

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) executed an agreement with HNTB Corporation (HNTB), whereby HNTB agreed to serve as a general engineering consultant to the CRRMA for the provision of various engineering and other consultant services on an as-needed basis;

WHEREAS, the CRRMA and certain MCA stakeholders have agreed to jointly pursue the development of a set of placemaking guidelines that will guide future improvements in El Paso's Medical Center of the Americas; and

WHEREAS, the CRRMA would like to utilize HNTB for the development of the placemaking guidelines and the CRRMA and HNTB now desire to execute a work authorization to establish the roles and responsibilities of each party in the development of such guidelines.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 7** with HNTB Corporation including any additional documents or materials as may be required, for the development of placemaking guidelines for the Medical Center of the Americas.

PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER 2025.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

Joyce A. Wilson, Chair

ATTEST:

Lina Ortega
Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 7

This **Work Authorization No. 7** (Work Authorization) is made as of the last date noted below, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of August 22, 2022 (Agreement), between the Camino Real Regional Mobility Authority (Authority) and HNTB Corporation (GEC). This Work Authorization is made for the purposes identified below, consistent with the services defined in the Agreement.

The Authority has worked with various local agencies and stakeholders interested in developing transportation improvements in the Medical Center of the Americas (MCA) and certain MCA stakeholders have agreed to jointly pursue the development of a set of placemaking guidelines that will guide future improvements in the MCA. This Work Authorization is intended to provide the Authority with support services from the GEC necessary for the development of the referenced guidelines. The services requested of the GEC are more fully enumerated within this Work Authorization.

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 support services necessary for the development of placemaking guidelines for the MCA and such other services as more fully enumerated within **EXHIBIT A**, which is incorporated herein for all purposes.

Section B. – Schedule

The GEC shall commence the performance of those services contemplated herein upon receipt of a Notice to Proceed. The proposed schedule of work is provided as **EXHIBIT B**, which is incorporated herein for all purposes. The GEC shall provide the services contemplated herein pursuant to **EXHIBIT B-1**; provided, however, that schedule revisions may be made upon request of the GEC, subject to the written approval of the Authority's Executive Director.

Section C. – Compensation

In return for the performance of the obligations identified within this Work Authorization, the Authority shall pay to the GEC a total cumulative not to exceed amount of THREE HUNDRED TWENTY-ONE THOUSAND FIVE HUNDRED FIFTY-SIX AND 77/100 DOLLARS (\$321,556.77), utilizing the rates established within **EXHIBIT C**, which is attached hereto for all purposes (only inclusive of the Placemaking Guidelines and Option 3 items). Compensation shall be made in accordance with the Agreement. Invoices shall be provided by the GEC in accordance with **EXHIBIT D**, 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.

GEC:
HNTB Corporation

AUTHORITY:
Camino Real Regional Mobility Authority

Summer Lawton, PLA
Vice President
Date: _____

Raymond L. Telles
Executive Director
Date: _____

EXHIBIT A SERVICES TO BE PROVIDED BY THE GEC SCOPE OF WORK

INTRODUCTION

Work Authorization (WA) No.7 is for General Engineering Consultant (GEC) professional services for design and production of placemaking guidelines for the Medical Center of the Americas (MCA) (the “Project”). The GEC understands the project site to be located in El Paso, Texas with the limits being I-10 to the north, North Boone Street to the west, and Paisano Drive to the south and east.

TASK 1 – DISCOVERY

1.1: Inventory and Site Analysis

The GEC will inventory and synthesize existing campus and campus-adjacent features to develop a Site Analysis Technical Memo. Inventory and site analysis activities include:

- Review existing plans provided to the GEC by the AUTHORITY. Review will include but not be limited to the following:
 - o Review 2018 MCA Master Plan Update, including Implementation chapter to inform integration with this effort.
 - o Review all plans and coordinate with stakeholders to assess status of plan implementation including completed elements and key priorities to move forward.
- Verify and update existing conditions described by 2018 MCA Master Plan Update through in-person site visits performed by up to two (2) GEC staff for up to two (2) days. Examples of existing conditions to be verified and updated can include:
 - o Street infrastructure
 - o Bridge infrastructure
 - o Pedestrian and bicycle infrastructure
 - o Existing signage/Identity Framework/art
 - o Landscape
- Record existing connectivity within and beyond campus area performed with digital tools such as Google Earth and GIS. Connectivity elements can include:
 - o Vehicular network
 - o Transit network
 - o Pedestrian and bicycle network

The Site Analysis Technical Memo will synthesize the above-gathered information to develop findings that demonstrate the opportunities and constraints of the campus. The Memo will contain up to six (6) inventory/analysis maps with supporting images and diagrams to convey the existing conditions and findings.

The GEC will prepare the Draft Site Analysis Technical Memo and submit it to the AUTHORITY for review and comment. The GEC will revise based on AUTHORITY comments to create the Final Site Analysis Technical Memo which will be incorporated into the Final Recommendations Report.

1.2 Visioning and Goal Setting

In coordination with Task 3.2, the GEC will facilitate one (1) in-person work session lasting up to three (3) hours with an Advisory Committee (the “Committee”) identified by the AUTHORITY and the Identity Framework consultant referenced below. The purpose of the work session is to hear from participants about their vision for the look, feel, and identity of the campus, in addition to how it should function. Together, the GEC and participants will develop a list of goals for this exercise and set the expectations for the placemaking guidelines.

The GEC will prepare materials for the work session in one (1) PowerPoint slide deck (up to 30 slides) and up to twenty (20) twelve (12) page printed 11x17” formats. Content of the materials will include select maps and diagrams of existing conditions and site analysis to be used to solicit input and create dialogue.

