

# **CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION**

**WHEREAS**, the Camino Real Regional Mobility Authority (CRRMA) entered into 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 has been approved to submit a Detailed Application to the Texas Department of Transportation's 2025 Off-System Rail Grade Separation State Fund Program for the Rick Francis Street Grade Separation Project; and

**WHEREAS**, the CRRMA would like to utilize HNTB to provide such grant writing support services for the referenced project and the CRRMA and HNTB now desire to execute a work authorization in order to establish the roles and responsibilities of each party.

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

**THAT** the Executive Director be authorized to execute **Work Authorization No. 11** with HNTB Corporation including any additional documents or materials as may be required, for the submission of a Detailed Application to TxDOT's Off-System Rail Grade Separation State Fund Program for the Rick Francis Street Grade Separation Project.

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF DECEMBER 2025.**

**CAMINO REAL REGIONAL  
MOBILITY AUTHORITY**

**ATTEST:**

\_\_\_\_\_  
Joyce A. Wilson, Chair

\_\_\_\_\_  
Lina Ortega  
Board Secretary

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Raymond L. Telles  
Executive Director

## **WORK AUTHORIZATION NO. 11**

This **Work Authorization No. 11** (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 been approved to advance to the Detailed Application phase of the Texas Department of Transportation's 2025 Off-System Rail Grade Separation State Fund Program. This Work Authorization is intended to provide the Authority with grant writing support services from the GEC for the submission of a Detailed Application for the Rick Francis Street Grade Separation Project. 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 grant writing support, inclusive of those activities required for the development and submittal of a Detailed Application, pursuant to and in accordance with **EXHIBIT A**, which is incorporated herein for all purposes.

### **Section B. – Schedule**

The GEC shall commence the performance of those services contemplated herein upon execution of this Work Authorization. The proposed schedule of work is provided as **EXHIBIT B**, which is incorporated herein for all purposes; provided, however, that additional schedule revisions may be made upon request of the GEC and 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 up to a total cumulative not to exceed amount of SEVENTY-THREE THOUSAND FOUR HUNDRED EIGHTY-ONE AND 32/100 DOLLARS (\$73,481.32), utilizing the rates established within **EXHIBIT C**, which is attached hereto for all purposes. 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 – SCOPE OF WORK SERVICES TO BE PROVIDED BY THE GEC**

The GEC shall support the Authority's submission of a Detailed Application to TxDOT's Off-System Rail Grade Separation State Fund Program for the Rick Francis Street Grade Separation Project, as more fully enumerated below.

### **TASK 1 – GRANT APPLICATION**

a. Draft Detailed Application and Letters of Support

The GEC shall support the Authority with developing a draft of the Detailed Application, consistent with the sections identified in the TxDOT Program Guide. The GEC shall prepare:

1. Project Map (1-2 page PDF output from Google Map)
2. Project Connectivity Map, notating the Project Map with Points of interest (1-2 pages PDF)
3. Review and annotate the Project Schematic Layout prepared by others, obtaining the Microstation DGN files and preparing minor refinements (1-2 page PDF); confirm the dimensions (length, width) and include in the high-level preliminary cost estimate
4. Typical section illustration for Rick Francis St. using TxDOT's recommended tool of Streetmix.net or Sketchup (assume 1 section)
5. 3D Renderings (assume up to 2 views) prepared in Sketchup
6. Fill in grant checklist of safety countermeasures and map
7. Pull and attach pages from local transportation plan(s) (MPO TIP, MTP) and City's ADA Transition Plan (if any)
8. Project schedule graphic (prepared in MS Project)
9. High level preliminary construction cost estimate based on TxDOT published unit costs (prepared in MS Excel)
10. Percentage based estimates for Design and Construction Inspection
11. Describe the need for pedestrian underpass for the location as shown in the preliminary grant application (with a narrative paragraph)
12. Responses to environmental checklist regarding historic properties and description of what may be needed for the preparation of a future Categorical Exclusion by others
13. Desktop level review and field reconnaissance to provide a Preliminary Environmental Report. Provide information for the following items:
  - a. Land use map
  - b. Potential Environmental constraints description
  - c. FEMA Flood Zone Map Information
  - d. Hazardous Material
  - e. Historical Resources
  - f. Air Quality

- g. Noise Assessment
- h. Conclusion
- 14. Review and prepare a narrative summary of the traffic study prepared by others
- 15. Right-of-Way Map utilizing available GIS parcel mapping
- 16. Preliminary Utility Assessment based on desktop research (review streetview images and perform one round correspond with utility providers)
- 17. Economic Development Narrative (assume 2-3 paragraphs based on desktop research)

The GEC shall submit the Draft Detailed Application for review by the Authority and shall address up to 2 iterations of comments (if any).

