

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and DEC – El Paso, LLC (Engineer) entered into a Contract for Engineering Services dated December 16, 2022 (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 professional engineering and associated services necessary for the development of the San Elizario Needs Assessment 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 DEC – El Paso, LLC, including any additional documents or materials as may be required, for the development of the San Elizario Needs Assessment 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. 2
CONTRACT FOR ENGINEERING SERVICES

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 5 of the Contract for Engineering Services entered into by and between the CAMINO REAL REGIONAL MOBILITY AUTHORITY (CRRMA) and DEC – EL PASO, LLC (Engineer), dated December 16, 2022 (Contract).

PART I. The Engineer will perform those services necessary for the development of the San Elizario Needs Assessment Project, as more fully described in this Work Authorization. The Engineer's scope of work, its work schedule, the budget for this project, and invoicing requirements are further detailed in **EXHIBIT A, EXHIBIT B, EXHIBIT C, and EXHIBIT D**, 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 **THREE HUNDRED TWENTY-SIX THOUSAND EIGHT HUNDRED FIFTY-ONE AND 52/100 DOLLARS (\$326,851.52)** and the method of payment is Specified Rate Basis, as set forth in Article 3 of the Contract. This amount is based upon the rates set forth in Attachment B of the Contract as well as 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.

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 a written amendment to this Work Authorization.

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

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

DEC – EL PASO, LLC

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

**CAMINO REAL
REGIONAL MOBILITY AUTHORITY**

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

Exhibit A

SERVICES TO BE PROVIDED BY THE ENGINEER

Project Management

1. Work Plan
2. Progress Reporting
3. Prepare and Submit Invoices
4. Coordination/Administration/Project Meetings - (monthly project progress mtgs to be scheduled)
5. Project Control/Scheduling
6. Subconsultant Management

Task No. 1. Perform data collection and existing conditions analysis (scenario planning with traffic demand model)

- A. Evaluate San Elizario's Needs and Network Condition.
 - B. Study to evaluate current and future transportation needs. Study to focus on following major roads:
 - a. Socorro Road
 - b. FM 1110
 - c. BHE
 - d. Chicken Ranch Road
- 24-hour bidirectional hourly volumes will be collected at the following locations:
 - Socorro Road North of Thompson Road
 - Socorro Road North of San Elizario Road
 - Socorro Road South of Gonzales Road
 - San Elizario Road West of Camino De La Rosas
 - San Elizario Road East of Chicken Ranch Road
 - Chicken Ranch Road South of San Elizario Road
 - DEC will review the MPO's travel demand model output (shapefile) to validate the network in the project area. Validation includes review of the street network, TAZ and centroid connector locations and precision, and comparison of calibration volumes to field data. DEC will use techniques such as cordon line analysis as necessary to refine the model ADTs on the study roadways but will not update or make changes to the travel demand model.
 - After validation and refining of the output, DEC will utilize the horizon year model ADTs as the basis for the traffic analysis.
 - DEC will perform an arterial planning-level analysis of the major roadways within the project limits. The roadways will be divided into segments based on changes in roadway cross-section or where the travel demand model shows significant changes in traffic volume. Generalized Planning Level capacity analysis, such as the FDOT Q/LOS model will be utilized to determine the capacity of the existing facilities and the necessary number of lanes and facility type needed to convey the future traffic. No intersection

capacity analysis will be performed, and additional studies not included in this scope will be necessary to identify the full scope of the needed improvements such as turn lane and signalization needs at intersections.