Following the work session, the GEC will develop one (1) Draft Vision and Goals Report based on the findings of the work session. The Draft Vision and Goals Report will be submitted to the AUTHORITY for review and comment. The GEC will revise based on AUTHORITY comments to create the Final Vision and Goals Report which will be incorporated into the Final Recommendations Report.

Task 1 Deliverables

1. One (1) Draft Site Analysis Technical Memo (PDF format)
2. One (1) Work Session PowerPoint (up to 30 slides)
3. One (1) Work Session printed packet of up to twelve (12) pages, up to twenty (20) copies
4. One (1) Draft and one (1) Final Vision and Goals Report (PDF format)

TASK 2 – PLACEMAKING PLAN

2.1 Recommendations

The GEC will develop one (1) Draft Recommendations Report of proposed methods to achieve project goals and submit to the AUTHORITY for review and comment. The GEC will revise and develop the Final Recommendations Report based on AUTHORITY’s comments and submit to the AUTHORITY. The Recommendations Report will:

- Identify proposed site elements that would contribute to placemaking opportunities such as signage (entire signage family), furnishings (lights, benches, bollards, etc.), landscape plantings (type and locations), art (murals, sculptures, etc.), bike infrastructure (bike share opportunities, bike lanes, repair stations, parking, etc.), and pedestrian infrastructure (sidewalks, walking paths, crosswalks, etc.).
- Outline phasing strategies for implementation based on cost estimates (see bullet below)
- Provide order-of-magnitude opinions on probable costs for budgetary purposes only. Costs will be based on relevant reference projects and site elements. Costs will not include coordination with or costs from a contractor and will serve as estimations only.

2.2 District Identity Framework

The GEC will develop one (1) District Identity Framework package that contains up to three (3) design concepts for the campus derived from the Vision and Goals Report and the Recommendations Report. The District Identity Framework will include examples of each proposed concept to be implemented on the campus in up to two (2) illustrative renderings per concept for a total of up to six (6) renderings. Along with public feedback received in Task 2.2, the GEC will present the District Identity Framework to the AUTHORITY and Committee for their feedback in one of the meetings described in Subtask 3.2. The GEC will solicit input from the Committee and document the preferred option, incorporating one (1) update of a consolidated list of requested revisions.

2.3 Design Guidelines

From the District Identity Framework process, the GEC team will prepare one (1) Draft Design Guidelines package and submit to the AUTHORITY for review and comment. The GEC will revise and develop one (1) Final Design Guidelines package based on the AUTHORITY's comments and submit to the AUTHORITY. The Design Guidelines will include a summary of public outreach completed as part of this project and will include typical, conceptual guidelines for the items listed below.

- Typical street sections for the campus's street types with recommendations for placemaking enhancements
 - o Use 2018 MCA Master Plan Update to identify street types
 - o Include up to four (4) illustrative street sections and one (1) perspective rendering
- Locations of one (1) major and one (1) minor campus gateway will be identified by the GEC and presented to the AUTHORITY and Committee for their feedback and concurrence in one of the meetings described in Subtask 3.2. Following concurrence, the GEC will develop Typical design of one (1) major campus gateway and one (1) minor campus gateway. Design will include one (1) plan rendering and one (1) perspective rendering for each gateway for a total of two (2) plan renderings and two (2) perspective renderings.
- Locations for gathering spaces that leverage the site's adjacent uses to ensure varying levels of activation are strategically identified throughout the campus. using contextual expertise to provide guidelines that address the art of place and serve as a prescriptive guideline to create activated nodes on the campus.
- Locations for landmarks on the project site, including the design of landmark elements that are easily recognizable to help establish location to anchor the campus and provide identity. The identity will be coordinated with the Identity Framework consultant. The landmark will be visually commanding and durable to environmental conditions and heavy traffic areas.
- Guidelines for activation opportunities, which are opportunities for gathering and enlivening the district and opportunities for campus stakeholders to gather and invite community members to events on the campus, will be developed to identify event programming opportunities of varying scale and annual frequency.
- Plant and landscape requirements and parameters
 - o Develop a list of acceptable plants as defined by those that are on the [City of El Paso's plant list](#), are drought-resistant, native to the region, hardy within the regional context and USDA Zone, and fit the aesthetic parameters of the campus using qualifiers such as size, texture, and color.
 - o Identify plant types (i.e. shade tree, ornamental tree, accent, buffer) and reference appropriate locations
- Art integration and durability guidelines that will apply to public art on the campus. Sculptures, murals, and any other art forms for public viewing should fall under the purview of these guidelines, which will include the following parameters:
 - o Elements to enhance District Identify Framework identified in Task 2.2
 - o Durability Guidance for Materials
 - o Ensuring Low Maintenance
- Wayfinding and Signage

The GEC will prepare wayfinding and environmental graphics guidelines to address orientation, route decision, route monitoring, and destination recognition both within the site and approaching the site. The elements to address these goals will be identified and could include directional signage, identification signage, and interactive kiosks. Wayfinding signage will extend beyond the defined project site (i.e. signage near exits on I-10 and along Paisano Drive). Environmental graphics will be prepared to provide site-specific information at key locations, furthering site visitors' understanding and connection

to the project site. Wayfinding and environmental graphics guidelines will be developed to include the following parameters:

- Color
- Sizes
- Mounting type
- Materials
- Type of information to include on each type of sign
- Temporary signage guidelines (used for activation events detailed in Task 2.3)

Task 2 Deliverables

1. One (1) Draft and one (1) Final Recommendations Report (PDF format)
2. One (1) Draft District Identity Framework Presentation for the Committee (PDF or PowerPoint format)
3. One (1) Final District Identity Framework Package (PDF format)
4. One (1) Draft and one (1) Final Design Guidelines package (PDF format)

TASK 3 – PROJECT MANAGEMENT

The GEC will coordinate with the AUTHORITY for the duration of the Project.