The Authority will prepare Letters of Support and discuss with stakeholders, requesting signatures and collect the signed letters to include in the grant application.

b. Coordination

The GEC shall perform a field visit to observe existing conditions, scheduling with Union Pacific Railroad (UPRR) and TxDOT. Field visit shall be limited to public ROW so as to not require UPRR railroad insurance or flagger escort.

The GEC shall coordinate with TxDOT and UPRR to obtain the ROW letter of consent. The coordination may also include review of the application draft (assume up to 2 meetings). The GEC shall provide meeting agenda and minutes. The GEC shall follow UPRR Requirements to:

- 1. Submit UPRR Project Inquiry Application (web-based document); and
- 2. Prepare files required by UPRR.

c. Final Detailed Application

The GEC shall incorporate Authority's comments and provide a final Detailed Application for the Authority to submit to TxDOT, as required by the referenced grant program.

d. Post-Application Assistance

The GEC shall prepare revisions to application documents, schedule, and construction cost estimate. This may include a meeting with TxDOT and Authority to answer questions regarding the application.

**TASK 1 DELIVERABLES:**

- Up to 2 meetings with UPRR on ROW letter of consent
- UPRR Project Inquiry Application (web)
- UPRR file preparation (PDF)
- Draft Detailed Application (up to 2 iterations in MS Word, PDF, or as required by program)
- Final Detailed Application (in MS Word, PDF, or as required by program)
- Up to 2 coordination meetings to answer TxDOT questions on the application

## **TASK 2 – PROGRAM MANAGEMENT**

The GEC shall provide staff to administer, manage, review and coordinate these services. The GEC shall develop and maintain a staffing plan for consistency and appropriate levels of project staffing activities in this task including:

a. Project Management/Administration/Invoicing

GEC shall prepare and deliver monthly invoices for this assignment. The prepared invoices shall utilize standard payment submission forms with supporting documentation. Supporting documentation requirements are determined by the Authority.

b. Project Meetings/Documentation

GEC shall attend status meetings (assume 3 meetings) with date, required attendees, time and location to be determined by the Authority. GEC shall establish and follow the Project Quality Plan (PQP).

c. Document Controls

Maintain project files for the duration of the grant application support project. Transfer program files to the Authority and/or the agency upon completion of the work or as directed by the Authority.

### **TASK 2 DELIVERABLES:**

- Up to 6 monthly invoices (assume 3 months for Detailed Application, and 3 months of waiting with no activity; no invoices will be submitted in months with no activity)
- Documentation files (Word, Excel, PDF, etc.) transferred electronically (Dropbox) upon completion of the work

### **ASSUMPTIONS:**

1. GEC will obtain available project information, including Traffic Study and DGN files associated with the project, from the Authority.
2. Authority will be responsible for the Project Sponsor Resolution and long-term maintenance letter requirements of the grant program.
3. Additional ROW is not anticipated for the project. Any ROW acquisition will be performed by others.
4. Authority will be responsible for securing any Letters of Support developed for inclusion in the grant application.
5. Authority will be responsible for inclusion of the project into the MPO documents, if needed.
6. Open houses or other public meetings are not required or included.
7. Construction plans will be provided by others at a later date if the application is funded.

[END OF EXHIBIT]