- DEC will utilize the results of the traffic analysis to create a prioritized improvement project list based on a determination of where bottlenecks will first occur. DEC will develop preliminary opinions of the cost for these improvements. Individual projects may require analysis with a finer resolution to determine signalization and turn lane requirements on minor intersections that are not part of this study.
- C. Safety (gaps to implement/deploy MUTCD, City of San Elizario will share Neighborhood Traffic Calming recently developed) and environmental conditions (storm water perspective, identify gaps) must be identified and assessed.
 - DEC will request crash data from the TxDOT CRIS database or MPO as available.
 - DEC will utilize GIS to plot crashes and calculate crash rates.
 - DEC will compare hot spot crashes to gaps in safety infrastructure (sidewalks, signage, etc.) and develop safety improvement projects to be incorporated into the prioritized project list. Corridor safety improvements will be evaluated. However, development of intersection-specific safety improvements is beyond the scope of this project.
- D. Emerging Transportation technologies must be identified for their incorporation in future projects (solar powered, deployment of off the shelf equipment for tourism, LOS, informing traveling public of incidents, etc.).
- E. Needs Assessment will identify multimodal improvements: Pedestrian, bicycle and roadway connectivity, and transit (existing County bus stop at Licon Dairy) availability.
 - Review available planning studies to gain an understanding of current baseline conditions prior to the initial client meeting.
 - Gather information and input from the client project team, El Paso Metropolitan Planning Organization, and El Paso County Transit to gain an understanding of existing baseline conditions.
 - Perform an inventory of existing transit services and associated transit amenities to establish the baseline conditions for the mobility plan.
 - Conduct a site visit to confirm the presence and condition of existing walking trails, bicycle, and pedestrian facilities within ¼ mile walksheds on both sides of existing bus routes in the project area.
 - Identify existing and potential future major trip generators/destinations in the project area, and key routes to destinations outside of the project area.
- F. Study to include roadway condition (water table high, arterial level or major collector to be the focus), transit service and all other multimodal facilities (identify gap at residential, sidewalks/multiuse, safe routes to school, etc.) and services.

Task No. 2. Perform stakeholder engagement (borrow TxDOT's procedures, state of practice) and outreach (open-house & have a one-on-one translation services/bilingual staff, not a public hearing, school/chapel room for open-house, DEC will send letters to politicians, school boards, etc.)

- Perform a site visit to identify planning area.

- Prepare and Develop Stakeholder's meeting materials & Communications.
- Prepare Public Officials meeting.
- Gather information obtained for Stakeholder's meeting & Public Officials and prepare a – report.
- Prepare and Develop Open House meeting materials & Communications.

Task No. 3.

Identify strategies, recommendations, and final conditions analysis.

- Recommend transportation studies, investments, and service changes that will aid in the success in the project area.

Task No. 4.

Develop a proposed project list, action plan, and final study report (critical for City of San Elizario to pursue potential projects).

Task No. 5.

Status reports will be submitted at the completion of each task and will contain all associated data and documentation pertaining to the task completed (end of every quarter MPO requests status, DEC to provide status report).

Task No. 6.

TxDOT coordination (project meetings as needed to coordinate program).

[END OF EXHIBIT]

Exhibit B

PROJECT SCHEDULE

SAN ELIZARIO NEEDS ASSESEMENT STUDY SCHEDULE												
TASKS	2024							2025				
	March	April	May	June	July	August	September	October	November	December	January	February
TASK 1. Perform data collection and existing conditions analysis												
A. Evaluate San Elizario's Needs and Network Condition												
B. Study to evaluate current and future transportation needs												
C. Safety and Environmental conditions												
D. Emerging Transportation technologies public of incidents, etc.)												
E. Identify multimodal improvements												
F. Study roadway condition transit service and air multimodal facilities												
TASK 2. Perform stakeholder engagement												
Gather Public Input												
Perform a site visit to identify planning area												
Prepare and Develop Stakeholder's meeting materials & Communications												
Prepare Public Officials meeting												
Gather information obtained for Stakeholder's meeting & Public Officials and prepare a - report												
Prepare and Develop Open House meeting materials & Communications												
TASK 3. Identify strategies, recommendations, and final conditions analysis												
Task 4. Develop a proposed project list, action plan, and final study report												
Task 5. Status reports will be submitted at the completion of each task status, DEC to provide status report)												

[END OF EXHIBIT]