3.1 Reports, Invoice, & Schedules

The GEC will develop up to fifteen (15) monthly progress reports, invoices, and schedules and track the project in close coordination with AUTHORITY.

The GEC will prepare and deliver monthly invoices utilizing standard payment submission forms with supporting documentation. These monthly invoices will contain a detailed breakdown of labor hours by job category and the amount expended under work authorized each month and the cumulative total to date. Invoicing will follow the format agreed upon by both parties.

3.2 Coordination Meetings and Advisory Committee

The GEC will attend one (1) virtual or in-person project Kick-Off meeting with the GEC team, AUTHORITY, and Committee. The Kick-off meeting will cover data needs, schedule, roles and responsibilities, key action items, and an initial review of the existing plans to be reviewed. The GEC will host up to fifteen (15) virtual coordination meetings, each up to one (1) hour in duration, with the AUTHORITY to discuss ongoing activities and track progress against the project schedule. The GEC will host one (1) in-person work session with the AUTHORITY and stakeholders lasting up to three (3) hours in duration.

The GEC will host up to five (5) virtual coordination meetings with the AUTHORITY and Committee and provide agendas, meetings materials limited to the findings and design generated by subsequent tasks in this WA, and meeting summaries. The meetings will be scheduled strategically around project milestones, as noted within this WA, to provide progress updates, review guideline development, solicit input and direction, and discuss upcoming action items.

3.3 Project Management Plan and Document Controls

The GEC will establish and follow a Project Quality Plan (PQP) and develop and implement a document control plan. Project files will be maintained for the duration of the WA on the GEC's SharePoint or similar system. Transfer of program files to the AUTHORITY will take place upon completion of the work or as directed by the AUTHORITY.

Task 3 Deliverables

1. Up to fifteen (15) monthly progress reports, invoices, and schedules (PDF or Word format)
2. One (1) Kick-Off meeting agenda and summary (Word format)
3. Up to fifteen (15) coordination meeting agendas and summaries (provided digitally, Word format)
4. Up to five (5) Advisory Committee meetings including agendas, meeting materials, and meeting notes (provided digitally, Word format)
5. One (1) Project Management Plan and document control plan (PDF format)
6. Program files (Word, Excel and PDF) transferred electronically (OneDrive or similar) upon completion of the work

OPTIONAL TASKS

The following tasks are optional. The GEC will provide one or more of these tasks, only upon the written request of the AUTHORITY. In the event the AUTHORITY authorizes an optional task, the associated fee identified in the Fee Table will be due to the GEC upon completion of such optional task.

Option 1: Neighborhood Meeting

The GEC will present key takeaways from the Draft Site Analysis Technical Memo and next steps to attendees of a neighborhood association (or similar) meeting. At this neighborhood scale meeting, the GEC will log questions and comments from the public that will be incorporated into the project during Task 2.1 and Task 2.2. Summary of this log will be included in Task 2.3 Design Guidelines.

Option 1 Deliverables

1. One (1) Public Presentation PowerPoint (up to 30 slides)
2. One (1) log of public input to be included in the Task 2.3 deliverable

Option 2: Public Open House

Prior to the selection of a District Identity Framework concept outlined in Task 2.2, the GEC will host a public open house with the purpose of seeking feedback on community preferences in relation to the three (3) District Identity Framework concepts. Comments received at this open house will be logged by the GEC and passed along to the AUTHORITY and campus stakeholders. To host the open house, the GEC will complete the tasks listed below.

- Develop stakeholder list by determining point of contact and address for direct campus stakeholder agencies (such as but not limited to MCA Foundation, Texas Tech, San Juan Neighborhood Association, EPISD, Children's Hospital), residential/tenant properties inside or adjacent to the campus, landowners, elected officials with jurisdiction on this site, and news media outlets.
- Develop and send invitations through the mail, promote event through stakeholder media outlets
- Develop digital presentation and graphics
- Develop printed graphic presentation boards
- Coordinate engagement strategy including presentation script, narration, and key questions
- Develop strategy to track public feedback and comments

Option 2 Deliverables

1. One (1) instance of physical invitations mailed to stakeholder contact list
2. Up to twelve (12) presentation boards
3. One (1) Public Open House PowerPoint (up to 30 slides)
4. One (1) spreadsheet log of comments received at Public Open House

Option 3: Grant Support

The GEC will develop materials to support a grant application for one (1) project that is identified through this exercise. These materials will include the following:

- Up to four (4) page project narrative
- Concept level cost estimate
- Concept level project schedule
- Up to two (2) plan renderings and one (1) perspective rendering

The GEC will submit the Draft Grant Support materials list to the AUTHORITY and Committee for review and comment. The AUTHORITY and Committee will provide one instance of combined comments to the GEC. The GEC will host a review meeting with the AUTHORITY and Committee to discuss comments generated in their review of the draft Grant Support materials and responses to comments provided by the GEC. The outcome of the review meeting will inform the revisions required to finalize the final Grant Support materials.

