CAMINO REAL REGIONAL MOBILITY AUTHORITY
BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and HDR Engineering, Inc. (Engineer) executed the Contract for Indefinite Deliverable Professional Engineering Design Services dated August 6, 2026 (Contract) in order for the Engineer to provide various design services to the CRRMA, as may be requested from time to time, via execution of a Work Authorization; and

WHEREAS, the CRRMA and Engineer now desire to execute a work authorization pursuant to the Contract, for the Engineer to provide engineering and associated services necessary for the completion of the Village of Vinton Active Transportation Plan.

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

THAT, the Executive Director be authorized to execute **Work Authorization No. 1** with HDR Engineering, Inc., including any additional documents or materials as may be required, for the provision of engineering and associated services necessary for the Village of Vinton Active Transportation Plan.

PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER 2026.

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. 1
CONTRACT FOR ENGINEERING SERVICES

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 5 of the Contract for Indefinite Deliverable Professional Engineering Design Services (the Contract) executed between the CAMINO REAL REGIONAL MOBILITY AUTHORITY (CRRMA) and HDR ENGINEERING, INC. (Engineer), dated August 6, 2026.

PART I. The Engineer will perform those engineering and associated services necessary for the completion of the project known locally as the Village of Vinton Active Transportation Plan, as more fully described in this Work Authorization. The responsibilities of the Engineer as well as the Engineer's work schedule are further detailed in **EXHIBIT A** and **EXHIBIT B**, which are attached hereto and made a part of this Work Authorization.

PART II. The maximum amount payable to the Engineer under this Work Authorization is **THREE HUNDRED TWELVE THOUSAND NINE HUNDRED NINETY-EIGHT AND 11/100 DOLLARS ($312,998.11)** and the method of payment is Specified Rate Basis, as set forth in Article 3 of the Contract. This amount is based upon fees set forth in Attachment B of the Contract and the Engineer's Fee Schedule, which is attached hereto and made a part of this Work Authorization as **EXHIBIT C**.

PART III. Payment to the Engineer for the services identified herein shall be made in accordance with the Contract and **EXHIBIT D**, which is attached hereto and made a part hereof.

PART IV. This Work Authorization shall become effective upon the last date identified below and shall terminate upon CRRMA final acceptance of the services requested herein, unless extended by fully executed amendment.

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

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

HDR ENGINEERING, INC.	**CAMINO REAL REGIONAL MOBILITY AUTHORITY**
By: _____	By: _____
Name: _____	Name: Raymond L. Telles
Title: _____	Title: Executive Director
Date: _____	Date: _____

LIST OF EXHIBITS

EXHIBIT A	Services to be provided by the Engineer
EXHIBIT B	Project Schedule
EXHIBIT C	Fee Schedule/Budget
EXHIBIT D	Invoicing Requirements

EXHIBIT A
WORK AUTHORIZATION NO. 1

General Overview

The Engineer shall provide professional planning services to prepare the Village of Vinton Active Transportation Plan. The work shall assess existing pedestrian, bicycle, accessibility, safety, and multimodal conditions; engage the community and stakeholders; identify needs; develop recommendations; and establish an implementation framework for improvements within the Village of Vinton, TX, in El Paso County, TX. CRRMA is the contracting agency and direct client, and the Village of Vinton ("Vinton") is the Project Owner participating through an Interagency Agreement with CRRMA.

A. Assumptions

The scope and fee assume the following project conditions and stated task allowances. Contract obligations remain unchanged; changes require authorization under its applicable procedures.

- **Planning purpose and study area.** This planning study is limited to the roadway segments below and the study-area map in **Figure 1**.
    1. **Kiely Road** from Spur 37/Vinton Road to Santiago Munos Street, approximately 1.5 miles.
    2. **Hemly Road** from Kiely Road to SH 20/Doniphan Drive
    3. **Santiago Munos Street** from Kiely Road to California Stage Street, approximately 0.6 mile.
    4. **California Stage Street** from Santiago Munos Street to Davis Greenwood Court, approximately 0.7 mile.
    5. **Davis Greenwood Court f**rom California Stage Street to Wally Place, approximately 0.4 mile.
    6. **Wally Place** from Davis Greenwood Court to Cuco Ct, approximately 0.2 mile
    7. **Cuco Ct.** from Wally P. to Chicken Farm Road, approximately 0.4 mile.
    8. **Chicken Farm Road** from Cuco Ct. to SH 20/Doniphan Drive, approximately 1.1 miles.
- **Available information.** The Engineer may rely on CRRMA, GEC, Vinton, agency, and public-source information without independent verification, except to review obvious inconsistencies, completeness, and suitability for authorized analyses. Notify CRRMA of unavailable, materially incomplete, incompatible, or late data and resulting work/schedule effects.
- **Field access.** The authorized field-review allowance assumes daytime access from public rights-of-way and publicly accessible property.
- **Consolidated reviews.** CRRMA shall consolidate GEC/Vinton input into one nonconflicting comment set per authorized submittal within ten business days, unless otherwise agreed in writing. The Engineer shall address comments consistent with scope, applicable standards, and confirmed direction; CRRMA shall resolve unclear, conflicting, or out-of-scope comments in writing. Late input may affect milestones; additional work follows Contract change procedures. Required correction of Engineer errors or material nonconformities remains included.
- **Drafts and final acceptance.** Interim technical packages and the engagement memorandum are incorporated into the Plan, not separately finalized; public-use materials follow their stated reviews. The Draft Plan, integrated summary, and deck receive one consolidated CRRMA/Vinton review; Final production incorporates authorized comments without another substantive cycle. Within ten business days of final receipt, CRRMA shall accept in writing or identify material nonconformities, affected content, and applicable scope/Contract requirements. Acceptance requires material scope conformity and resolution of authorized comments. Corrected-file review verifies corrections without reopening unrelated content; newly identified Engineer errors, omissions, or material nonconformities remain subject to Contract correction obligations. If acceptance is overdue, the Engineer shall request a written response, identify schedule/closeout effects, and address delay under the Contract. Silence is not acceptance unless the Contract expressly provides otherwise.

