

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) selected AtkinsRéalis USA Inc. as a general engineering consultant (GEC) to the CRRMA for the provision of various engineering and other consultant services to the CRRMA from time to time;

WHEREAS, the CRRMA and El Paso County (County) have executed an interlocal agreement, as amended, whereby the County will provide funding and the CRRMA will provide certain design and right of way acquisition services for the Tom Mays Drive Extension Project (Project); and

WHEREAS, the CRRMA and the GEC executed a work authorization for the development of the design services necessary for the Project and the CRRMA and GEC now desire to execute a new work authorization for the provision of certain right of way services necessary for the Project.

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

THAT the Executive Director is authorized to execute **Work Authorization No. 49.1** with AtkinsRéalis USA Inc., including any additional documents or materials as may be required, for the provision of certain right-of-way acquisition services required for the Tom Mays Drive Extension Project.

PASSED AND APPROVED THIS 11TH DAY OF MARCH 2026.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:

Monica L. Perez, Vice Chair

Lina Ortega
Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director

WORK AUTHORIZATION NO. 49.1

This **Work Authorization No. 49.1** (“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 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.

The Authority and GEC had previously executed **Work Authorization No. 49** for the completion of the design plans necessary for the Tom Mays Drive Extension Project. This **Work Authorization 49.1** is intended to permit the GEC to provide certain right-of-way acquisition services for the Tom Mays Drive Extension Project. The terms and compensation for this Work Authorization 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 right of way acquisition, 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 not commence the performance of any services required by **EXHIBIT A** until the Executive Director of the Authority authorizes the commencement of such work.

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 TWO HUNDRED EIGHT THOUSAND TWO HUNDRED SIX DOLLARS AND 12/100 DOLLARS (208,206.12), 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
WORK AUTHORIZATION NO. 49.1

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this Work Authorization No. 49.1 covers the services requested of the GEC for Right of Way Acquisition, Appraisal, Appraisal Review, and Title services for the following El Paso County Project

- i. Tom Mays Drive Extension - ROW

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

1. TASK 1 - RIGHT OF WAY ACQUISITION SERVICES

a. Project Management Services (“Project Management”)

- GEC shall prepare and deliver one monthly invoice for each active Work Authorization. Prepare invoices utilizing standard payment submission forms with supporting documentations. Supporting documentation requirements are determined by the AUTHORITY.
- GEC shall prepare initial property owner contact list.
- GEC shall attend monthly status meetings with date, required attendees, time and location to be determined by the AUTHORITY.
- GEC shall at a minimum, provide a monthly written report on the status of service tasks completed and service tasks remaining in order to bring each parcel into possession.
- GEC will coordinate all required right of way related activities with the project surveyor, title company, appraiser, review appraiser, acquisition agents, relocation agents, condemnation support staff and condemnation attorney(s).
- GEC will conduct weekly or bi-weekly right of way acquisition status meetings with project personnel to update status and identify action items.
- GEC will report project status to the AUTHORITY as requested.
- GEC shall coordinate with staff and Contractors that have the responsibility of utility accommodation, coordination, and verification that result in the adjustment of utilities such that construction of the transportation project can proceed without delay.
- Electronic parcel files must be kept with permanent records transferred to the AUTHORITY. GEC shall maintain working files in the GEC’s project management office. GEC shall electronically submit all documents generated or received by the GEC to the AUTHORITY office. Upon closing of parcel, GEC shall transfer all remaining documents not previously submitted. GEC shall submit documents required to be hard copies as generated.
- GEC shall maintain records of all payments including, but not limited to, warrant

number, amount, and date paid.

- GEC shall maintain copies of all correspondence and contacts with property owners.
- If requested, the GEC shall provide satisfactory proof of a current real estate broker license. At a minimum, the GEC shall provide such proof immediately prior to the issuance of each new Work Authorization.

