

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and the County of El Paso (County) have executed an interlocal agreement, whereby the County will provide funding and the CRRMA will develop a Tornillo Port of Entry Traffic study; and

WHEREAS, the CRRMA has engaged an engineering firm to provide the necessary engineering services and the CRRMA now desires to execute a new work authorization with its general engineering consultant to provide the management and oversight services and associated support to the CRRMA as may be required for the referenced traffic study.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 65** with Atkins North America, Inc., including any additional documents or materials as may be required, for the provision of management and oversight services necessary for 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**

ATTEST:

James L. (Jim) Smith, Vice Chair

Monica L. Perez
Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 65

This **Work Authorization No. 65** (“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 engineering and related services, to include oversight and communications activities, as they relate to the El Paso County Tornillo Guadalupe Port of Entry Traffic Study. The services requested of the GEC include those activities normally associated with oversight and communications services for a study similar in nature and scope 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 Schedule 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 FOUR HUNDRED EIGHTY-ONE THOUSAND NINE HUNDRED TWENTY-ONE AND 45/100 DOLLARS (\$481,921.45), 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

SERVICES TO BE PROVIDED BY GEC

INTRODUCTION

This Work Authorization No. 65 (WA) is intended to provide phased GEC services for oversight on the preparation of the Tornillo Guadalupe (TG) Port of Entry (POE) Study, Phase 1, and the development of a Commercial Master Plan, Phase 2. Phase 1, the TG Study, will include an Assessment of Economic Benefits as well as the preparation of communication material highlighting these benefits. Phase 2 will be the Commercial Master Plan will be composed of a Comprehensive Plan and Economic Development Plan within a Study Area, which will be a 7-mile radius from the TG POE, as well as a Stakeholder Coordination and a Promotional & Awareness Campaign. The services requested of the GEC include the oversight activities normally associated with transportation planning, traffic, international public relations, international data collection, and international travel demand modeling which are more fully enumerated herein.

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

PHASE 1. TG POE STUDY

Task 1. Traffic Engineering

The GEC will provide oversight for 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)**
- B. I-TDM Review and Traffic Projections Analysis (International)**
- C. Traffic and Operational Analysis**
- D. Cargo Analysis & Traffic Diversions**

Provide Oversight for 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. Assessment of Economic Benefits

The GEC will provide oversight for 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. Analysis Oversight**
- B. Economic Analysis**

Provide Oversight for Deliverables

- Draft and Final Benefits Estimation Technical Report
- 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. Communications Material for the TG (Marcelino Serna) POE Economic Benefits Study

The GEC will provide oversight on 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**
- B. Promotional Brochure**

Provide Oversight for Deliverables

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

PHASE 2. TG POE COMMERCIAL MASTER PLAN

Task 4. County TG POE Commercial Master Plan

The GEC will provide oversight on the TG POE Master Plan for commercial activity and services within the Study Area adhering to city/county zoning and land use regulations, and economic development policies set forth by city/county. The GEC will provide oversight for the data collected under Phase 1 and will use it as a starting point to the development of the Master Plan. This Master Plan will include recommendations for establishing capital improvement development related to the movement of goods on the U.S. within the Study Area in the El Paso County. The primary objective is to enhance the effectiveness of attraction and recruiting efforts for commercial activity and services. The Master Plan will include a comprehensive and economic development plan, including the identification of future investment opportunities for private and public landowners, to activate and further enhance ongoing activity at two public economic development assets in Far East El Paso County: the TG (also known as Marcelino Serna) POE and the Fabens Airport, home to the UT – El Paso Tech1 Campus.

- A. Data Collection and Situational Analysis (International) (additional and/or updates)**
- B. Needs Assessment, Stakeholder Engagement and Comparative Analysis**
- C. Collaborative Traffic Data and Projections (International)**
- D. Integrated Traffic and Operational Analysis**
- E. Holistic Capital Improvement, Infrastructure & Scenario Planning**
- F. Policy and Regulatory Review**
- G. Economic Development Strategies and Financial Planning**
- H. Methodical Implementation Strategy**

Provide Oversight for Deliverables

- Documentation of the planning process, including analyses, recommendations, and decision-making rationale.
- Provide regular progress reports to the CRRMA
- Draft and Final Situational Analysis/Existing Conditions Memo Traffic Methodology Memorandum
- Draft and Final Traffic Data and Projections Report summarizing analysis performed.
- Draft and Final Traffic and Operations Analysis summarizing analysis performed.
- Draft and Final TG POE Master Plan to include updated I-TDM.
- Data collected.