New direction, further revisions, and scope, schedule, fee, or termination adjustments follow Contract procedures.

- **Engagement support.** Outreach, venue, printing, language-access, accessibility, and accommodation allocations follow the public involvement scope and executed Fee Schedule without waiving applicable accessibility or language-access obligations.
- **Costs and implementation.** Cost ranges use available/historical data with stated bases, allowances, and contingencies within task limits. Desktop cost/funding research and authorized revisions within original items/bases are included; relative comparisons are not individual estimates. Actual costs may vary with design, markets, right-of-way, utilities, environmental requirements, and escalation; escalation modeling is excluded. Changed items, limits, components, bases, or data currency follow Contract change procedures. Recommendations affecting others' facilities/property require their approvals, permits, and agreements and create no authorization or implementation commitment. Sequencing uses documented findings and CRRMA/Vinton input without independently verifying permits, funding, property availability, or agency readiness.
- **Electronic files and records.** Provide searchable PDFs and Engineer-prepared Word, Excel, or PowerPoint files, as applicable, meeting accessibility requirements for intended use. Final Engineer-developed GIS layers use the kickoff coordinate system and one software-supported package format confirmed by CRRMA before final production, with required supporting files and basic layer/coordinate-system documentation. Intermediate data, other-platform conversions, additional/changed formats, and proprietary third-party files/data are excluded unless Contract-required or authorized. Deliver required contact lists and identifiable engagement records securely, separately from public documentation.
- **Contractual authority and changes.** Only CRRMA may authorize scope, schedule, or fee changes; GEC/Vinton input is not authorization. Before additional work, the Engineer shall notify CRRMA and obtain required Contract authorization and adjustments, while continuing unaffected authorized services.

B. Exclusions

The following services are excluded unless authorized under the Contract's change procedures. Expressly included services and Contract obligations remain unchanged.

- Surveying, mapping, and property services: boundary, topographic, right-of-way, utility, and property surveys; metes-and-bounds descriptions; LiDAR, aerial mapping, and drone services; subsurface utility engineering, potholing, utility designation/relocation design; right-of-entry or land acquisition, appraisal, negotiation, relocation assistance, easements, title research, and condemnation support.
- Engineering and design: schematics, preliminary/final engineering, plans/specifications, design- or construction-level estimates, signed/sealed construction and bid documents; geotechnical investigations, pavement, drainage, illumination, and structural design; drainage or detailed traffic-operations modeling; and signal warrants. Expressly included planning-level cost services remain included.
- Environmental documents, clearances, and technical studies under NEPA or other laws; cultural-resource/biological surveys, hazardous-materials investigations, wetland delineations, and permits.
- Formal ADA/Texas Accessibility Standards facility-compliance certification, registered accessibility specialist services, and compliance legal opinions. Included communication-accessibility and participation obligations are not limited by this exclusion.
- Grant applications, benefit-cost analysis, grant administration, and funding-compliance documentation/advice; legal, financial, accounting, and lobbying services. Expressly included planning costs and funding-source/program identification, Contract/WA-required reporting/documentation, and routine invoicing/billing support remain included.

- Standalone website development/hosting, paid media campaigns, extensive video production, and ongoing social media management. Included online-survey administration remains included.
- Bidding assistance, construction administration/inspection, materials testing, shop-drawing/RFI review, and record drawings; project/program implementation, procurement support, operations, and maintenance.
- Legal review/opinions, adoption-ready ordinance/resolution/code drafting, Engineer Council attendance, and post-adoption revisions. The included presentation deck and conceptual planning-level policy/code recommendations remain included.
- Expanded services require prior written CRRMA authorization and applicable scope/schedule/fee adjustments under the Contract: work beyond the study area; changed direction, prioritization method, project list, or accepted content; extra analyses, alternatives, meetings, reviews, or reproduction; and substituted/expanded cost items, changed cost bases, or subsequent data refreshes. Authorized reviews and Draft-to-Final revisions within task allowances remain included; cost revisions remain within original items/bases. Contract-required correction of Engineer errors, omissions, or documented material nonconformities remains included.

I. Roles and Responsibilities

CRRMA is the contracting client and coordinates support from its GEC and Vinton, the Project Owner. Interagency arrangements do not modify the Engineer's obligations; contractual authority and changes follow the Assumptions.

A. CRRMA GEC Responsibilities

Support CRRMA's administration, schedule coordination, technical review, and document control; serve as routine Engineer contact when designated. Assist with consolidated reviews, authorized meeting arrangements, and agency-channel outreach under the public involvement scope. Use Engineer meeting summaries for follow-up and refer contractual decisions to CRRMA. GEC coordination adds no Engineer meetings, deliverables, or review cycles.

B. CRRMA Responsibilities

Administer the Work Authorization and contractual direction; coordinate agency decisions and GEC/Vinton support; provide available records; and review invoices, progress reports, and deliverables. Provide consolidated comments and acceptance decisions under the Assumptions. Confirm stakeholder-session option/participants, support CRRMA-channel outreach, and arrange or authorize alternative venues and specialized accommodations under the public involvement scope.

C. Vinton Responsibilities

Designate a primary contact; provide goals, priorities, policy input, available records, and verified stakeholder contacts; and assist authorized field access. Post/distribute outreach through local channels; distribute/collect paper surveys and supply the agreed electronic compilation. Support venue/local logistics for each open house and receive/coordinate accommodation requests under the public involvement scope. Submit comments to CRRMA within agreed periods. Retain Council consideration/adoption, policy/funding decisions, and future design, construction, operation, and maintenance responsibilities.

II. Scope of Services

A. Project Management and Administration

The Engineer shall administer the authorized services within the stated quantities, assumptions, and exclusions.

1. **Kickoff.** Conduct one virtual kickoff meeting with CRRMA, CRRMA's GEC, and Vinton, not exceeding two hours. Prepare one agenda and one concise summary of confirmed roles, communication procedures, engagement approach, decisions, and action items.