b. Negotiation Service

- GEC shall analyze preliminary Title Commitment report to determine potential title problems. This includes analysis of access easements.
- GEC shall secure Title Commitment updates in accordance with insurance rules and requirements for parcel payment submissions. There should not be any changes at this point, but if there are changes (such as abstractor's fees) these costs must be reimbursed to the GEC as pass-through costs.
- GEC shall analyze appraisal and appraisal review reports and confirm the approved value prior to making an offer for each parcel.
- GEC shall prepare and send the letter transmitting the Landowners' Bill of Rights by Certified Mail-Return Receipt Requested (CMRRR).
- GEC shall provide property description to the property owner.
- GEC shall prepare all documents required or requested by the AUTHORITY on applicable forms. (i.e.; the initial offer letter, memorandum of agreement, instruments of conveyance)
- GEC shall send the written offer, appraisal report and required brochures to each property owner or the property owner's designated representative through CMRRR; maintain coordination of all closing activities, including but not limited to following-up on contacts and securing the necessary instruments upon acceptance of the offer; and retain copies of the unsigned CMRRR receipt and the appraisal as support for billing purposes.
- GEC shall respond to property owner inquiries verbally and in writing within two business days.
- GEC shall prepare a separate negotiator contact report for each parcel, per contact, on applicable forms.
- The curative services necessary to provide a clear title are the responsibility of the GEC and thus are part of the GEC's fee for Negotiation Services and Condemnation Support Services. Curative services do not include costs and expenses that qualify as payment of incidental expenses to transfer real property. Incidental expenses not paid to the title company are reimbursed as a pass-through cost.
- GEC shall have direct contact with the title company to obtain an updated Title Commitment along with other forms and certified copies of the instrument of conveyance necessary when requesting the parcel payment through the AUTHORITY.
- All original documents generated or received by the GEC must be delivered to AUTHORITY. Copies or working file documents must be kept by the GEC.
- GEC shall maintain parcel files of original documentation related to the purchase

of the real property or property interests.

- GEC shall provide closing services in conjunction with the title company and shall be required to attend closings. In the event of a closing by mail, title work must be reviewed prior to the closing by mail and again prior to recording of the instrument.
- GEC shall record all original instruments immediately after closing at the respective county clerk's office.
- GEC shall advise property owner of the administrative settlement process, assist them with the preparation of a counteroffer package, and shall transmit any written counteroffer from property owners including applicable forms, supporting documentation and written comments with regard to Administrative Settlements in accordance with the AUTHORITY's policy and procedures.
- GEC shall secure title insurance for all parcels acquired, insuring acceptable title. Written approval by the AUTHORITY is required for any exception.
- GEC shall appear and provide Expert Witness testimony as required.
- GEC shall follow current guidelines when negotiating parcels.

c. Relocation Assistance Services for Residential, Business, and Personal Property

- GEC shall provide advance notice of the date and time of the initial meeting with the Displacee regarding the Appraiser's and Relocation Agent's inspection of the subject property. Relocation Agent will determine the type, needs and eligibility of the Displacee(s) based on the inventory within the proposed right of way and interview with affected Displacee.
- GEC shall notify all approved Displacees of eligibility for relocation assistance. At the time of initial contact, the GEC shall provide Displacees, that are approved by the AUTHORITY, with a Relocation Assistance Packet consisting of the following approved forms:
 1. Parcel advisory services record
 2. Certificate of eligibility
 3. Relocation Assistance Brochure
- GEC shall provide on-going relocation assistance and advisory services to Displacees affected by the acquisition of right of way in accordance with federal and state mandates. On-going advisory services include monitoring the move and any necessary relocation activities taken by the Displacee. Frequency and manner for monitoring the move must match the complexity of the relocation, however, in an effort to control travel expenses, agents will make in-person site visits with property owners only when necessary and documented in the contact log portion of the required forms to be submitted at close out.
- GEC shall deliver the 90 day notice and benefits package at the same time as the written offer to purchase is delivered.
- GEC shall provide 30-day notice to vacate once the AUTHORITY has possession of the property. The Displacee must be given a minimum of 90 days' notice prior to being required to vacate.
- GEC shall immediately notify the AUTHORITY if the Displacee does not vacate the premises after 30-day notice expires.

- GEC shall prepare all relocation claims on appropriate forms and in accordance with policies and procedures.
- GEC shall coordinate, and monitor moves with displaced, business owners, tenants, and with moving companies in accordance with procedures.
- Relocation Agent must maintain relocation contact logs on appropriate forms journaling all attempted and completed contacts with all parties, including descriptions of the reasons and outcome for each contact. Copies of all Displacees' emails with date and time sent must be captured in the GEC's relocation contact logs.
- Relocation Agent must:
 - Be available for any relocation appeals and meetings.
 - Prepare all relocation payment claim submissions for all Displacees in accordance with guidelines.
 - Deliver warrants in accordance with guidelines.
 - Issue Relocation Assistance Program Surveys to all Displacees.
- GEC shall provide an executed certification of eligibility with all Displacee claims.
- GEC shall maintain relocation file in compliance with policies and procedures.

d. Condemnation Support Services

- GEC shall prepare the final offer letter and mail the documents of conveyance by CMRRR.
- The GEC shall, upon receipt of a copy of the final offer, request an updated Title Commitment for Eminent Domain from the title company.
- 15 days following the landowners' receipt of the final offer letter, the GEC shall prepare a packet containing all pertinent documents necessary for the preparation of eminent domain proceedings. The eminent domain package will be submitted to the AUTHORITY and/or the El Paso County Attorney's office.