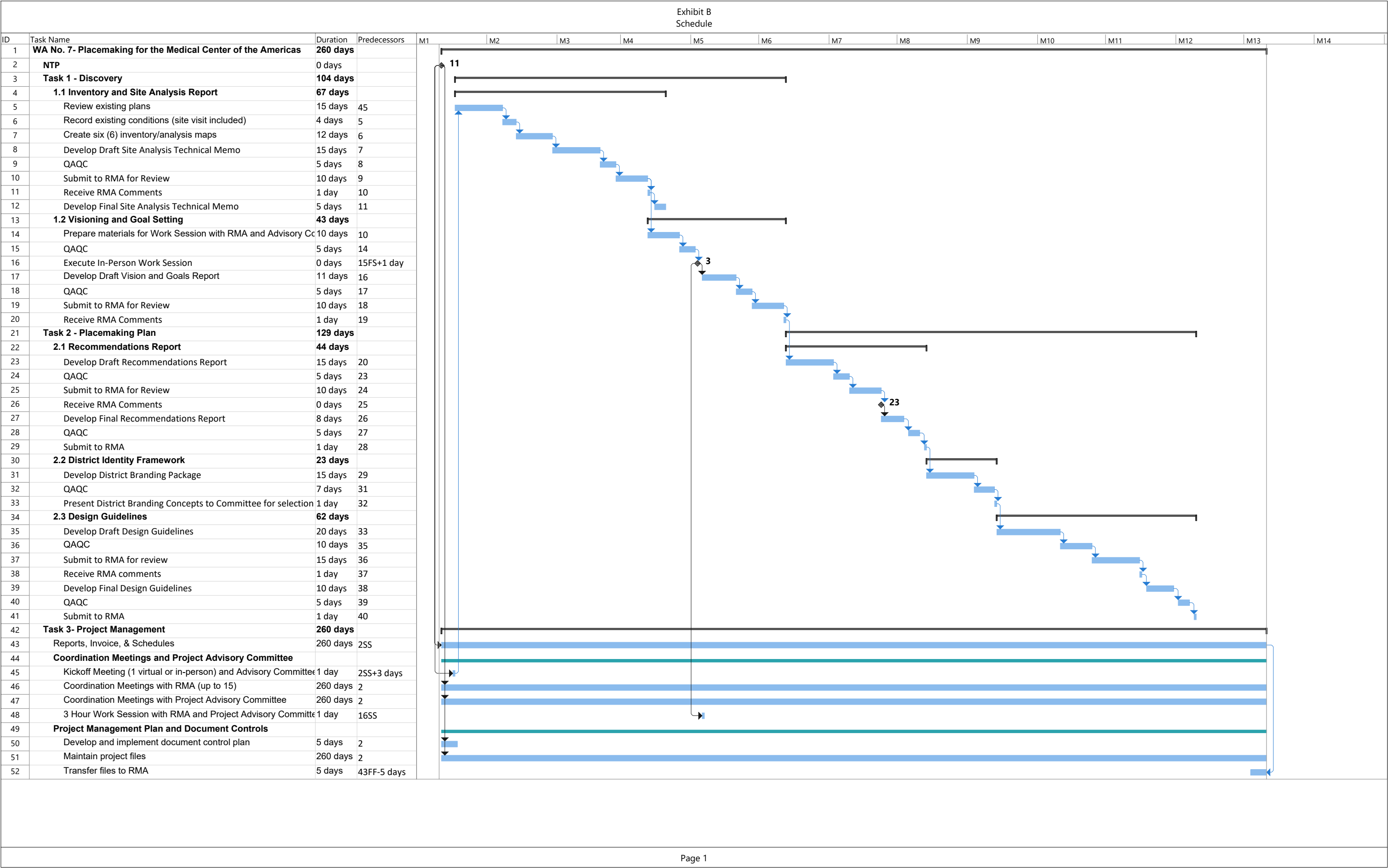
Option 3 Deliverables

1. One (1) Draft and one (1) Grant Support materials package.

Assumptions and Exclusions:

1. The GEC will require travel to the campus for two staff for four trips under this WA.
2. The AUTHORITY will select and engage candidates for the Committee, manage communications with the candidates on level of effort and expectations, and obtain participation commitments from the candidates who agree to form the Committee.
3. The use of a meeting space for Option 2: Public Open House, including equipment such as projectors, tables, and speakers, will be made available without expense to the GEC.
4. Deliverables for Option 3: Grant Support are based on materials required for the El Paso Metropolitan Planning Organization's 2026-2028 Transportation Alternatives Set-aside Program Call for Projects. This option does not include completion of a grant application.
5. Professional site survey services are not included in this WA. Site inventory and analysis included in this WA will be based upon information available using GIS, found online, and discovered on site visits.
6. Design will be conceptual in nature. Construction plans, details, and specifications will not be produced by this WA.
7. Additional coordination not identified herein, that is be required for final design and construction of recommended elements is not included in this WA.
8. Should scope items beyond what is defined in this WA be requested, a modification to the scope and fee would be required prior to the commencement of such additional work.
9. The AUTHORITY will provide the GEC with any relevant and usable GIS Shapefiles, site survey data, and previous planning documents available to the AUTHORITY.
10. Project information such as project scope, property ownership, and relevant utility information that is available to the AUTHORITY will be provided to the GEC.

[END OF EXHIBIT]



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Fee Estimate Summary

Work Authorization #7 - Placemaking at Medical Center of Americas

		<u>Firm</u>	<u>Total</u>
Labor	HNTB	\$	217,639.36
Labor	fd2s	\$	73,900.00
Direct Expenses	HNTB	\$	3,718.00
Direct Expenses	fd2s	\$	4,004.10
		Total	\$ 299,261.46

Option 1 Neighborhood Meeting

		<u>Firm</u>	<u>Total</u>
Labor	HNTB	\$	14,387.21
Labor	fd2s	\$	-
Direct Expenses	HNTB	\$	1,900.40
Direct Expenses	fd2s	\$	-
		Total	\$ 16,287.61

Option 2 Public Open House

		<u>Firm</u>	<u>Total</u>
Labor	HNTB	\$	27,410.61
Labor	fd2s	\$	-
Direct Expenses	HNTB	\$	6,953.40
Direct Expenses	fd2s	\$	-
		Total	\$ 34,364.01

Option 3 Grant Support

		<u>Firm</u>	<u>Total</u>
Labor	HNTB	\$	24,830.48
Labor	fd2s	\$	-
Direct Expenses	HNTB	\$	-
Direct Expenses	fd2s	\$	-
		Total	\$ 24,830.48