2. **Schedule.** Prepare one baseline project schedule identifying tasks, milestones, review periods, and deliverable dates, with up to one update. Routine schedule status shall be included in progress reports.
3. **Coordination.** Conduct up to six virtual coordination meetings requested by CRRMA, separate from kickoff, each not exceeding one hour. Prepare one agenda and one concise summary per meeting. Each separately convened session counts as one meeting. Technical decision checkpoints shall be addressed within these meetings or existing consolidated review cycles, without additional deliverables or review rounds. Engagement activities and the associated open-house preparation meetings authorized under the public involvement provisions of this scope remain separate.
4. **Reporting and billing.** Prepare monthly progress reports, not exceeding twelve in total, summarizing completed work, upcoming activities, schedule status, and outstanding decisions. Identify periods without substantive work accordingly. Submit invoices and supporting documentation under the Contract's billing requirements.
5. **Records and subconsultants.** Maintain records of the authorized work in accordance with contractual retention and access requirements. Coordinate only those subconsultants included in the authorized scope and fee.
6. **Quality control.** Perform internal quality control before submitting deliverables. Correct the Engineer's errors, omissions, and documented material nonconformities in accordance with the Contract and this Work Authorization.

Deliverables Task A — Project Management Package

- Baseline schedule and up to one update; kickoff and up to six coordination-meeting agendas/summaries; up to twelve monthly progress reports; and Contract-required invoices/supporting documentation. This administrative package is not Plan chapter content.

B. Public Involvement Activities

The Engineer shall perform the following engagement activities with CRRMA, its GEC, and Vinton, within the stated quantities and Contract requirements. Responsibilities and contractual authority follow Section II and the Assumptions.

1. **Engagement and Stakeholder List.** Confirm audiences, activities, responsibilities, notification methods, and accommodation procedures during the project kickoff; no separate Public Involvement Plan is included. Prepare and maintain one stakeholder contact list during the active outreach period using information supplied or verified by CRRMA, its GEC, and Vinton. The active outreach period begins with preparation of the authorized engagement activities and ends when their comment-collection periods close. Separate contact research or ongoing list maintenance after that period is not included.
2. **Outreach.** Prepare one English- and Spanish-language notice/content set for each authorized activity, using the same approved content for invitations, website posting, social media, and community distribution. Each of the two open houses is a separate authorized activity and receives its own notice/content set, initial electronic invitation, and reminder. Include one initial electronic invitation and one reminder per activity to the confirmed contact list. The Engineer shall coordinate distribution; CRRMA and its GEC shall support agency review and distribution, and Vinton shall provide local contacts, distribute paper materials, and post approved content through its channels. Each notice/content set includes one draft, one consolidated CRRMA review, and one final version. Website development, paid advertising, telephone invitation campaigns, and ongoing social media management are not included.
3. **Community Survey.** Prepare and administer one community survey in English and Spanish, available online and in printable form, during one collection period of up to 30 consecutive calendar days. Include one draft, one consolidated CRRMA review, and one final survey instrument. The Engineer shall manage the online survey and summarize results. Vinton shall distribute and collect paper responses and provide them in an electronic compilation format agreed before distribution.

Separate transcription of paper responses, a restarted survey, or an extended collection period is not included.

4. **Public Open Houses.** Prepare, facilitate, and document up to two in-person public open houses, each not exceeding two hours. For each open house, include one virtual preparation meeting, not exceeding one hour; one draft and final set of presentation, sign-in, and comment materials; one consolidated CRRMA review; and one event summary. The two-hour limit applies to public event time, not included preparation, travel, setup, or teardown. Staffing, travel, and mobilization allowances for each open house shall be stated in the authorized fee exhibit. Vinton shall provide an accessible no-cost venue for each open house and assist with local logistics. If none is available, CRRMA shall arrange or authorize an alternative before costs are incurred. The Engineer shall prepare print-ready files; venue rental, public-distribution printing, display-board production, and equipment rental are not included unless expressly allowed in the fee exhibit.
5. **Stakeholder Sessions.** Conduct either up to two virtual targeted interviews, each not exceeding one hour, or one virtual combined stakeholder meeting, not exceeding two hours—not both. CRRMA shall confirm the option and participants, in consultation with its GEC and Vinton, before materials are prepared. The Engineer shall coordinate invitations, prepare one common discussion guide, facilitate the selected sessions, and prepare one consolidated summary. Changes to the selected option after preparation begins, repeat sessions, or in-person sessions require authorization under the Contract's change procedures.
6. **Language Access and Accessibility.** Prepare the notices, survey, presentation materials, and comment forms included in this task in English and Spanish, using plain language and meeting applicable accessibility requirements for their intended use and format. Electronic materials shall include appropriate document structure, readable contrast, and text alternatives for meaningful graphics. Vinton shall receive accommodation requests and coordinate responses with CRRMA, its GEC, and the Engineer. CRRMA shall arrange specialized auxiliary aids, live interpretation, or other third-party accommodation services directly or authorize the Engineer to procure them. Third-party service costs are not included in the Engineer's fee. Advance requests shall be encouraged, but shall not be an absolute condition of assistance. These allocations and service limits do not waive applicable accessibility or language-access obligations.
7. **Engagement Documentation.** Prepare one Draft Public and Stakeholder Engagement Summary Memorandum documenting the authorized activities, survey findings, public and stakeholder themes, location-specific comments, observed participation gaps, outreach measures, and how input informed the plan. Participation findings shall be based on information voluntarily provided or otherwise available; no minimum attendance, response volume, or statistically representative result is guaranteed. Additional activities to address participation gaps are not included unless authorized.

   The draft memorandum receives one consolidated CRRMA review under the Assumptions; authorized changes are incorporated into the Plan's Engagement Chapter through its existing review cycle. No separately revised/final memorandum or additional review is included. Activity materials are finalized through their stated public-use reviews; summaries remain supporting documentation. No separate interactive mapping platform or individual response to every comment is included.

