Brochure Printing	each	$3.00	500	$1,500.00
HDR Engineering, Inc.	Administrative	Report Printing	each	$80.00	10	$800.00
HDR Engineering, Inc.	Administrative	Flyer Printing (various sizes BW or color)	each	$1.00	500	$500.00
HDR Engineering, Inc.	Administrative	Notebooks	each	$10.00	50	$500.00
HDR Engineering, Inc.	Administrative	Color Graphics on Foam Board	square foot	$20.00	50	$1,000.00
HDR Engineering, Inc.	Administrative	Presentation Boards 30" X 40" Color Mounted	each	$100.00	5	$500.00
HDR Engineering, Inc.	Administrative	Presentation Boards 48" X 60" Color Mounted	each	$175.00	5	$875.00
HDR Engineering, Inc.	Planning / Environmental	3rd Party Traffic Data Subscription - Advanced (50 zones)	each package	$15,000.00	1	$15,000.00
HDR Engineering, Inc.	Planning / Environmental	3rd Party Traffic Data Subscription - Multimode (50 zones)	each package	$25,000.00	1	$25,000.00
HDR Engineering, Inc.	Planning / Environmental	Aerial Photographs (1" = 500' scale)	each	$125.00	4	$500.00
HDR Engineering, Inc.	Planning / Environmental	Map/Plat Records	sheet	$7.50	100	$750.00
HDR Engineering, Inc.	Public Involvement	Audio - Equipment Rental	each	$500.00	4	$2,000.00
HDR Engineering, Inc.	Public Involvement	Audio - Visual Equipment Rental	event	$600.00	4	$2,400.00
HDR Engineering, Inc.	Public Involvement	Translator (English to Spanish, other language as appropriate, or Sign La	event	$600.00	4	$2,400.00
HDR Engineering, Inc.	Public Involvement	Translator (English to Spanish, other language as appropriate, or Sign La	hour	$150.00	40	$6,000.00
HDR Engineering, Inc.	Public Involvement	Interpretative Services - Includes International coordination with entities	month	$10,000.00	1	$10,000.00
					Total	$95,254.75