Total of all Options \$ 75,482.10

FAR Overhead 139.44%, Profit 12%, Multiplier 2.68																	
Hide Rows		Kelvin Kroeker	Sarah Hobson	Omar Aguilar	Barbara Ditch	Bob Daniel	Christine Martinez	Dinesh Prasad	Susan Daniels	Ben Khoh	Cynthia Sanchez	Lauren Ramirez	Tucker Rose	Amber Mejia			
	Current Base Rate	\$ 142.56	\$ 106.08	\$ 39.36	\$ 47.12	\$ 104.24	\$ 54.08	\$ 46.88	\$ 119.36	\$ 50.00	\$ 42.00	\$ 57.76	\$ 58.32	\$ 28.56			
	4% Increase to cover May Merits	\$ 148.26	\$ 110.32	\$ 40.93	\$ 49.00	\$ 108.41	\$ 56.24	\$ 48.76	\$ 124.13	\$ 50.00	\$ 43.68	\$ 60.07	\$ 60.65	\$ 29.70			
	ER (Current)	2.79	2.79	2.79	2.79	2.79	2.79	2.79	2.79	2.68	2.79	2.79	2.79	2.79			
	Billing Classification	Senior Project Manager	Project Manager	Quality Manager	Project Analyst	Finance Manager	Scheduler	Urban Design I	Urban Design III	Planner I	Graphics Designer (Public Information Associate)	Public Information Specialist Senior	Landscape Architect	Administrative Assistant I			
	Billing Rate	\$397.60	\$295.86	\$109.77	\$131.42	\$290.73	\$150.83	\$130.75	\$332.89	\$134.09	\$117.14	\$161.09	\$162.65	\$79.65			
															Subtotal		
															Subtotal		
Task 1	Discovery																
1.1	Inventory and Site Analysis Technical Memo																
	• Review existing plans		4	2				24	2				12		44		
	• Record existing conditions (site visit included)		5					16	2				21		44		
	• Create six (6) Inventory/analysis maps		4					28	2				12		46		
	• Produce Site Analysis Technical Memo	1	4					12	4				12		33		
1.2	Visioning and Goal Setting														0		
	• Materials and in-person Work Session with RMA and Advisory Committee	1	6	2				20	2		4	3	16		54		
	• Vision and Goals Report	1	8	2				30	4				20		65		
	Task 1 Hours	3	31	6	0	0	0	130	16	0	4	3	93	0			
	Task 1 Subtotal	\$ 1,192.80	\$ 9,171.56	\$ 658.65	\$ -	\$ -	\$ -	\$ 16,997.26	\$ 5,326.32	\$ -	\$ 468.55	\$ 499.39	\$ 15,126.85	\$ -	286		
Task 2	Placemaking Plan																
2.1	Recommendations Report																
	• Identify and recommend site elements and locations	2	4	2				18	2				14		42		
	• Phasing Strategies		4					12	4				10		30		
	• Cost estimates		4					24	2				20		50		
2.2	District Identity Framework														0		
	• Three concepts	1	6	2				40	4				40		93		
	• Up to six (6) Illustrative renderings		4					60	4				30		98		
2.3	Design Guidelines														0		
	• Stakeholder Report	2									8	28			38		
	• Typical street sections - up to four (4) illustrative sections and one (1) perspective		4	2				24	4				18		52		
	• Identify locations and conceptual design of 1 major and 1 minor gateway - two (2) plan renderings and two (2) perspective renderings		4					30	4				24		62		
	• Locations and design for gathering spaces		4					16	1				12		33		
	• Locations and designs for landmarks		4	2				16	1				12		35		
	• Activation opportunities		4					16	2				12		34		
	• Plant and landscape parameters		4					12					14		30		
	• Wayfinding and Signage		4	2				12	1				10		29		
	• Art Integration and Durability Guidelines		4					10	4				8		26		
	Task 2 Hours	5	54	10	0	0	0	290	33	0	8	28	224	0	652		
	Task 2 Subtotal	\$ 1,988.00	\$ 15,976.27	\$ 1,097.75	\$ -	\$ -	\$ -	\$ 37,916.97	\$ 10,965.52	\$ -	\$ 897.28	\$ 4,510.59	\$ 36,434.57	\$ -	109,806.94		
Task 3	Project Management																
3.1	Reports, Invoice, Schedules																
3.2	Coordination Meetings and Project Advisory Committee	4	20	10	24	15	15					8		10			
	• Kickoff Meeting (1 virtual or in-person) and Advisory Committee Formation	2	4					2	2			2	2		14		
	• Coordination Meetings with RMA (up to 15)	8	18					7				8	20		61		
	• Coordination Meetings with Project Advisory Committee (up to 5)	2	10					5				2	6		25		
	• 3 Hour Work Session with RMA and Project Advisory Committee (up to 1)		6										6		12		
3.3	Project Management Plan and Document Controls	2	4	10			10							8	34		
	Task 3 Hours	18	62	20	24	15	25	2	14	0	0	20	34	18			
	Task 3 Subtotal	\$ 7,156.79	\$ 18,343.12	\$ 2,195.00	\$ 3,154.62	\$ 4,360.88	\$ 3,770.72	\$ 261.90	\$ 4,660.53	\$ -	\$ -	\$ 3,221.85	\$ 5,530.25	\$ 1,418.52	267		
	Total Hours	26	147	36	24	15	25	422	63	0	12	61	351	18			
	Total Labor Cost	\$ 10,337.58	\$ 43,490.95	\$ 3,951.90	\$ 3,154.62	\$ 4,360.88	\$ 3,770.72	\$ 55,175.73	\$ 20,972.37	\$ -	\$ 1,365.83	\$ 8,231.83	\$ 87,091.66	\$ 1,418.52	1,205		
															HNTB EXPENSES	\$	3,718.00
															TOTAL FEE	\$	221,357.36
Option 1	Neighborhood Meeting																
	Public Presentation at existing neighborhood meeting such as City Representative	1	4					8	3			12	50	8	86		
	Task 3 Hours	1	4	0	0	0	0	8	3	0		12	60	8	86		
	Task 3 Subtotal	\$ 397.60	\$ 1,183.43	\$ -	\$ -	\$ -	\$ -	\$ 1,045.99	\$ 998.68	\$ -	\$ 1,405.65	\$ 8,054.62	\$ 1,301.23	\$ -	14,387.21		
Option 2	Public Open House																
	Public Open House																
	• Create stakeholder mailing list									12			18		30		
	• Open House Materials and Attendance	1	4					12	4			20	55	8	104		
	• Physical mailed invitations											12	28		40		
	Task 3 Hours	1	4	0	0	0	0	12	4	12		32	101	8	174		
	Task 3 Subtotal	\$ 397.60	\$ 1,183.43	\$ -	\$ -	\$ -	\$ -	\$ 1,568.98	\$ 1,331.58	\$ 1,609.04	\$ 3,748.41	\$ 16,270.34	\$ 1,301.23	\$ -	27,410.61		
Option 3	Grant Support																
	Grant Support																
	• Up to four (4) page Project Narrative	1	2	2				10	8	8		4	6		43		
	• Concept level cost estimate		2					12	6				8		28		
	• Concept level project schedule	1	2					8	4			6	6		21		
	• Up to two (2) plan renderings and one (1) perspective rendering		2					20	6				10		38		
	Task 3 Hours	2	8	2	0	0	0	50	24	8	0	4	32	0			
	Task 3 Subtotal	\$ 795.20	\$ 2,366.85	\$ 219.55	\$ -	\$ -	\$ -	\$ 6,537.41	\$ 7,989.47	\$ 1,072.69	\$ -	\$ 644.37	\$ 5,204.94	\$ -	130		
	Total Hours	4	16	2	0	0	0	70	31	20		44	155	48			
	Total Labor Cost	\$ 1,590.40	\$ 4,733.71	\$ 219.55	\$ -	\$ -	\$ -	\$ 9,152.37	\$ 10,319.74	\$ 2,681.73	\$ 5,154.07	\$ 24,969.33	\$ 7,807.41	\$ -	390		
															HNTB EXPENSES	\$	8,853.80
															OPTIONS TOTAL FEE	\$	75,482.10