   Public-facing summaries shall omit personal contact details and identifiable individual responses. Contact lists and identifiable source records shall be maintained separately and delivered securely to CRRMA, subject to contractual retention, access, and applicable disclosure requirements.

Each stated material review shall consist of one consolidated, nonconflicting CRRMA response under the existing review provisions. Material-production reviews are separate from the existing memorandum and Plan reviews and do not add review cycles to either.

Task B Deliverables — Public and Stakeholder Engagement Package

- Stakeholder contact list maintained during active outreach and delivered separately; one Draft Public and Stakeholder Engagement Summary Memorandum for incorporation into the Plan.

Supporting components:

  - Final bilingual survey, results/findings, and outreach notices; materials/summary for up to two open houses; and one discussion guide/consolidated summary for the selected stakeholder-session option.

C. Active Transportation Planning Study

Tasks C.2–C.4 are Plan components reviewed through the single consolidated Draft Plan review, not separate memoranda or separately finalized supporting products. Their confirmations occur within authorized coordination meetings or existing reviews and add no meetings, approvals, or review cycles. Authorized revisions and required correction of Engineer errors, omissions, or material nonconformities follow the Assumptions and Contract.

1. Existing Conditions Assessment

The Engineer shall compile and evaluate available information to establish planning-level baseline conditions for active transportation within the confirmed study area. Services shall include the following:

a. Review portions relevant to active transportation of available plans, studies, policies, ordinances, and programmed improvements provided by CRRMA, its GEC, Vinton, and partner agencies and identified at the start of the assessment. Summarize high-level policy and program considerations supporting active transportation improvements; no separate policy analysis or ordinance/code drafting is included. Later-added documents requiring additional review shall be addressed under the Contract's change procedures.

b. Compile available GIS layers relevant to the confirmed study area and planning recommendations, including roadways, sidewalks, bicycle facilities, trails, land use, schools, parks, public facilities, and transit connections. Include zoning, water features, and other destinations only where relevant and available; other destinations shall be those identified through supplied records and the authorized engagement activities. Basic compilation and mapping of observed facilities for the planning-level inventory are included. New comprehensive source-data collection, survey-grade mapping, a comprehensive destination inventory, and mapping outside the confirmed study area are not included.

c. Prepare one compilation of the latest available U.S. Census and American Community Survey data at the start of the assessment, using existing published geographic units relevant to the study area, including population, disability status, income, and commuting characteristics. Document geographic and data limitations. Custom demographic surveys, parcel-level demographic estimates, and subsequent dataset updates are not included.

d. Review pedestrian/bicycle crash records within the confirmed study area for the latest five complete calendar years available at assessment start. Include one extraction and planning-level review of locations, severity, and patterns, using existing traffic-volume/speed data where available and documenting limitations. Routine quality checks and correction of extraction errors are included. Subsequent refreshes, new counts/speed studies, crash reconstructions, and formal Roadway Safety Audits are excluded.

e. Conduct one planning-level field-review cycle: one daytime deployment from public rights-of-way/publicly accessible property within the confirmed study area. Staffing and field-day allowances must be stated in the authorized fee exhibit before work; one mobilization is not unlimited staffing/days, and a return deployment is additional. Document visible facilities, gaps, crossings, accessibility, lighting, signage, and apparent constraints such as right-of-way, drainage, utilities, and grade. Localized verification is limited to the same

mobilization/allowance or available imagery/records. Observations are not surveying, subsurface investigation, design/feasibility analysis, utility designation, or formal accessibility compliance review. Extra staffing/days/mobilizations, nighttime or repeat inspections, testing, and subsurface/destructive investigations require authorization under the Contract's change procedures.

f. Prepare one planning-level inventory of existing active transportation facilities using compiled records and visible field observations, and summarize key opportunities and constraints. The inventory is not a measured asset-management inventory or formal compliance audit; survey-grade dimensions, comprehensive asset condition ratings, and a separate asset-management database are not included.

Deliverable Task C.1 — Draft Existing Conditions Technical Memorandum

- One Draft Existing Conditions Technical Memorandum covering baseline conditions, limitations, findings, opportunities, and constraints, with supporting planning-level maps/figures, representative field-photo log, facility inventory, and concise planning/policy summary. Maps are not a separate atlas or survey-grade product; photography/dimensions are not exhaustive. One consolidated CRRMA review precedes incorporation of authorized changes into the Plan; no separately revised/final memorandum or additional review is included. Applicable Engineer-developed GIS layers are delivered through the final electronic-file package under the Assumptions.

2. Network Analysis and Needs Assessment

The Engineer shall conduct one qualitative planning-level assessment of pedestrian and bicycle connectivity, comfort, accessibility, and safety within the confirmed study area, using the existing-conditions data, crash-review findings, field observations, and authorized engagement findings developed under this scope. No additional data collection, dataset refresh, field mobilization, or engagement activity is included. Services shall include the following:

a. Evaluate pedestrian and bicycle connectivity and facility gaps within the confirmed study area, including access to schools, parks, public facilities, transit connections, and other destinations identified through the existing-conditions assessment and authorized engagement. A comprehensive destination inventory or network analysis outside the confirmed study area is not included.

b. Screen pedestrian and bicycle comfort and safety qualitatively using the compiled roadway and facility information, existing crash-review findings, field observations, and stakeholder input. Document apparent concerns and data limitations without a separate crash-data extraction or investigation. Formal level-of-service or level-of-traffic-stress analysis, Roadway Safety Audits, traffic modeling, and numerical network-performance scoring are not included.

c. Assess visible accessibility conditions and potential barriers within public rights-of-way in the confirmed study area using the included field observations, records, and engagement findings. Identify planning-level needs without additional measurements or inspections. This work does not constitute an ADA, TAS, PROWAG, or other formal compliance determination.

d. Identify corridors, intersections, crossings, underserved areas, barriers, and opportunities warranting planning attention based on the assessment and available information. This identification shall not constitute project ranking, engineering feasibility analysis, or a separate equity study. Project ranking and implementation prioritization shall be addressed under the prioritization and implementation services included in this scope.