2. TASK 2 – APPRAISAL AND APPRAISAL REVIEW SERVICES

- GEC shall select and use only Appraisers from the list of Certified Appraisers on the website.
- All appraisal services must comply with the Uniform Standards of Professional Appraisal Practice (“USPAP”) and Texas Law.

a. Initial Real Estate Appraisal Services

- Appraisers must provide advance notice of the date and time of their appraisal inspections of the subject property to the GEC Project Manager in order to coordinate the Appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Agent.
- GEC shall prepare and conduct personal pre-appraisal contact with interest owners or their designated representative for each parcel and offer opportunity to accompany the Appraiser and Relocation Agent on the inspection of the subject property. The written contact documents must use acceptable forms, and the records of contact must be part of the parcel file.
- With the information from the GEC, the Appraiser must secure permission from

the owner to enter the property from which real estate is to be acquired. If after diligent effort the Appraiser is unable to secure the necessary permission from the property owner, a written waiver must be obtained from the AUTHORITY. The permission or written waiver must be incorporated into the appraisal reports.

- The assignment for an initial and update appraisal are two separate and distinct appraisal assignments. The fee for each assignment must be reflective of the complexity of the specific individual assignment.
- For an initial appraisal assignment, the Appraiser must prepare an appraisal report for each parcel to be acquired utilizing applicable forms. These reports must conform the Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation.
- As necessary, GEC shall prepare written notification to the AUTHORITY of any environmental concerns associated with the right of way to be acquired, which may require environmental re-mediation.
- All completed appraisals must be administratively reviewed and recommended for approval.
- Processing monthly invoices for appraisal services will not be delayed for the purpose of the completion of the administrative review.
- GEC coordinates with the Review Appraiser (if applicable) regarding revisions, comments, or additional information that might be required.
- The Review Appraiser must coordinate with the Appraiser.

b. Appraisal Review Services

- Review Appraiser must review all appraisal reports for each parcel to determine consistency of values, supporting documentation related to the conclusion reached, compliance with the USPAP.
- Review Appraiser must prepare and submit applicable forms for each appraisal review assignment.
- The assignment for the review of an initial and update appraisal are two separate and distinct appraisal review assignments. The fee for each review assignment must be reflective of the complexity of the specific individual review assignment.
- The review appraiser shall review appraisal reports for the purposes of establishing compensation and eminent domain purposes.
- The review appraiser will recommend the appraisal reports for approval or acceptance, by use of the form Tabulation of Values which serves as the appraisal review report for the reviewer.
- The appraisal reviews of appraisal reports will be performed within the requirements of the appraisal standards stated in Chapter 3 Valuation - Legal Aspects & Policy; Standard 3: Appraisal Review, Development and Reporting of USPAP and Standard C of Standards of Valuation Practice (Uniform Appraisal Standards for Federal Land Acquisitions). Recognized methods and techniques of credible appraisal reports and reviews which are taught in appraisal courses and found in texts and publications should also be a reference for the review appraiser.
- Appraisal reviews that require a conclusion, approval, agreement or release of a value shall constitute a “technical review” and will comply with the related

requirements.

c. Update Appraisal Preparation and Testimony Services

- For an updated appraisal, the Appraiser must prepare an updated appraisal report for each parcel to be acquired utilizing applicable forms. These reports must conform to the Uniform Standards of Professional Appraisal Practice.
- Beyond delivery of the appraisal assignments, the Appraiser may be called to provide preparation and testimony for a Special Commissioners Hearing (“Hearing”). For this appraisal assignment, the fee for the preparation time and testimony are separate from the initial and update assignment.

3. TASK 3 – TITLE SERVICES

a. Title Examination

- CNAT will provide title examination and closing services for the Road project on behalf of the AUTHORITY and The El Paso County. Services rendered will include the following:
- Upon receipt of a legal description of the parcel(s) required from the project surveyor, CNAT will provide a title commitment to the GEC indicating current ownership along with a copy of the vesting documents to support Schedule A. CNAT will also provide to the GEC all recorded documents shown as exceptions to title on Schedule B of the title commitment and all documents shown as title curative requirements on Schedule C of the title commitment. The GEC will depend on this information to deliver clear title to the parcels being acquired.
- CNAT will provide updates to title commitment as required by the GEC though the life cycle of the project.
- If a parcel to be acquired requires acquisition by eminent domain, CNAT will review pleadings to confirm that the condemnation proceeding will dispose of all interests and vest fee simple title in the AUTHORITY and/or the El Paso County.