FIRM Transcend Engineers and Planners, LLC — Get Firm's Classifications

TASK	TASK DESCRIPTION / LABOR CLASSIFICATION:		CONTRACT RATE PER HOUR - SPECIFIED RATES: Transcend Engineers and Planners, LLC-Engineer (Project)	Transcend Engineers and Planners, LLC-Engineer (Traffic)	Transcend Engineers and Planners, LLC-Engineer-In-Training II	Transcend Engineers and Planners, LLC-Engineer-In-Training I	Transcend Engineers and Planners, LLC-C4DO Operator - Senior	Transcend Engineers and Planners, LLC-GIS Analyst	Transcend Engineers and Planners, LLC-Transportation Planner IV	Transcend Engineers and Planners, LLC-Transportation Planner II/III	Transcend Engineers and Planners, LLC-Travel Demand Modeler III	Transcend Engineers and Planners, LLC-Travel Demand Modeler I/II	Transcend Engineers and Planners, LLC-Administrative/Clerical	Transcend Engineers and Planners, LLC-Project Manager (Support Manager)	TOTAL LABOR HRS AND COSTS
	CONTRACT RATE PER HOUR:		$ 165.99	$ 141.84	$ 111.66	$ 105.63	$ 126.75	$ 114.68	$ 165.99	$ 105.63	$ 156.93	$ 120.72	$ 81.48	$ 223.33	
1	(PHASE 1) I-TDM, TRAFFIC & OPERATIONS ANALYSIS														
A.	Data Collection and Analysis (International)	1 Coordinate and obtain El Paso MPO's International Travel Demand Model (I-TDM) and will use this model as the starting point for the Traffic and Operations Analysis conducted in this Task.							2		8			2	12
		2 Coordinate and collect data to complement the I-TDM with information from El Paso County and/or other agencies to include Mexican agencies.						4	4		4	12		2	26
B.	I-TDM Review and Analysis	1 Review the I-TDM to identify growth rate patterns.	4		8									2	14
		2 Review and evaluate existing and twenty-year (20) projected traffic data included in the I-TDM for use in the preparation of the report for this Task.							9	9	4	8		2	30
		3 Review and evaluate data in the I-TDM related to future forecasted use of the TG POE by trucks moving goods.	8		8				8		8	12		2	46
		4 Review data from the I-TDM on existing and future transportation infrastructure, traffic patterns, land use, demographics, and economic indicators within the Study Area.							4		8	12		2	26
		5 Review and update the I-TDM only for major network improvements (such as the new Libramiento de Cd. Juarez).	8								4	12		2	26
		6 High-level review of the I-TDM to identify origin-destination (OD) patterns and traffic diversions. No calibrate the results of the I-TDM as part of this Task. No traffic Analysis Zones (TAZ) updates will be performed as part of this Task.							4		20	8		2	34
C.	Traffic and Operational Analysis	1 Review and analyze traffic data (including percent trucks, peak period volume, and directional distribution), existing roadway features (number of lanes, offset to obstructions, lane widths, and intersection operation and geometry), traffic flow patterns, accident frequencies, and transit/truck and traffic operations in the vicinity of the TG POE under the No Build and Build Scenarios developed in Task 2.	24	4	16		24	8		8		8		2	94
		2 Review and minimum updates to I-TDM to develop base & future scenarios consistent with the estimation of economic benefits in Task 2. Roadway network within the I-TDM of the Study Area will be reviewed/updated for coding inconsistencies, developments and centroid connections (developments updates will only be made for major infrastructure missing from the I-TDM). Growth rates for the regions in Cd. Juarez will also be extrapolated based on information in the I-TDM to reflect future year conditions of the benefits estimation.	8			12		8			16	24		2	70
		3 Use Transmodeler, SYNCHRO, and/or other acceptable model to code the current year border-crossing wait times for the TG POE in the I-TDM. Modify the future configuration of the POEs included in the I-TDM to reflect future year wait time conditions for the crossings in the Paso del Norte region.	20		16						20	20		2	78
		4 Perform model runs for one Build Alternative and select link analysis to identify Origin-Destination (O-D) patterns. This information will be compared to the information from Task 2D (interviews with freight forwarders / cargo owners). No calibration will be performed on the I-TDM.									8	24		2	34
D.	Cargo Analysis and Traffic Diversions	1 Identify and map established companies (Local O-Ds) in the southern industrial parks of Cd. Juarez with distribution centers in the far east of El Paso County with focus on potential users of the TG POE.						2				8		2	12
		2 Identify number of border crossing movements associated with these types of companies.			8							2		2	12
		3 Collected up to 30 interviews and/or up to 100 surveys utilizing online platforms. Key freight forwarders / cargo owners of international cargo moved through the Paso del Norte POEs will be contacted to participate in these interviews/surveys. The purpose will be to understand routes used, support services needed, obstacles to using the TG POE, etc. in support of the benefits estimation.	2						8	8				2	20
		4 Analyze the I-TDM to try to identify traffic counts coming into Cd. Juarez (Non-Local O-Ds) related to manufacturing and assembly plants sending their final products into the U.S. from Chihuahua, Torreon, and Gomez Palacio Durango. This information will be complemented with the insight from the interviews/surveys with key freight forwarders / cargo owners conducted in Task 2D.	4						8	8	8	8		2	38
		5 5. Identify the types of commodities, relative share (in volume and/or value) and frequency of crossing for the companies that cross goods between the U.S. and Mexico using POEs in the Paso del Norte region using public sources (such as BTS) and any private sources available to the El Paso County or the MPO.						8	8	8				4	28
		6 6. Identify the amount of border crossings that may contemplate diverting to the TG POE under different operational and infrastructure circumstances. This assessment will be performed using input from the interviews and results from the traffic projections.	4						8	8	16	24		2	62
	Deliverables	1 Draft and Final Traffic Methodology Memorandum in support of benefits estimation.	8						24		8			2	42
		2 Draft and Final I-TDM Review and Analysis Report summarizing analysis performed in support of benefits estimation.							4		32			2	38
		3 Draft and Final Traffic and Operations Analysis summarizing analysis performed in support of benefits estimation.	12	4			8							2	26
		4 Draft and Final Map of local companies that may consider using the TG POE.						16						2	18
		5 Index of Data Collected and Data Collected			8									2	10
			40												40
		Sub-Total	142	8	64	12	32	38	98	48	164	182	0	48	836
		CONTRACT RATE PER HOUR	*$ 165.99*	*$ 141.84*	*$ 111.66*	*$ 105.63*	*$ 126.75*	*$ 114.68*	*$ 165.99*	*$ 105.63*	*$ 156.93*	*$ 120.72*	*$ 81.48*	*$ 223.33*	
		SUBTOTAL LABOR COST TASK 1	$ 23,570.58	$ 1,134.72	$ 7,146.24	$ 1,267.56	$ 4,056.00	$ 4,357.84	$ 16,267.02	$ 5,070.24	$ 25,736.52	$ 21,971.04	$ -	$ 10,719.84	$ 121,297.60
		% Distribution of Staffing	17%	1%	8%	1%	4%	5%	12%	6%	20%	22%	0%	6%	100%
		SUBTOTAL TASK 1													**$121,297.60**