Task C.2 — Needs Assessment Components Incorporated into the Draft Plan

- One Draft Plan needs-assessment section documenting qualitative findings, limitations, and locations warranting attention; one consolidated map set of gaps, barriers, safety concerns,

opportunities, and constraints using existing mapping/data; and a concise location summary, not a ranked project list. No separate thematic packages, atlas, or new source data are included.

3. Active Transportation Recommendations

Develop one recommended network and one consolidated project list within the confirmed study area using authorized assessments and engagement, without additional data, fieldwork, or engagement. Concise rationales shall address safety, accessibility, connectivity, apparent constraints, qualitative relative cost, community input, and previously reviewed plans/policies. Engineering feasibility analysis is excluded; cost ranges and ranking are limited to Task C.4. Consider the following illustrative categories where documented needs warrant, without separate studies of every category or location:

a. Sidewalk infill, repair, widening, and connectivity improvements.
b. Shared-use paths, bicycle facilities, trails, and neighborhood connections.
c. Crosswalk, intersection, traffic calming, and pedestrian safety enhancements.
d. Planning-level ADA accessibility improvements within the public right-of-way.
e. Connections within the confirmed study area to schools, parks, public facilities, transit, and community destinations identified through the existing assessment and authorized engagement.
f. Concise programmatic, educational, encouragement, policy, and Safe Routes to School strategies relevant to documented needs. Program design or implementation, curriculum development, detailed policy or code drafting, and separate feasibility studies are not included.

Project entries shall identify location/limits, improvement type, documented need, and planning rationale; related improvements may be grouped. Site-specific schematics, cross-sections, renderings, engineering design, and alternative-network development/comparison are excluded.

Task C.3 — Recommendations Components Incorporated into the Draft Plan

- One Draft Plan recommendations section containing the recommended network, consolidated project list, supporting network-map set using existing mapping/data, and concise infrastructure, program, policy, education, and encouragement recommendations. No separate atlas, program/policy report, site-specific schematics, cross-sections, renderings, or alternative-network comparison is included.

4. Prioritization and Implementation Strategy

The Engineer shall prepare one planning-level implementation framework using the recommended project list and the assessment and authorized engagement findings developed under this scope. Desktop research of available historical cost information and funding programs expressly described below is included. New field data collection, surveys, supplemental technical datasets, fieldwork, and additional engagement are not included. Services shall include the following:

a. Confirm with CRRMA and apply one simple qualitative method using safety, connectivity, accessibility, community input, apparent constraints, and relative cost to assign priority groups to projects/strategies. Numerical or weighted scoring, precise ordinal ranking, and engineering feasibility analysis are excluded. Relative cost may use improvement types and available information; projects outside the three-range allowance receive no individual estimates. Confirmation uses existing meetings/reviews; subsequent method changes requiring reanalysis follow the Contract's change procedures.
b. Prepare up to three order-of-magnitude cost ranges total across selected priority projects, representative types, or corridor packages—not per category. CRRMA shall confirm each item's limits/components before costing. Use available planning/historical data and state cost year, basis, assumptions, allowances, contingencies, and exclusions. Detailed takeoffs, design-level estimates, and escalation modeling are excluded. Routine checks and authorized revisions within original items/basis are included; new scenarios, substitutions, expanded

limits/components, changed bases, and subsequent refreshes follow the Contract's change procedures.

c. Identify a concise list of potentially applicable local, state, federal, and other funding programs available when the one-time funding review begins. Ongoing monitoring, project-specific eligibility certification, competitiveness analysis, application preparation, benefit-cost analysis, and grant compliance documentation are excluded, except for reporting or documentation expressly required by the Contract or this Work Authorization. Program identification does not establish eligibility or guarantee funding.
d. Classify implementation actions as short term (0–5 years), mid term (6–10 years), or long term (more than 10 years) from plan adoption, using documented assessment findings and CRRMA/Vinton input. These categories provide advisory sequencing and do not represent a commitment to a construction date, funding source, or responsible agency. Independent verification of permitting, funding, property availability, or agency readiness is not included.
e. Identify potential lead and partner agencies for implementation, subject to confirmation by CRRMA and Vinton within existing coordination and review provisions. These identifications are advisory and do not establish agency commitments. Securing funding, obtaining agency agreements, or independently confirming implementation commitments is not included.
f. Summarize future study and data needs arising directly from the completed assessment within the implementation framework. Conducting those studies, collecting additional data, or preparing separate study scopes, budgets, or procurement documents is not included.

Task C.4 — Prioritization and Implementation Components Incorporated into the Draft Plan

- One Draft Plan implementation section containing the qualitative method and priority-grouped project/strategy list; up to three cost ranges total with stated bases/limitations; the one-time funding-program list; advisory short-, mid-, and long-term sequencing; potential lead/partner agencies subject to CRRMA/Vinton confirmation without commitments; and future-study/data needs without separate scopes or budgets.

5. Draft and Final Active Transportation Plan

The Engineer shall assemble the technical work, engagement findings, recommendations, and implementation framework expressly authorized under this scope into one Draft and one Final Active Transportation Plan. Compilation shall reuse the authorized findings, maps, figures, and supporting products; it shall not require additional analysis, data collection, mapping sets, engagement, or separate reports. Services shall include the following:

The Plan shall include, to the extent developed under the authorized services, the project purpose and study area; existing conditions and needs assessment; engagement methods and findings; recommended infrastructure, program, and policy strategies; maps and figures; prioritization method and project list; planning-level cost ranges; funding opportunities; implementation strategy; future-study needs; a concise executive-summary section; and supporting documentation. These content requirements do not expand the analysis or production allowances established elsewhere in this scope.

a. Submit one Draft Plan, integrated executive summary, and deck for one consolidated CRRMA/GEC/Vinton review under the Assumptions; no separate component reviews are included.
b. Prepare the Final Plan incorporating authorized Draft comments. Final acceptance, correction verification, overdue-response notice, and change procedures follow the Assumptions; no additional substantive review is included.
c. Include a concise executive summary within the Draft/Final Plan and one deck for Vinton's briefing/Council consideration using authorized Plan content and existing graphics. Confirm audience and one template with CRRMA; state the slide allowance in the authorized fee exhibit before production. Submit/finalize the deck with the Plan through the same comments. Integration, layout, formatting, and correction of authorized graphics are included. Standalone

summary reports, custom illustrations, extra mapping, alternative decks, separate deck reviews, and additional presentation meetings are excluded. Audience/template/allowance changes requiring additional work follow the Contract's change procedures.