HNTB Other Direct Expenses				
Description	Unit cost	Quantity		Subtotals
Mileage @ (1/1/25 IRS rate)	\$0.700	per mile	miles	0.00
Air Travel - In State - Short Notice (Coach)	\$600.00	per trip	3 trips	1,800.00
Lodging/Hotel (Taxes/fees not included) (Current state rate)	\$98.00	per night	3 nights	294.00
Lodging/Hotel Taxes/fees	\$50.00	per night	3 nights	150.00
Meals (overnight stay required) (Excluding alcohol)	\$64.00	per day	6 days	384.00
Tolls	\$3.00	each	each	0.00
Parking	\$50.00	per trip	trips	0.00
Taxi/Cab fare	\$85.00	each	3 each	255.00
Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	\$125.00	per day	2 days	250.00
Rental Car Fuel	\$85.00	per day	1 days	85.00
Subtotal Travel				3,218.00
Federal Express/UPS	\$150.00	Per Month	Each	0.00
Postage/Freight	\$100.00	Per Month	Each	0.00
Subtotal Communications/Shipping				0.00
Plots (B/W on 20# Bond)	\$3.00	linear foot	feet	0.00
Design Phases (assume 60, 95, and Ready to Let Phases)	\$9.00	linear foot	feet	0.00
Plots (Color on Photographic Paper)	\$21.00	linear foot	feet	0.00
8½"X11" B/W Paper Copies	\$0.25	per copy	copies	0.00
8½"X11" Color Paper Copies	\$1.00	per copy	copies	0.00
11"X17" B/W Paper Copies	\$0.30	per copy	copies	0.00
11"X17" Color Paper Copies	\$1.25	per copy	240 copies	300.00
Subtotal Reproduction				300.00
Presentation Boards 30"X40" Color Mounted	\$100.00	each	2 boards	200.00
Meeting Notifications	\$0.73	each	postage	0.00
Meeting Meals (work sessions)	\$250.00	each		0.00
Meeting supplies (pens, clipboards, notepads, folders)	\$30.00	per month	months	0.00
Project outdoor signage (e.g., banner)	\$200.00	per unit	units	0.00
Subtotal Other				200.00
				\$3,718.00
Subconsultants / Vendors / Professional Services				
Name	Description of work			Total Amount