b. Title Policy

- CNAT will serve as escrow agent and provide closing services upon their receipt of funds for the parcel being acquired. CNAT will prepare settlement statements on applicable forms along with other affidavits or closing requirements. CNAT will provide these documents to the GEC for review and execution, as required, prior to closing.
- CNAT will provide in person closings or mail outs to owners as necessary.
- CNAT will disburse funds to sellers, with all normal closing costs to be charged to the AUTHORITY and/or the El Paso County.
- All deeds and required title curative documents will be appropriately recorded with the County Clerk of El Paso County.
- CNAT will deliver an owner’s policy of title insurance to the AUTHORITY and/or the El Paso County, showing said entity as the named insured.
- CNAT will comply with any special requirements (such of deletion of survey exception) or other requirements as specified by the AUTHORITY and the El Paso County.

4. ASSUMPTIONS

- Right of Way Maps and Final Surveys to be provided by the AUTHORITY upon issuance of Work Authorization to GEC.
- Project requires the acquisition of Five (5) parcels (not including Tract 6G5 acquired by others) with an estimated two (2) parcels requiring condemnation support services.
- The El Paso County Attorney's office will coordinate and handle all condemnation proceedings.
- 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.
- Property Management, disposal of property, and required demolition activities will be provided by the AUTHORITY or El Paso County.

ACRONYMS AND DEFINITIONS

1. ACRONYMS

- 1.1. **AUTHORITY** – Camino Real Regional Mobility Authority (CRRMA)
- 1.2. **CMRRR** - Certified Mail Return Receipt Requested
- 1.3. **CS** - Commercial Signs
- 1.4. **DBE** - Disadvantaged Business Enterprise
- 1.5. **DSS** - Decent, Safe, and Sanitary
- 1.6. **PUAIC** - Possession and Use Agreement for Transportation Purposes with Additional Payment of Independent Consideration
- 1.7. **ROW** - Right of Way
- 1.8. **ROW CSJ** - Identification number for a specific control (C), section (S), and job (J) number shown on the right of way map.
- 1.9. **ROWAPS** - Right of Way Acquisition Professional Services (work disciplines of right of way acquisition services, including appraisal services, but excluding surveying, engineering, or architectural services).
- 1.10. **TxDOT** - Texas Department of Transportation (Department)
- 1.11. **USPAP** - Uniform Standards of Professional Appraisal Practice 2018-2019 Edition as promulgated by the Appraisal Standards Board of The Appraisal Foundation
- 1.12. **WA** - Work Authorization
- 1.13. **WAA** - Work Authorization Amendment

2. DEFINITIONS

- 2.1. **GEC** – An Engineering Services company, operating with a written and executed agreement, which provides goods or services in accordance with established price, terms, and conditions.
- 2.2. **Appraisal** - The act or process of developing an opinion of value of or pertaining to appraising and related functions such as appraisal practice or appraisal services. (Source: USPAP 2018 – 2019 edition)
- 2.3. **Appraisal Review** - The act or process of developing and communicating an opinion about the quality of another Appraiser’s work that was performed as part of an appraisal or appraisal review. (Source: USPAP 2018 – 2019 edition)
- 2.4. **Appraiser** - One who is expected to perform valuation services competently and in a manner that is independent, impartial, and objective. (Source: USPAP 2018 – 2019 edition)
 - 2.4.1. **Department-Certified Appraiser** - An Appraiser certified by to perform real estate appraisal services and who has an active state-certification by the Texas Appraiser Licensing and Certification Board.
 - 2.4.2. **State-Certified General Appraiser** - An individual that is certified as a General Real Estate Appraiser by the Texas Appraiser Licensing and Certification Board which carries the authorization to appraise all types of real property without regard to complexity or transaction value. The term “State-Certified General Appraiser” can be used interchangeably with “Real Estate Appraiser” and “Appraiser.”
- 2.5. **Real Estate Appraiser (Department Certified)** - An individual licensed to provide real estate appraisal services in the State of Texas and certified by . The terms “Appraiser,” “Real Estate Appraiser,” and “Department-Certified Real Estate Appraiser” are used interchangeably.
- 2.6. **Review Appraiser** - The term “Review Appraiser” is used when referencing a Department-Certified Real Estate Appraiser that is performing Appraisal Review Services for the Department and is signing and certifying the review document.
- 2.7. **Sub-Provider** – An individual or a firm that performs work through a contractual agreement with the GEC. The terms “sub-provider” and “subcontractor” can be used interchangeably.
- 2.8. **Uniform Act** – Uniform Relocation Assistance and Real Property Acquisition Policies Act.
- 2.9. **Work Authorization** - A written and executed authorization to begin work. The Work Authorization includes a detailed scope of work as well as a contract period and maximum amount payable that does not exceed the time or money restrictions specified in the prime contract.
- 2.10. **Work Authorization Amendment** – An amendment to a work authorization.