The Draft and Final Plan, including the integrated executive-summary section, and the Plan presentation deck each include one English-language version. Bilingual notices, surveys, presentation materials, and comment forms for the authorized public involvement activities remain included under the public involvement provisions of this scope. Full Spanish translation of the Plan, its executive summary, or the Plan presentation deck is not included unless expressly authorized. This production allocation does not waive applicable language-access or accessibility obligations; required assistance shall be coordinated under the applicable provisions of this scope and the Contract.

Vinton retains responsibility for Council consideration and adoption. Engineer Council attendance, adoption-document drafting, and post-adoption revisions are not included unless authorized under the Contract's change procedures. This limit does not exclude the stated presentation deck or corrections required by the Contract.

Deliverable Task C.5 — Active Transportation Plan Package

- One Draft and one Final Plan with integrated executive summary and authorized engagement/technical components; one English-language deck within the confirmed audience/template/slide allowance, reviewed and finalized with the Plan; and one final electronic-file package including Plan, deck, final maps, and applicable Engineer-developed GIS layers under the Assumptions. Required replacement files correct the package and are not a second independently revised package.

Study Area



Figure 1. Study Area

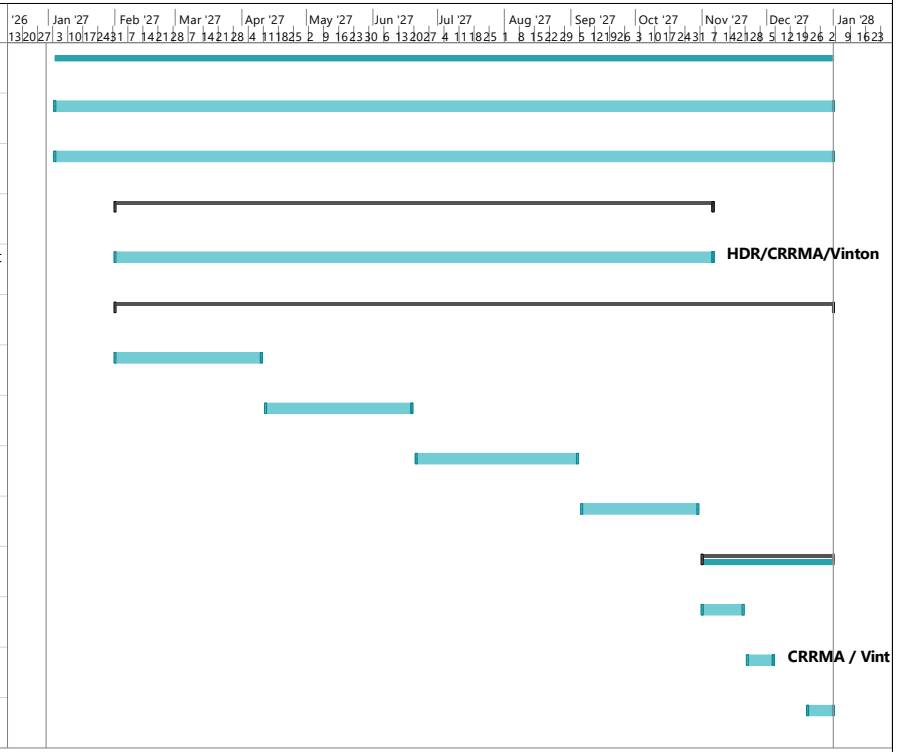
[END OF EXHIBIT]

Prime: HDR
Client: Camino Real Regional Mobility Authority
Project: Vinton Active Transportation Plan

EXHIBIT B
SCHEDULE

Wed 10/21/26
WA# 01

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	**PROJECT MANAGEMENT AND ADMINISTRATION**					
2	Project Management and Administration	260 days	Mon 1/4/27	Fri 12/31/27		
3	Project Coordination	260 days	Mon 1/4/27	Fri 12/31/27		
4	**PUBLIC INVOLVEMENT ACTIVITIES**	**200 days**	**Mon 2/1/27**	**Fri 11/5/27**		
5	Public Involvement Activities	200 days	Mon 2/1/27	Fri 11/5/27		HDR/CRRMA/Vint
6	**ACTIVE TRANSPORTATION PLANNING STUDY**	**240 days**	**Mon 2/1/27**	**Fri 12/31/27**		
7	Existing Conditions Assessment	50 days	Mon 2/1/27	Fri 4/9/27		
8	Network Analysis and Needs Assessment	50 days	Mon 4/12/27	Fri 6/18/27	7	
9	Active Transportation Recommendations	55 days	Mon 6/21/27	Fri 9/3/27	8	
10	Prioritization and Implementation Strategy	40 days	Mon 9/6/27	Fri 10/29/27	9	
11	**Draft and Final Active Transportation Plan**	**45 days**	**Mon 11/1/27**	**Fri 12/31/27**	**10**	
12	Draft Active Transportation Plan	15 days	Mon 11/1/27	Fri 11/19/27		
13	CRRMA / Vinton Review Period	10 days	Mon 11/22/27	Fri 12/3/27		CRRMA / Vinton
14	Final Active Transportation Plan	10 days	Mon 12/20/27	Fri 12/31/27		