Exhibit C

FEE SCHEDULE

PROJECT: San Elizario Needs Assessment					
Project Limits: City of San Elizario					
Project Summary of Tasks	Total=				\$326,851.52
TASK DESCRIPTION	DEC - El Paso, LLC		GRV Integrated Engineering Solutions, LLC		
	Hrs.	Fee	Hrs.	Fee	Total
Project Management	159	\$ 34,000.57	16	2,407.06	\$ 36,407.63
Task No. 1.	681	\$ 151,007.96			\$ 151,007.96
Traffic Data Collection			84	9,158.32	\$ 9,158.32
Task No. 2.	202	\$ 30,147.91			\$ 30,147.91
Task No. 3.	89	\$ 23,759.86			\$ 23,759.86
Task No. 4.	126	\$ 32,475.86			\$ 32,475.86
Task No. 5.	32	\$ 11,324.48			\$ 11,324.48
Task No. 6.	22	\$ 4,376.70			\$ 4,376.70
Direct Expenses for all deliverable stages (Unit Cost)		\$ 9,865.30		18,327.50	\$ 28,192.80
Total	1,311	296,958.64	100	29,892.88	\$ 326,851.52
Percent Participation	90.85%		9.15%		
	% PARTICIPATION				
	NON-HUB	\$ 296,958.64	90.85%		
	HUB	\$ 29,892.88	9.15%		
	TOTAL	\$ 326,851.52	100.00%		