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

A. Promotional and Awareness Campaign

- Develop Communications Plan
 - Key Messaging
 - Press Releases
- Stakeholder Outreach
 - Develop and maintain list
 - Create Bilingual Presentation Materials
 - Create Bilingual Stakeholder and Public Outreach materials
 - Create Partnerships and Collaborations (US and Mexico)
 - CANACAR
 - INDEX
 - CAAAREM
 - NCBFAA
 - Chambers of Commerce
 - Economic Development Corps
 - Government Agencies
- Create Promotional Materials
 - Paid Social Media
 - Videos
 - Infographics
 - Photos
 - Billboards
 - TV commercials
 - Website (2 years of maintenance and hosting, 508 compliance, bilingual)
- Monitor campaigns and provide monthly reports

B. Public Involvement and Coordination Support

- In support of the development of the Tornillo Guadalupe (TG), utilize information that will be developed by the CRRMA IDC on the Traffic Analysis and Economic Analysis.
 - 1 Public Meeting in El Paso, TX
 - 9 meetings with partnering organizations

- 1 in the United States (logistics by Barracuda)
 - Translation Services
- 8 in Mexico (logistics by Sugey Hernandez)
- Create meeting materials

C. Subcontractor Responsible for:

- Publicity Efforts for Tornillo POE in Mexico
 - Arranges a total of 10 gatherings/meetings in Mexico
 - Places Media buys in Mexico
 - Creates Press Releases for Mexican side of outreach efforts
 - Coordinates stakeholder meeting logistics in Mexico
 - Coordinates press conference logistics in Mexico
 - Coordinates media interview logistics in Mexico
 - Provides monthly reports
 - Leads Stakeholder engagement for Mexico

Task 6. Project Management and Administration for Phase 1 and Phase 2 Services

The GEC will provide oversight 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, Project Scheduling, Subconsultant Management, Subconsultant Contracts, Progress Reports, and Invoices. The prime provider's efforts shall include:

A. Project Management Plan

B. Project Management and Administration

Provide Oversight for Deliverables

- Project Management Plan/Work Plan
- Progress Reports and Invoices
- Summaries meetings
- Project Schedule and Regular Updates
- Subconsultant Contracts, Progress Reports, and Invoices

ASSUMPTIONS

a. Services Provided by Others

This work authorization assumes the following activities will be provided by others, have already occurred, or will occur in the future:

- Environmental documents
- Preliminary design services to produce schematic design
- PS&E
- ROW acquisition
- ROW mapping revisions/updates necessitated by design
- Utility design
- Utility Agreements (this is envisioned, as required, in future CE&I work authorization)
- Geotechnical investigations and recommendations

- Any and all hazardous material mitigation
- Construction Engineering and inspection and material testing (this is envisioned in future project specific CE&I work authorizations)

b. Construction Schedule

This work authorization assumes the project schedules will follow a reasonably normal project development schedule. If the Engineer's services or the letting schedules are delayed beyond reasonable expectations, the budget provided in Exhibit B may not cover all project development expenses.

c. Funding Source

This work authorization assumes the Tornillo Guadalupe (TG) Port of Entry (POE) Study Project is funded entirely from local funds.

d. Staff Labor and Overhead Rates

Hourly rates and overhead rates shown in Exhibit B are estimates or averages used for the purpose of establishing the not to exceed budget for this work authorization. The actual rates used will be in accordance with the GEC Master Agreement with the Authority.

[END OF EXHIBIT]

EXHIBIT B

AtkinsRéalís
FEE ESTIMATE SUMMARY

Tornillo Guadalupe (TG) Port of Entry (POE) Study
Work Authorization #64

<u>TASK</u>	<u>TOTAL</u>
(PHASE 1) I-TDM, TRAFFIC & OPERATIONS ANALYSIS	\$ 15,601.99
(PHASE 1) Assessment of Economic Benefits	\$ 8,259.87
(PHASE 1) COMMUNICATIONS MATERIAL FOR THE TG (MARCELINO SERNA) POE STUDY	\$ 2,600.33
(PHASE 2) TG POE COMMERCIAL MASTER PLAN	\$ -
(PHASE 2) COMMUNICATIONS MATERIAL FOR THE TG (MARCELINO SERNA) POE STUDY	\$ 6,883.23
(PHASE 1 & 2) PROJECT MANAGEMENT AND ADMINISTRATION	\$ 23,275.51
Sub-total	\$ 56,620.93
Barracuda - Communications Planning and Outreach	\$ 298,900.00
Sub-total	\$ 298,900.00
Omega Engineers, Inc - Oversight	\$ 126,400.52
Sub-total	\$ 126,400.52
TOTAL	\$ 481,921.45