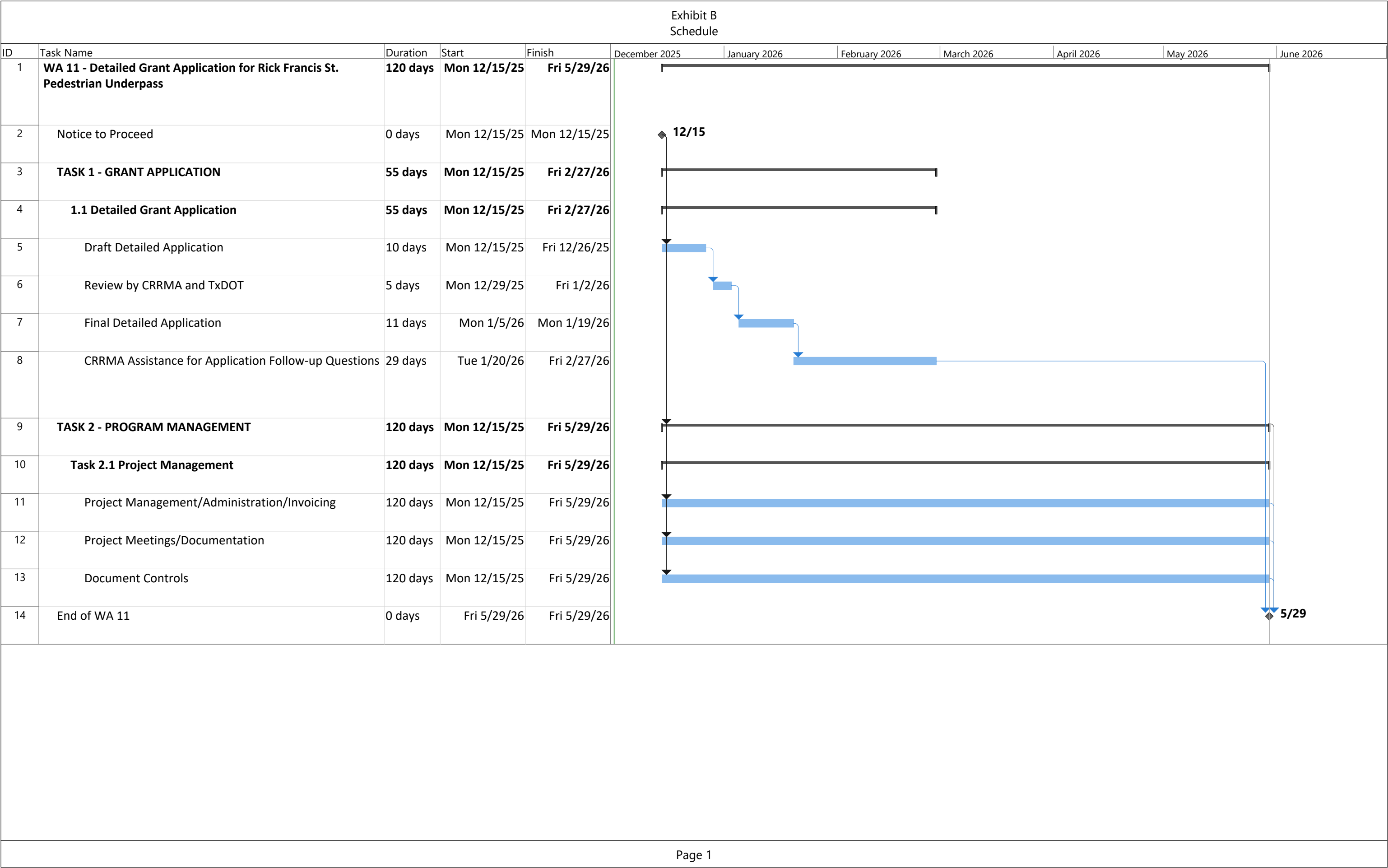


Exhibit C  
Fee Estimate  
Cost Plus Fee Type

Detailed Grant Application for Rick Francis St. Pedestrian Underpass Grant Application Work Authorization #11														
Task No	Task	Senior Project Manager	Senior Technical Advisor	Task Lead	Professional Engineer I	Professional Engineer III	Engineer in Training I	Environmental Planner II	Quality Manager	Document Controls Specialist	Sr Project Analyst	TOTAL HNTB HOURS	TOTAL HNTB LABOR COST	
		\$395.84	\$286.55	\$247.01	\$195.48	\$323.42	\$106.40	\$173.54	\$150.16	\$150.16	\$130.84			
TASK 1	GRANT APPLICATION													
a.	1. Project map				1		1					2	\$ 301.88	
	2. Project connectivity map			1	1	1	4					7	\$ 1,191.52	
	3. Review and Annotate Project schematic layout by others (1-2 pages)			2	6	3	8					19	\$ 3,488.36	
	4. Typical section illustration (1 section)			1	1		8					10	\$ 1,293.70	
	5. 3D renderings (assume 2 views)			1	1	2	40					44	\$ 5,345.38	
	6. Checklist of safety countermeasures			1	3							4	\$ 833.44	
	7. Pull and attach pages from local transportation plans				1							1	\$ 195.48	
	8. Project schedule graphic in MS Project			1	3							4	\$ 833.44	
	9. High level preliminary cost estimate			2	8		8					18	\$ 2,909.04	
	10. Percentage based estimates			1	2		1					4	\$ 744.36	
	11. Describe Identify need of pedestrian underpass and confirm dimensions			2	4	10						16	\$ 4,510.17	
	12. Responses to environmental checklist			1	2			8				11	\$ 2,026.29	
	13. Desktop level review and field reconnaissance to provide Preliminary Environmental Report			1	6			40				47	\$ 8,361.49	
	14. Review and prepare a narrative summary of traffic report prepared by others			2	4							6	\$ 1,275.93	
	15. ROW Map				2		4	2				8	\$ 1,163.64	
	16. Preliminary Utility Assessment			1	5		12					18	\$ 2,501.21	
	17. Economic Development Narrative			1	4			4				9	\$ 1,723.08	
		Address comments (if any, up to 2 iterations)			2	6	6	4	2	4	2		26	\$ 5,281.08
		Prepare template for Letter of Support and include CRRMA's letters in application			0	0	0		0				0	\$ -
b.	Field Visit				2		4					6	\$ 816.56	
	Coordinate with TxDOT and Union Pacific Railroad; prepare UPRR requirements			4	12	8						24	\$ 5,921.15	
	MPO letter and slides (by Authority)			0	0					0		0	\$ -	
c.	Final Detailed Application	1		6	8	12	4		2	1		34	\$ 8,198.89	
d.	Post application assistance			2	2			2				6	\$ 1,232.06	
	Task 1 - Hours	1	0	32	84	42	98	58	6	3	0			
	Task 1 Subtotal	\$ 395.84	\$ -	\$ 7,904.35	\$ 16,420.00	\$ 13,583.82	\$ 10,427.32	\$ 10,065.36	\$ 900.97	\$ 450.48	\$ -	324	\$ 60,148.13	