CRRMA – Project 5433-02
City of San Elizario Needs Assessment
2024-2025

DEC - EL PASO, LLC																
PROJECT: San Elizario Needs Assessment																
Task Description	Principal	Senior Project Manager	Deputy Project Manager	Senior Engineer	Traffic Engineer	EIT 3	EIT	Senior Engineering Technician	Senior CADD Operator	CADD Operator	GIS Specialist	Public Outreach Manager	Admin Assistant 3	Admin Assistant 2	Total Labor Hrs.	Task Cost
Project Management																
1. Work Plan		4													4	\$ 1,547.32
2. Progress Reporting		8	6									8		4	26	\$ 6,605.10
3. Prepare and Submit Invoices			6									6		12	24	\$ 4,081.32
4. Coordination/Administration/Project Meetings/Coordination Meetings		12	18		6		12	12				12		12	84	\$ 18,224.46
5. Project Control/Scheduling		2	1										4		7	\$ 1,596.11
6. Subconsultant Management				2									12		14	\$ 1,946.26
SUB-TOTAL - Project Management	0	26	31	2	6	0	12	12	0	0	0	26	16	28	159	\$ 34,000.57
Task No. 1.																
Perform data collection and existing conditions analysis (scenario planning with traffic demand model)																
A. Evaluate San Elizario's Needs and Network Condition			8												8	\$ 2,831.12
B. Study to evaluate current and future transportation needs															0	\$ -
Review Traffic Data			2	1			6								9	\$ 1,679.35
Travel Demand Model Validation			2	8	20		16				16				62	\$ 13,072.82
Develop Future Volumes			4	1	2	8									15	\$ 3,378.17
Arterial Analysis		2	2	2	8	8	20								42	\$ 7,622.50
Develop Proposed Improvements	1	2	4	8	16										31	\$ 8,951.52
Develop Options of Cost	1	2	4	4	8		16								35	\$ 7,646.36
Develop Prioritized Improvement List	2	4	6	8	12	8	12								52	\$ 12,369.10
C. Safety (gaps to implement/deploy MUTCD, City of San Elizario will share Neighborhood Traffic Calming recently developed) and environmental conditions (storm water perspective, identify gaps) must be identified and assessed															0	\$ -
Compile and review Crash Data				4	16		20								40	\$ 7,606.92
Create GIS Map				2	8						24				34	\$ 7,280.82
Crash Analysis			4	8	20		30								62	\$ 12,319.48
Review Additional Studies and identify major gaps		1	1	2	4		16								24	\$ 4,198.42
Identify Safety Improvement Projects	1	1	1	2	4		12								21	\$ 4,142.72
D. Emerging Transportation technologies must be identified for their incorporation in future projects (solar powered, deployment of off the shelf equipment for tourism, LOS, informing traveling public of incidents, etc.)		2	4	12	2		30						2		52	\$ 9,696.90
E. Needs Assessment will identify multimodal improvements: Pedestrian, bicycle and roadway connectivity, and transit (exist County bus stop at Lion Dairy) availability.			24				24				24	4		2	76	\$ 16,638.20
Review available planning studies to gain an understanding of current baseline conditions prior to the initial client meeting.			8												8	\$ 2,831.12
Gather information and input from the client project team, El Paso Metropolitan Planning Organization, and El Paso County Transit to gain an understanding of existing baseline conditions.			16												16	\$ 5,662.24
Perform an inventory of existing transit services and associated transit amenities to establish the baseline conditions for the mobility plan.			12												12	\$ 4,246.08
Conduct a site visit to confirm the presence and condition of existing walking trails, bicycle, and pedestrian facilities within 1/4 mile walksheds on both sides of existing bus routes in the project area.		2	8					8			8	4			30	\$ 6,674.42
Identify existing and potential future major trip generators/destinations in the project area, and key routes to destinations outside of the project area.		2	12		2			8							24	\$ 6,575.14
F. Study to include roadway condition (water table high, arterial level or major collector to be the focus), transit service and all other multimodal facilities (identify gap at residential, sidewalks/multiuse, safe routes to school, etc.) and services.		4	2	2			4				8	4	2		26	\$ 5,583.96
SUB-TOTAL - Task No. 1.	5	22	124	64	122	24	202	20	0	0	80	12	4	2	681	\$ 151,007.96
Task No. 2.																
Perform stakeholder engagement (borrow TxDOT's procedures, state of practice) and outreach (open-house & have a one-on-one translation services/bilingual staff, not a public hearing, school/chapel room for open-house, DEC will send letters to politicians, school board, Permaritorias, etc.)																
Perform a site visit to identify planning area			6				8				6	4			26	\$ 5,417.34
Prepare and Develop Stakeholder's meeting materials & Communications			4					25			20	3	3	52	\$ 6,944.89	
Prepare Public Officials meeting			4								20	28	4	28	\$ 4,271.60	
Gather information obtained for Stakeholder's meeting & Public Officials and prepare a - report			4								20		4	28	\$ 4,271.60	
Prepare and Develop Open House meeting materials & Communications			4				6	20			6	20		12	68	\$ 9,242.48
SUB-TOTAL - Task No. 2.	0	0	24	0	0	0	8	6	45	0	12	84	0	23	202	\$ 30,147.91
Task No. 3.																
Identify strategies, recommendations, and final conditions analysis																
		10	24	24				6			16	6		3	89	\$ 23,759.86
SUB-TOTAL - Task No. 3.	0	10	24	24	0	0	0	6	0	0	16	6	0	3	89	\$ 23,759.86
Task No. 4.																
Develop a proposed project list, action plan, and final study report (critical for City of San Elizario to pursue potential projects)																
		8	40	32				8			16	10		12	126	\$ 32,475.86
SUB-TOTAL - Task No. 4.	0	8	40	32	0	0	0	8	0	0	16	10	0	12	126	\$ 32,475.86
Task No. 5.																
Status reports will be submitted at the completion of each task and will contain all associated data and documentation pertaining to the task completed (end of every quarter MPO requests status, DEC to provide status report)																
			32												32	\$ 11,324.48
SUB-TOTAL - Task No. 5.	0	0	32	0	0	0	0	0	0	0	0	0	0	0	32	\$ 11,324.48
Task No. 6.																
TxDOT coordination (monthly project progress mtgs to be scheduled)																
		2	4					4			4	4		4	22	\$ 4,376.70
SUB-TOTAL - Task No. 6.	0	2	4	0	0	0	0	4	0	0	4	4	0	4	22	\$ 4,376.70
HOURS SUB-TOTALS																
	5	89	279	122	128	24	222	36	45	0	128	142	38	72	1,311	
Loaded hourly Contracted Wage Rates	\$411.82	\$386.83	\$353.89	\$270.29	\$261.78	\$148.10	\$116.88	\$128.91	\$111.01	\$87.73	\$193.59	\$122.41	\$117.14	\$101.98		
TOTAL DIRECT LABOR COSTS	\$2,859.16	\$26,304.44	\$98,735.31	\$32,975.38	\$33,595.28	\$3,596.40	\$25,947.36	\$7,218.96	\$4,995.45	\$6.00	\$24,779.52	\$17,382.22	\$2,342.80	\$7,341.12	\$287,693.34	\$ 287,693.34
TOTAL ENGINEERING (DEC LABOR)																
TOTAL DIRECT EXPENSES																
																\$ 9,865.30
Notes: Estimate assumes proposed Illumination assemblies are standard and NOT special, ornamental, aesthetic, architectural, etc..																
TOTAL PROJECT FEE (DEC DIRECT LABOR & DIRECT EXPENSES):																
\$ 296,958.64																