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OMEGA					
OTHER DIRECT EXPENSES					
	Other Direct Costs				
OMEGA	Lodging/Hotel - Taxes and Fees	day/person	\$45.00	6	270.00
OMEGA	Lodging/Hotel (Taxes/fees not included)	day/person	\$98.00	6	588.00
OMEGA	Meals (Excluding alcohol & tips) (Overnight stay required)	day/person	\$59.00	6	354.00
OMEGA	Mileage	mile	\$0.58	2,000	1,160.00
OMEGA	Rental Car Fuel	gallon	\$5.00	92	460.00
OMEGA	Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	day	\$100.00	6	600.00
OMEGA	Air Travel - In State - Short Notice (Coach)	RdTrip/Person	\$950.00	2	1,900.00
OMEGA	Parking	day	\$30.00	8	240.00
OMEGA	Toll Charges	each	\$50.00	2	100.00
OMEGA	Photocopies B/W (11" X 17")	each	\$0.25	800	200.00
OMEGA	Photocopies B/W (8 1/2" X 11")	each	\$0.15	1,000	150.00
OMEGA	Photocopies Color (11" X 17")	each	\$1.25	600	750.00
OMEGA	Photocopies Color (8 1/2" X 11")	each	\$1.00	340	340.00
OMEGA	512 MB Flash Drive	each	\$10.00	5	50.00
OMEGA	Report Printing	each	\$80.00	1	80.00
OMEGA	Report Binding and tabbing	each	\$10.00	1	10.00
				Sub-Total	7,252.00

Tornillo POE - Task 5 Communications Planning and Outreach									
Barracuda									
Barracuda Public Relations									
Name	Title/Role	Support Manager/PR Exi	Graphic Designer	PR Exec	PR Exec-Mexico	Photo/Video	Other Direct Costs	TOTAL	
	Rate	\$	\$	\$	\$	\$	\$	\$	
		125.00	90.00	125.00	75.00	200.00			
Project Management									
Project Administration		32						\$ 4,000.00	
Project Meetings				40				\$ 5,000.00	
Project Website			20	20		15	\$ 18,600.00		creation of site and 2 years of maintenance and hosting to be paid upfront
SUBTOTAL (HOURS)		32	20	60	0	15		127	
SUBTOTAL		\$ 4,000.00	\$ 1,800.00	\$ 7,500.00	\$ -	\$ 3,000.00	\$ 18,600.00	\$ 34,900.00	
(8 Max, 1 US) City Outreach									
Create Campaign Brand			30	5				\$ 3,325.00	
Create Campaign Collateral			125			15	\$ 21,000.00	\$ 35,250.00	Printing, Live Translator for One US meeting and Production Costs
Public Outreach			50	180	440		\$ 31,000.00	\$ 91,000.00	Meals with Associations in 7 cities
Media Buys							\$ 73,000.00		TV, Billboards, Social, Press Conference Refreshments (assumes 8mo of buys)
SUBTOTAL (HOURS)		0	205	185	440	15		845	
SUBTOTAL		\$ -	\$ 18,450.00	\$ 23,125.00	\$ 33,000.00	\$ 3,000.00	\$ 125,000.00	\$ 202,575.00	
Travel Expenses									
Flights							\$ 15,000.00	\$ 15,000.00	
In-City Transportation							\$ 11,000.00	\$ 11,000.00	
Hotel							\$ 10,000.00	\$ 10,000.00	
Meals							\$ 3,600.00	\$ 3,600.00	
							\$ -	\$ -	
SUBTOTAL (HOURS)		0	0	0	0	0		0	
SUBTOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,600.00	\$ 39,600.00	
Public Meeting									
Public Meeting		5	30	100			\$ 5,000.00	\$ 21,825.00	
								\$ -	
SUBTOTAL (HOURS)		5	30	100	0		\$ 5,000.00	140	
SUBTOTAL		\$ 625.00	\$ 2,700.00	\$ 12,500.00	\$ -	\$ 1,000.00	\$ 5,000.00	\$ 21,825.00	
BARRACUDA PUBLIC RELATIONS, LLC. Total Hours									
BARRACUDA PUBLIC RELATIONS, LLC. Total Labor Fee \$		37	255	345	440	35		1112	
BARRACUDA PUBLIC RELATIONS, LLC. Total Direct Costs		4,625.00	\$ 22,950.00	\$ 43,125.00	\$ 33,000.00	\$ 7,000.00	\$ 188,200.00	\$ 110,700.00	
GRAND TOTAL								\$ 298,900.00	

[END OF EXHIBIT]

EXHIBIT C
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]