HNTB Other Direct Expenses - Option 1				
Description	Unit cost	Quantity	Subtotals	
Mileage @ (1/1/24 IRS rate)	\$0.670 per mile	20 miles		13.40
Air Travel - In State - Short Notice (Coach)	\$600.00 per trip	2 trips		1,200.00
Lodging/Hotel (Taxes/fees not included) (Current state rate)	\$98.00 per night	2 nights		196.00
Lodging/Hotel Taxes/fees	\$50.00 per night	2 nights		100.00
Meals (overnight stay required) (Excluding alcohol)	\$64.00 per day	4 days		256.00
Tolls	\$3.00 each	each		0.00
Parking	\$50.00 per trip	1 trips		50.00
Taxi/Cab fare	\$85.00 each	1 each		85.00
Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	\$125.00 per day	days		0.00
Rental Car Fuel	\$85.00 per day	days		0.00
Subtotal Travel				1,900.40
Federal Express/UPS	\$150.00 Per Month	Each		0.00
Postage/Freight	\$100.00 Per Month	Each		0.00
Subtotal Communications/Shipping				0.00
Plots (B/W on 20# Bond)	\$3.00 linear foot	feet		0.00
Design Phases (assume 60, 95, and Ready to Let Phases)	\$9.00 linear foot	feet		0.00
Plots (Color on Photographic Paper)	\$21.00 linear foot	feet		0.00
8½"X11" B/W Paper Copies	\$0.25 per copy	copies		0.00
8½"X11" Color Paper Copies	\$1.00 per copy	copies		0.00
11"X17" B/W Paper Copies	\$0.30 per copy	copies		0.00
11"X17" Color Paper Copies	\$1.25 per copy	copies		0.00
Subtotal Reproduction				0.00
Presentation Boards 30"X40" Color Mounted	\$100.00 each	boards		0.00
Meeting Notifications	\$0.73 each	postage		0.00
Meeting Meals (work sessions)	\$250.00 each			0.00
Meeting supplies (pens, clipboards, notepads, folders)	\$30.00 per month	months		0.00
Project outdoor signage (e.g., banner)	\$200.00 per unit	units		0.00
Subtotal Other				0.00
Total Option 1				\$1,900.40
Subconsultants / Vendors / Professional Services				
Name	Description of work			Total Amount

HNTB Other Direct Expenses - Option 2				
Description	Unit cost	Quantity	Subtotals	
Mileage @ (1/1/24 IRS rate)	\$0.670 per mile	20 miles		13.40
Air Travel - In State - Short Notice (Coach)	\$600.00 per trip	2 trips		1,200.00
Lodging/Hotel (Taxes/fees not included) (Current state rate)	\$98.00 per night	2 nights		196.00
Lodging/Hotel Taxes/fees	\$50.00 per night	2 nights		100.00
Meals (overnight stay required) (Excluding alcohol)	\$64.00 per day	4 days		256.00
Tolls	\$3.00 each	each		0.00
Parking	\$50.00 per trip	1 trips		50.00
Taxi/Cab fare	\$85.00 each	1 each		85.00
Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	\$125.00 per day	days		0.00
Rental Car Fuel	\$85.00 per day	days		0.00
Subtotal Travel				1,900.40
Federal Express/UPS	\$150.00 Per Month	1 Each		150.00
Postage/Freight	\$100.00 Per Month	7 Each		700.00
Subtotal Communications/Shipping				850.00
Plots (B/W on 20# Bond)	\$3.00 linear foot	feet		0.00
Design Phases (assume 60, 95, and Ready to Let Phases)	\$9.00 linear foot	feet		0.00
Plots (Color on Photographic Paper)	\$21.00 linear foot	feet		0.00
8½"X11" B/W Paper Copies	\$0.25 per copy	1,000 copies		250.00
8½"X11" Color Paper Copies	\$1.00 per copy	1,000 copies		1,000.00
11"X17" B/W Paper Copies	\$0.30 per copy	560 copies		168.00
11"X17" Color Paper Copies	\$1.25 per copy	500 copies		625.00
Subtotal Reproduction				2,043.00
Presentation Boards 30"X40" Color Mounted	\$100.00 each	12 boards		1,200.00
Meeting Notifications	\$0.73 each	1,000 postage		730.00
Meeting Meals (work sessions)	\$250.00 each			0.00
Meeting supplies (pens, clipboards, notepads, folders)	\$30.00 per month	1 months		30.00
Project outdoor signage (e.g., banner)	\$200.00 per unit	1 units		200.00
Subtotal Other				2,160.00
Total Option 2				\$6,953.40
Subconsultants / Vendors / Professional Services				
Name	Description of work			Total Amount