2	Economic Benefits Assessment														
1.B.1	Economic Analysis	1	1. Build & No-Build Scenario Definition: Identify the Build and No Build Scenarios to be compared in the Benefit-Cost Analysis, based on current conditions and proposed improvements on the U.S. and Mexico sides of the POE							8		8	24		2	42
		2	· Draft and Final Technical Memorandum with Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of Tornillo POE based on the results of the economic benefits assessment.										8		2	10
																0
			Sub-Total	0	0	0	0	0	0	8	0	8	32	0	4	52
			CONTRACT RATE PER HOUR	$ 165.99	$ 141.84	$ 111.66	$ 105.63	$ 126.75	$ 114.68	$ 165.99	$ 105.63	$ 156.93	$ 120.72	$ 81.48	$ 223.33	
			SUBTOTAL LABOR COST TASK 2	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,327.92	$ -	$ 1,255.44	$ 3,863.04	$ -	$ 893.32	$ 7,339.72
			% Distribution of Staffing	0%	0%	0%	0%	0%	0%	15%	0%	13%	62%	0%	8%	100%
			SUBTOTAL TASK 2													$ 7,339.72
3	STRATEGIC COMMUNICATIONS FOR THE TG POE ECONOMIC BENEFITS ASSESSMENT															
		2	Stakeholder Coordination Support for BCA & Other Model Development							8					8	16
			Sub-Total	0	0	0	0	0	0	8	0	0	0	0	8	16
			CONTRACT RATE PER HOUR	$ 165.99	$ 141.84	$ 111.66	$ 105.63	$ 126.75	$ 114.68	$ 165.99	$ 105.63	$ 156.93	$ 120.72	$ 81.48	$ 223.33	
			SUBTOTAL LABOR COST TASK 3	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,327.92	$ -	$ -	$ -	$ -	$ 1,786.64	$ 3,114.56
			% Distribution of Staffing	0%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%	50%	100%
			SUBTOTAL TASK 3													$ 3,114.56
6	PROJECT MANAGEMENT AND ADMINISTRATION															
5.B.1	Project Management and Administration		Progress Reporting												8	8
			Coordination/Administration												8	8
			Team Coordination												8	8
			Subconsultant Contracts, Progress Reports and Invoices											40	16	56
			Sub-Total	0	0	0	0	0	0	0	0	0	0	40	40	80
			CONTRACT RATE PER HOUR	$ 165.99	$ 141.84	$ 111.66	$ 105.63	$ 126.75	$ 114.68	$ 165.99	$ 105.63	$ 156.93	$ 120.72	$ 81.48	$ 223.33	
			SUBTOTAL LABOR COST TASK 6	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,259.20	$ 8,933.20	$ 12,192.40
			% Distribution of Staffing	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	50%	50%	100%
			SUBTOTAL TASK 6													$ 12,192.40
			TOTAL HOURS	142	8	64	12	32	38	114	48	172	214	40	100	984
			CONTRACT RATE PER HOUR	$ 165.99	$ 141.84	$ 111.66	$ 105.63	$ 126.75	$ 114.68	$ 165.99	$ 105.63	$ 156.93	$ 120.72	$ 81.48	$ 223.33	
			TOTAL LABOR COST	$ 23,570.58	$ 1,134.72	$ 7,146.24	$ 1,267.56	$ 4,056.00	$ 4,357.84	$ 18,922.86	$ 5,070.24	$ 26,991.96	$ 25,834.08	$ 3,259.20	$ 22,333.00	$ 143,944.28
			% Distribution of Staffing	14%	1%	7%	1%	3%	4%	12%	5%	17%	22%	4%	10%	100%
			TOTAL													$ 143,944.28

Transcend Engineers & Planners, LLC

FIRM	CATEGORY	Other Direct Expenses	UNITS	RATE	QUANT	COST
Transcend Engineers and Planners, LLC	Travel	Lodging/Hotel (Taxes/fees not included) (Current state rate)	night	$107.00	1	107.00
Transcend Engineers and Planners, LLC	Travel	Lodging/Hotel Taxes/fees (City/State Tax Rate + Venue tax)	night	$14.70	1	14.70
Transcend Engineers and Planners, LLC	Travel	Meals (overnight stay required) (Excluding alcohol)	day	$59.00	1	59.00
Transcend Engineers and Planners, LLC	Travel	Rental Car (Tax/fees not included)	day	$50.00	1	50.00
Transcend Engineers and Planners, LLC	Travel	Rental Car Taxes/fees (Current State Tax Rate)	day	$30.00	1	30.00
Transcend Engineers and Planners, LLC	Travel	Rental Car Fuel (Current rate per gallon)	gallon	$3.89	1	3.89
Transcend Engineers and Planners, LLC	Travel	Air Travel (Round Trip)	each	$650.00	1	650.00
Transcend Engineers and Planners, LLC	Travel	Parking	day	$25.00	1	25.00
Transcend Engineers and Planners, LLC	Travel	Taxi/Cab fare	each	$40.00	2	80.00
Transcend Engineers and Planners, LLC	Administrative	Courier Services	each	$45.00	1	45.00
Total						$ 1,064.59

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]