Project: HDR_ExhibitB_Schedule
Date: Wed 10/21/26

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress

Prime: HDR
Client: Camino Real Regional Mobility Authority
Project: Vinton Active Transportation Plan

EXHIBIT C
FEE SCHEDULE

11/4/2026
WA# 01

			SUBTOTAL TASK A	SUBTOTAL TASK B	SUBTOTAL TASK C	ODE (All Firms)	Total	DBE % of Total WA
			Project Management and Administration	Public Involvement Activities	Active Transportation Study			
Firm	**DBE**	**HUB (Exp Date)**	**Labor**	**Labor**	**Labor**			
HDR ENGINEERING, INC.	NO	N/A	$ 46,239.62	$ 58,198.39	$173,707.60	$14,899.28	**$293,044.89**	**N/A**
CONVENE STRATEGES, NR, LLC	NO	N/A	$ 1,424.18	$ 18,529.04	$0.00		**$19,953.22**	**N/A**
			$ 47,663.80	**$ 76,727.43**	**$173,707.60**	**$14,899.28**	**$312,998.11**	**0.00%**

HDR ENGINEERING, INC.

Task ID	Task Description	Project Manager	Deputy Project Manager	Principal	Senior Engineer	Design Engineer	Transportation Planner - Senior	Transportation Planner	EIT 2	Public Involvement Specialist - Senior	Public Involvement Specialist	Environmental Manager	Environmental Scientist - Senior
	Contracted Labor/Staff Classification												
	Contracted Hourly Rate	**$407.27**	**$305.45**	**$424.24**	**$305.45**	**$186.66**	**$288.48**	**$220.60**	**$148.25**	**$250.86**	**$169.70**	**$305.45**	**$254.54**
A	**Project Management and Administration**												
A.1	Establish and maintain internal project management, communications, document-control, and QC procedures	3	6	1									
A.2	Prepare for and conduct project kickoff meeting; document decisions, action items, and responsibilities	4	8										
A.3	Prepare for and conduct up to six client/GEC/Vinton coordination meetings; maintain agendas, summaries, decisions, and action log	8	12			12			12				
A.4	Maintain project work schedule, milestone updates, review periods, dependencies, and decision checkpoints		8										
A.5	Prepare up to 12 monthly progress reports, invoices, budget-status updates, and subconsultant reporting		12										
A.6	Maintain project files, correspondence, review-comment log, action tracking, and subconsultant administration		12										
A.7	Perform Task A management review and QC of project controls, administration, schedule, and reporting	4	4	4									
	Hour Subtotal Task A	19	62	5	0	12	0	0	12	0	0	0	0
	Contract Rate Per Hour	*$407.27*	*$305.45*	*$424.24*	*$305.45*	*$186.66*	*$288.48*	*$220.60*	*$148.25*	*$250.86*	*$169.70*	*$305.45*	*$254.54*
	Subtotal Labor Cost Task A	$7,738.09	$18,937.96	$2,121.19	$0.00	$2,239.97	$0.00	$0.00	$1,778.95	$0.00	$0.00	$0.00	$0.00
	% Distribution of Staffing	11%	35%	3%	0%	7%	0%	0%	7%	0%	0%	0%	0%
	SUBTOTAL TASK A												
B	**Public Involvement Activities**												
B.1.1	Prepare public-involvement approach defining audiences, engagement methods, responsibilities, schedule, and communications channels		2							2			
B.1.2	Define bilingual outreach, language access, accessibility accommodations, and inclusive-participation procedures		2							2			
B.2	Develop and maintain stakeholder database; document contacts, interests, participation, and quarterly updates		2							1	1		
B.3.1	Develop and test bilingual survey instruments, distribution channels, and response-tracking procedures		1			4			4	1	4		
B.3.2	Administer survey; monitor participation, organize responses, analyze results, and prepare findings summary		1			4			4	4	8		
B.4.1	Public open house 1 — prepare bilingual/accessible materials, mobilize, facilitate, and document	2	4		6	8			8	20	10		4
B.4.2	Public open house 2 — update bilingual/accessible materials, mobilize, facilitate, and document	2	4		6	8			8	20	10		4
B.5.1	Plan, prepare, facilitate, and document up to two stakeholder meeting or interviews	1	3			4				4	10		
B.6.1	Compile participation, comments, accommodation requests, outreach coverage, and remaining engagement gaps					2				6	9	1	2
B.6.2	Prepare public-involvement summary and input-response record for incorporation into the Draft Plan					2				6	9	1	2

HDR ENGINEERING, INC.