fd2s		Billing Classification	Principal	Engagement Manager	Senior Designer	Designer	Design Support	Subtotal	Subtotal
		Billing Rate	\$300.00	\$250.00	\$250.00	\$200.00	\$150.00		
Task 1	Discovery								
1.1	Inventory and Site Analysis Technical Memo								
	• Review existing plans							0	\$ -
	• Record existing conditions (site visit included)		12	2	2			16	\$ 4,600.00
	• Create six (6) inventory/analysis maps							0	\$ -
	• Produce Site Analysis Technical Memo							0	\$ -
	Public Presentation							0	\$ -
	Newsletter							0	\$ -
	• e-Newsletter - template development							0	\$ -
	• e-Newsletter - writing/editing/graphics/QAQC/dissemination (3 issues)							0	\$ -
1.2	Visioning and Goal Setting							0	\$ -
	• Materials and In-person Work Session with RMA and Advisory Committee		16	4	4	4		28	\$ 7,600.00
	• Vision and Goals Report		8	4	8	4	2	26	\$ 6,500.00
1.3	Artist Selection							0	\$ -
	• Develop Selection Criteria for Call for artists							0	\$ -
	• Review applications and submit top three (3) artists							0	\$ -
	• Stakeholder activity (e.g., survey poll or mentimeter)							0	\$ -
	Task 1 Hours		36	10	14	8	2	70	\$ 18,700.00
	Task 1 Subtotal		\$ 10,800.00	\$ 2,500.00	\$ 3,500.00	\$ 1,600.00	\$ 300.00		
Task 2	Placemaking Plan								
2.1	Recommendations Report								
	• Identify and recommend site elements and locations		8	4	8	4		24	\$ 6,200.00
	• Phasing Strategies		4	4	12	8		28	\$ 6,800.00
	• Cost estimates		4	4	12	4		24	\$ 6,000.00
	Public Presentation								
2.2	District Identity Framework								
	• Three concepts		8	4	8	4		24	\$ 6,200.00
	• Up to six (6) illustrative renderings				4	4		8	\$ 1,800.00
2.3	Design Guidelines								
	• Stakeholder Report								
	• Typical street sections - up to four (4) illustrative sections and one (1) perspective							0	\$ -
	• Identify locations and conceptual design of 1 major and 1 minor gateway - two (2) plan renderings and two (2) perspective renderings							0	\$ -
	• Locations and design for gathering spaces							0	\$ -
	• Locations and designs for landmarks							0	\$ -
	• Activation opportunities							0	\$ -
	• Plant and landscape parameters							0	\$ -
	• Wayfinding and Environmental Graphics Guidelines		8	8	16	12	4	48	\$ 11,400.00
	• Coordination of Art guidelines							0	\$ -
	Priority Projects							0	\$ -
	• Identify and rank up to five (5) priority projects for implementation							0	\$ -
	• Evaluate priority projects for grant eligibility and competitiveness for up to the top five (5) potential grant funding opportunities.							0	\$ -
	• Recommend steps to increase competitiveness of identified projects.							0	\$ -
	• Study top two (2) projects and develop project estimated cost, identify requirements for local match, and develop a project schedule.							0	\$ -
	Task 2 Hours		32	24	60	36	4	156	\$ 38,400.00
	Task 2 Subtotal		\$ 9,600.00	\$ 6,000.00	\$ 15,000.00	\$ 7,200.00	\$ 600.00		
Task 3	Project Management								
3.1	Reports, Invoice, Schedules							0	\$ -
3.2	Coordination Meetings and Project Advisory Committee								
	• Kickoff Meeting (1 virtual or in-person) and Advisory Committee Formation		8					8	\$ 2,400.00
	• Coordination Meetings with RMA (up to 15)		8	8	8			24	\$ 6,400.00
	• Coordination Meetings with Project Advisory Committee (up to 5)		5		5			10	\$ 2,750.00
	• 3 Hour Work Session with RMA and Project Advisory Committee (up to 1)		3		3			6	\$ 1,650.00
3.3	Project Management Plan and Document Controls			12			4	16	\$ 3,600.00
	Task 3 Hours		24	20	16	0	4	64	\$ 16,800.00
	Task 3 Subtotal		\$ 7,200.00	\$ 5,000.00	\$ 4,000.00	\$ -	\$ 600.00		
	Total Hours		92	54	90	44	10	290	\$ 73,900.00
	Total Labor Cost		\$ 27,600.00	\$ 13,500.00	\$ 22,500.00	\$ 8,800.00	\$ 1,500.00		
									fd2s EXPENSES \$ 4,001.70
									fd2s TOTAL FEE \$ 77,901.70

fd2s Other Direct Expenses					
Description - Trip #1	Unit cost		Quantity		Subtotals
Mileage @ (1/1/25 IRS rate)	\$0.700	per mile	80	miles	56.00
Air Travel - In State - Short Notice (Coach)	\$600.00	per trip	1	trips	600.00
Lodging/Hotel (Taxes/fees not included) (Current state rate)	\$98.00	per night	1	nights	98.00
Lodging/Hotel Taxes/fees	\$50.00	per night	1	nights	50.00
Meals (overnight stay required) (Excluding alcohol)	\$64.00	per day	2	days	128.00
Tolls	\$3.00	each	5	each	15.00
Parking	\$50.00	per trip	1	trips	50.00
Taxi/Cab fare	\$85.00	each	0	each	0.00
Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	\$125.00	per day	2	days	250.00
Rental Car Fuel	\$85.00	per day	1	days	85.00
Subtotal Travel					1,332.00
Description - Trip #2	Unit cost		Quantity		Subtotals
Mileage @ (1/1/24 IRS rate)	\$0.670	per mile	80	miles	53.60
Air Travel - In State - Short Notice (Coach)	\$600.00	per trip	1	trips	600.00
Lodging/Hotel (Taxes/fees not included) (Current state rate)	\$98.00	per night	1	nights	98.00
Lodging/Hotel Taxes/fees	\$50.00	per night	1	nights	50.00
Meals (overnight stay required) (Excluding alcohol)	\$64.00	per day	2	days	128.00
Tolls	\$3.00	each	5	each	15.00
Parking	\$50.00	per trip	1	trips	50.00
Taxi/Cab fare	\$85.00	each	0	each	0.00
Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	\$125.00	per day	2	days	250.00
Rental Car Fuel	\$85.00	per day	1	days	85.00
Subtotal Travel					1,329.60
Federal Express/UPS	\$150.00	Per Month	0	Each	0.00
Postage/Freight	\$100.00	Per Month	0	Each	0.00
Subtotal Communications/Shipping					0.00
Plots (B/W on 20# Bond)	\$3.00	linear foot	10	feet	30.00
Design Phases (assume 60, 95, and Ready to Let Phases)	\$9.00	linear foot	10	feet	90.00
Plots (Color on Photographic Paper)	\$21.00	linear foot	10	feet	210.00
8½"X11" B/W Paper Copies	\$0.25	per copy	250	copies	62.50
8½"X11" Color Paper Copies	\$1.00	per copy	300	copies	300.00
11"X17" B/W Paper Copies	\$0.30	per copy	250	copies	75.00
11"X17" Color Paper Copies	\$1.25	per copy	300	copies	375.00
Subtotal Reproduction					1,142.50
Presentation Boards 30"X40" Color Mounted	\$100.00	each	2	boards	200.00
Meeting Notifications	\$0.73	each	0	postage	0.00
Meeting Meals (work sessions)	\$250.00	each	0		0.00
Subtotal Other					200.00
Grand Total					\$4,004.10

EXHIBIT D
HNTB WORK AUTHORIZATION NO. 7
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 **70 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]