[END OF EXHIBIT]

EXHIBIT B

FEE ESTIMATE SUMMARY

**Tom Mays Drive Extension - ROW
Work Authorization #49.1**

<u>TASK</u>	<u>TOTAL</u>
Task 1 - Right of Way Acquisition Services (5 parcels)	\$ 132,675.52
Task 2 - Appraisal Services	\$ 55,080.60
Task 3 - Title Services	\$ 16,250.00
Other Direct Costs	\$ 4,200.00
TOTAL	\$ 208,206.12

MONTH	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	Hourly Rate	Burden Rate	Sum Hrs.	Total Dollars
Task 1 - Right of Way Acquisition Services (5 parcels)																	
a. Project Management																	
Project Director (AtkinsRéalis)	4	4	4	4	4	4	4	4	4	4	4	4	4	\$96.23	\$277.56	48	13,322.86
Sr. Technical Manager I (AtkinsRéalis)	4	4	4	4	4	4	4	4	4	4	4	4	4	\$96.23	\$277.56	48	13,322.86
Senior Engineer IV (AtkinsRéalis)	4	4	4	4	4	4	4	4	4	4	4	4	4	\$96.23	\$277.56	48	13,322.86
Project Coordinator II (AtkinsRéalis)	4	4	4	4	4	4	4	4	4	4	4	4	4	\$47.06	\$135.74	48	6,515.37
																0	0.00
																Sub-Total	46,483.96
b. Negotiation																	
Sr. ROW Agent III (AtkinsRéalis)	30	30	30	30	30	24	24	24						\$80.20	\$231.32	222	51,353.87
ROW Agent II (AtkinsRéalis)	20	20	20	20	16	16	16	16						\$47.06	\$135.74	144	19,546.11
																Sub-Total	70,899.98
c. Relocation Assistance																	
Sr. ROW Agent III (AtkinsRéalis)			0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		\$80.20	\$231.32	5	1,156.62
Sr. ROW Agent II (AtkinsRéalis)			3	3	3	3	3	4	4	4	4	4		\$66.69	\$192.36	35	6,732.60
																Sub-Total	7,889.22
d. Condemnation Support (2 parcels)																	
Sr. ROW Agent III (AtkinsRéalis)			8	8	4	4	4	4						\$80.20	\$231.32	32	7,402.36
																Sub-Total	7,402.36
																Total Task 1	132,675.52
Task 2 - Appraisal Services																	
a. Initial Appraisal																	
Senior Appraiser (GAYLE)	60	60													\$250.00	120	30,000.00
																Sub-Total	30,000.00
b. Appraisal Review																	
Sr. ROW Agent III (AtkinsRéalis)	32	24	4								8	8		\$80.20	\$231.32	76	17,580.60
																Sub-Total	17,580.60
c. Update Appraisal																	
Senior Appraiser (GAYLE)										10	10	10		\$250.00		30	7,500.00
																Sub-Total	7,500.00
																Total Task 2	55,080.60
Task 3 - Title Services																	
a. Title Examination																	
CNAT - Examination Fee	2.0	2.0	1											\$600.00		5	3,000.00
CNAT - Escrow Fee	2.0	2.0	1											\$600.00		5	3,000.00
																Sub-Total	6,000.00
b. Title Policy																	
CNAT - Policy Premium					5									\$1,800.00		5	9,000.00
CNAT - Filing Fee, Guaranty Fee, Courier Fee, Doc. Fee					5									\$250.00		5	1,250.00
																Sub-Total	10,250.00
																Total Task 3	16,250.00
Other Direct Costs																	
Rental Car - Per Day	6													\$150.00		6	900.00
Travel - Flights, Lodging, Per Diem, Mileage	1													\$2,500.00		1	2,500.00
Miscellaneous - Postage, Filing Fees, etc.	2													\$400.00		2	800.00
AtkinsRealis Overhead 157.53%, Profit 12%, Multiplier 288.43%																Sub-Total	4,200.00
																TOTAL=	208,206.12

[END OF EXHIBIT]

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 49.1
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]