DEC - El Paso, LLC				
PROJECT: San Elizario Needs Assessment				
OTHER DIRECT EXPENSES				
Other Direct Expenses	UNITS		RATE	
Lodging/Hotel (Taxes/fees not included)	6	night	96.00	\$576.00
Lodging/Hotel Taxes/fees	6	night	14.70	\$88.20
Meals (overnight stay required)	6	day	55.00	\$330.00
Rental Car (Tax/fees not included)	6	day	50.00	\$300.00
Rental Car Taxes/fees	6	day	30.00	\$180.00
Rental Car fuel	40	gallon	3.89	\$155.60
Mileage	700	mile	0.565	\$395.50
Air Travel	3	each	650.00	\$1,950.00
Parking	6	day	25.00	\$150.00
Taxi/Cab fare		each	40.00	\$0.00
Standard Postage (Current State rate)	800	letter	0.55	\$440.00
8½"X11" B/W Paper Copies	400	each	0.20	\$80.00
8½"X11" Color Paper Copies	500	each	1.00	\$500.00
Report Binding	2	each	10.00	\$20.00
Presentation Boards 30"x40" Color Mounted	10	each	100.00	\$1,000.00
New spaper Advertisement	1	each	3,700.00	\$3,700.00
Other Direct Expense Total				\$9,865.30

DEC - El Paso, LLC		
PROJECT: San Elizario Needs Assessment		
LUMP SUM, UNIT COST AND/OR SPECIFIED RATE PAYMENT BASIS		
Lump Sum, Unit Cost and/or Specified Rate Labor/Staff Classification	Negotiated Hourly Base Rate	Contract Rate
Principal	\$ 142.38	\$ 411.82
Senior Project Manager	\$ 133.74	\$ 386.83
Deputy Project Manager	\$ 122.35	\$ 353.89
Senior Engineer	\$ 93.45	\$ 270.29
Traffic Engineer	\$ 90.50	\$ 261.76
Design Engineer	\$ 90.92	\$ 262.98
Quality Manager	\$ 60.50	\$ 174.99
EIT 3	\$ 50.51	\$ 146.10
EIT	\$ 40.41	\$ 116.88
Senior Engineering Technician	\$ 44.57	\$ 128.91
Senior CADD Operator	\$ 38.38	\$ 111.01
CADD Operator	\$ 30.33	\$ 87.73
GIS Specialist	\$ 66.93	\$ 193.59
Scheduler	\$ 63.14	\$ 182.63
Public Outreach Manager	\$ 42.32	\$ 122.41
Admin Assistant 3	\$ 40.50	\$ 117.14
Admin Assistant 2	\$ 35.25	\$ 101.96
Audited Overhead Rate:	158.25%	
Negotiated Profit Rate:	12.00%	
Contract Rates include labor, overhead, and profit. All rates are negotiated rates and are not subject to change or a Physical percent complete to be billed. Documentation of hours work not required.		
Any staffing or other direct expense classification included in the contract, but not in a work authorization, is not eligible for payment under that work authorization.		