TASK 2	PROGRAM MANAGEMENT													
a.	Project Management/Administration/Invoicing	2	6	9							24	41	\$ 7,874.14	
b.	Project Meetings/Documentation	2		6	2				4			14	\$ 3,265.34	
c.	Document Controls			6						4		10	\$ 2,082.71	
	Task 2 - Hours	4	6	21	2	0	0	0	4	4	24			
	Task 2 Subtotal	\$ 1,583.36	\$ 1,719.30	\$ 5,187.23	\$ 390.95	\$ -	\$ -	\$ -	\$ 600.64	\$ 600.64	\$ 3,140.06	65	\$ 13,222.19	
Total of All Tasks														
Grand Totals														
HNTB Labor													\$ 73,370.32	
HNTB Expenses													\$ 111.00	
TOTAL FEE													\$ 73,481.32	

Exhibit C  
Fee Estimate  
Cost Plus Fee Type

Overhead 138.38%, Profit 12%, Multiplier 2.67							
HNTB Other Direct Expenses							
Description	Unit cost	Quantity		Additional Lump Sum Cost		Subtotals	
Mileage @ (1/1/25 IRS rate)	\$0.700	per mile	50	miles			35.00
Air Travel - Out of State - Short Notice (Coach)	\$1,500.00	per trip		trips			0.00
Lodging/Hotel (Taxes/fees not included) (Current state rate)	\$98.00	per night		nights			0.00
Lodging/Hotel Taxes/fees	\$50.00	per night		nights			0.00
Meals (overnight stay required) (Excluding alcohol)	\$64.00	per day		days			0.00
Tolls	\$3.00	each		each			0.00
Parking	\$40.00	per trip		trips			0.00
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							35.00
Federal Express/UPS	\$150.00	Per Month		Each			0.00
Postage/Freight	\$100.00	Per Month		Each			0.00
Subtotal Communications/Shipping							0.00
Newspaper letting advertisement	\$2,000.00	each		each		submissions	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		submissions	0.00
8½"X11" B/W Paper Copies	\$0.25	per copy	60	copies			15.00
8½"X11" Color Paper Copies	\$1.00	per copy	30	copies			30.00
11"X17" B/W Paper Copies	\$0.30	per copy	20	copies			6.00
11"X17" Color Paper Copies	\$1.25	per copy	20	copies			25.00
Subtotal Reproduction							76.00
Presentation Boards 30"X40" Color Mounted	\$100.00	each		boards			0.00
Meeting Notifications	\$55.00	each		postage			0.00
Meeting Meals (work sessions)	\$250.00	each					0.00
Subtotal Other							0.00
Total Direct Expenses							\$111.00

## 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 **67 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. 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 **\$92.00 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 **\$46.00 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 \$8.00, Lunch \$12.00 and Dinner \$26.00 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]