CRRMA – Project 5433-02
City of San Elizario Needs Assessment
2024-2025

GRV Integrated Engineering Solutions, LLC, S4							
Project: San Elizario Needs Assessment							
Project Limits: Various Locations							
Task Description	Senior Engineer	Project Engineer	Senior - Project Control Specialist	Senior - Engineering Technician	Administrative /Clerical	TOTAL LABOR HOURS	TOTAL LABOR COST
Project Management						16	\$ 2,407.06
1. Prepare Invoice and Progress Report	4		2		2	8	\$ 1,241.14
2. Coordinate with Engineer	4			4		8	\$ 1,165.92
Task No. 1						84	\$ 9,158.32
Traffic Data Collection							
1. Prepare Plan for Traffic Data Collection		2		4	4	10	\$ 1,067.22
2. Setup Cameras		4		16	8	28	\$ 2,924.28
3. Prepare Reports for Traffic Data Collected		10		10	10	30	\$ 3,408.50
4. Address any questions from Engineer		4		8	4	16	\$ 1,758.32
SUB-TOTAL - Traffic Counts	8	20	2	42	28	100	\$ 11,565.38
HOURS SUB-TOTALS	8	20	2	42	28	100	
CONTRACT RATE PER HOUR	\$192.75	\$148.09	\$141.04	\$98.73	\$94.03		
TOTAL LABOR COSTS	\$1,542.00	\$2,961.80	\$282.08	\$4,146.66	\$2,632.84	\$11,565.38	\$ 11,565.38
% DISTRIBUTION OF STAFF HOURS	8.00%	20.00%	2.00%	42.00%	28.00%	100.00%	
DIRECT EXPENSES	Qty	Rate					
5. Conduct TMCs for 4 Intersections (6-hour TMCs)	4	\$ 1,500.00					\$ 6,000.00
6. Conduct 24-Hour Bi-Directional Hourly Volumes for 6 Intersections	6	\$ 2,000.00					\$ 12,000.00
Mileage	500	\$ 0.655					\$ 327.50
							\$ 18,327.50
TOTAL PROJECT FEE (GRV DIRECT LABOR & DIRECT EXPENSES):							\$ 29,892.88

GRV Integrated Engineering Solutions, LLC, S4		
PRIME PROVIDER NAME: DEC - EI Paso, LLC		
PROJECT: San Elizario Needs Assessment		
LUMP SUM, UNIT COST AND/OR SPECIFIED RATE PAYMENT BASIS		
Lump Sum, Unit Cost and/or Specified Rate Labor/Staff Classification	Negotiated Hourly Base Rate	Contract Rate
Senior Engineer	\$ 82.00	\$ 192.75
Project Engineer	\$ 63.00	\$ 148.09
Engineer (Design)	\$ 50.00	\$ 117.53
Engineer - In-Training II	\$ 42.00	\$ 98.73
Engineer - In-Training I	\$ 37.00	\$ 86.97
Senior - Engineering Technician	\$ 42.00	\$ 98.73
Engineering Technician	\$ 33.00	\$ 77.57
Engineering Technician - Junior	\$ 24.00	\$ 56.42
Project Control Specialist - Senior	\$ 60.00	\$ 141.04
Project Control Specialist	\$ 55.00	\$ 129.29
Surveyor (RPLS) - Senior	\$ 84.00	\$ 197.46
Surveyor (RPLS)	\$ 80.00	\$ 188.05
Survey - In Training (SIT)	\$ 52.00	\$ 122.23
Survey Technician	\$ 30.00	\$ 70.52
Administrative /Clerical	\$ 40.00	\$ 94.03
Audited Overhead Rate:	109.88%	
Negotiated Profit Rate:	12.00%	

[END OF EXHIBIT]

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]