Task ID	Task Description	Administrative/Clerical	Graphic Designer	Quality Manager	GIS Analyst - Senior	GIS Analyst	Accountant - Senior	Project Controller - Senior	TOTAL LABOR HRS AND COSTS
	Contracted Labor/Staff Classification								
	Contracted Hourly Rate	**$135.76**	**$118.79**	**$284.39**	**$186.43**	**$151.67**	**$163.84**	**$205.39**	
A	**Project Management and Administration**								N/A
A.1	Establish and maintain internal project management, communications, document-control, and QC procedures	4		2				8	24
A.2	Prepare for and conduct project kickoff meeting; document decisions, action items, and responsibilities							4	16
A.3	Prepare for and conduct up to six client/GEC/Vinton coordination meetings; maintain agendas, summaries, decisions, and action log								44
A.4	Maintain project work schedule, milestone updates, review periods, dependencies, and decision checkpoints	4							12
A.5	Prepare up to 12 monthly progress reports, invoices, budget-status updates, and subconsultant reporting						24		36
A.6	Maintain project files, correspondence, review-comment log, action tracking, and subconsultant administration								12
A.7	Perform Task A management review and QC of project controls, administration, schedule, and reporting			16				4	32
	Hour Subtotal Task A	8	0	18	0	0	24	16	176
	Contract Rate Per Hour	*$135.76*	*$118.79*	*$284.39*	*$186.43*	*$151.67*	*$163.84*	*$205.39*	Ave. $ 220.6
	Subtotal Labor Cost Task A	$1,086.05	$0.00	$5,118.94	$0.00	$0.00	$3,932.24	$3,286.23	$46,239.62
	% Distribution of Staffing	5%	0%	10%	0%	0%	14%	9%	100%
	SUBTOTAL TASK A								**$46,239.62**
B	**Public Involvement Activities**								N/A
B.1.1	Prepare public-involvement approach defining audiences, engagement methods, responsibilities, schedule, and communications channels								4
B.1.2	Define bilingual outreach, language access, accessibility accommodations, and inclusive-participation procedures								4
B.2	Develop and maintain stakeholder database; document contacts, interests, participation, and quarterly updates								4
B.3.1	Develop and test bilingual survey instruments, distribution channels, and response-tracking procedures								14
B.3.2	Administer survey; monitor participation, organize responses, analyze results, and prepare findings summary								21
B.4.1	Public open house 1 — prepare bilingual/accessible materials, mobilize, facilitate, and document		10						72
B.4.2	Public open house 2 — update bilingual/accessible materials, mobilize, facilitate, and document		10						72
B.5.1	Plan, prepare, facilitate, and document up to two stakeholder meeting or interviews		4						26
B.6.1	Compile participation, comments, accommodation requests, outreach coverage, and remaining engagement gaps		2						22
B.6.2	Prepare public-involvement summary and input-response record for incorporation into the Draft Plan		2						22

HDR ENGINEERING, INC.

Task ID	Task Description	Project Manager	Deputy Project Manager	Principal	Senior Engineer	Design Engineer	Transportation Planner - Senior	Transportation Planner	EIT 2	Public Involvement Specialist - Senior	Public Involvement Specialist	Environmental Manager	Environmental Scientist - Senior
	Contracted Labor/Staff Classification												
	Contracted Hourly Rate	**$407.27**	**$305.45**	**$424.24**	**$305.45**	**$186.66**	**$288.48**	**$220.60**	**$148.25**	**$250.86**	**$169.70**	**$305.45**	**$254.54**
B.QC	Perform internal QC of public-involvement content and supporting records for incorporation into the Draft Plan		2							8	2	1	
	Hour Subtotal Task B	5	21	0	12	32	0	0	24	74	63	3	12
	Contract Rate Per Hour	*$407.27*	*$305.45*	*$424.24*	*$305.45*	*$186.66*	*$288.48*	*$220.60*	*$148.25*	*$250.86*	*$169.70*	*$305.45*	*$254.54*
	Subtotal Labor Cost Task B	$ 2,036.34	$ 6,414.47	$ -	$ 3,665.41	$ 5,973.26	$ -	$ -	$ 3,557.89	$ 18,563.35	$ 10,690.79	$ 916.35	$ 3,054.51
	% Distribution of Staffing	2%	8%	0%	4%	12%	0%	0%	9%	27%	23%	1%	4%
	SUBTOTAL TASK B												
C	**Active Transportation Study**												
C.1	Existing Conditions Assessment												
C.1.1.1	Review applicable plans, studies, programmed improvements, policies, ordinances, and regulations; document relevant gaps and opportunities							16					
C.1.2.1	Compile roadway, pedestrian/bicycle facilities, land use, destinations, programmed projects, and other available GIS data							8					
C.1.2.2	Compile demographic and equity data; prepare existing-conditions and underserved-area maps							8					
C.1.3.1	Compile and analyze five years of available pedestrian and bicycle crash data; document patterns and limitations				1	4			8				
C.1.3.2	Review available traffic-volume and speed data; document coverage and limitations; no new counts				1	4			8				
C.1.4.2	Conduct and document one daytime field review; reconcile observations into the facility inventory and geotagged photo log							16					
C.1.5.1	Compile and review available environmental, utility, and other planning-level desktop constraints; no technical studies, SUE, or clearance							2				1	4
C.1.7	Assemble Existing Conditions Draft Plan section and appendices, including maps, inventory, photo log, tables, and GIS files							22					
C.1.QC	Perform internal multidisciplinary QC of the Existing Conditions Draft Plan component and supporting files	4			8								
C.2	Network Analysis and Needs Assessment												
C.2.1.1	Evaluate pedestrian and bicycle connectivity to destinations, network continuity, and first/last-mile linkages using available data							13					
C.2.1.2	Identify network gaps, barriers, underserved areas, and priority links using existing conditions, field observations, and community input							13					
C.2.4.1	Assess pedestrian and bicycle safety conditions using available crash data, roadway characteristics, and documented field observations				2	4			8				
C.2.4.2	Assess visible accessibility barriers and planning-level improvement needs; no formal ADA compliance certification				2	4			8				
C.2.6.1	Document needs-analysis methods, findings, priority locations, data limitations, and supporting tables							18					
C.2.6.2	Assemble Needs Assessment Draft Plan component, maps, tables, and GIS outputs							18					

HDR ENGINEERING, INC.

Task ID	Task Description	Administrative/Clerical	Graphic Designer	Quality Manager	GIS Analyst - Senior	GIS Analyst	Accountant - Senior	Project Controller - Senior	TOTAL LABOR HRS AND COSTS
	Contracted Labor/Staff Classification								
	Contracted Hourly Rate	**$135.76**	**$118.79**	**$284.39**	**$186.43**	**$151.67**	**$163.84**	**$205.39**	
	Perform internal QC of public-involvement content								
B.QC	and supporting records for incorporation into the Draft Plan								13
	Hour Subtotal Task B	0	28	0	0	0	0	0	274
	Contract Rate Per Hour	*$135.76*	*$118.79*	*$284.39*	*$186.43*	*$151.67*	*$163.84*	*$205.39*	Ave. $ 220.6
	Subtotal Labor Cost Task B	$ -	$ 3,326.02	$ -	$ -	$ -	$ -	$ -	$ 58,198.39
	% Distribution of Staffing	0%	10%	0%	0%	0%	0%	0%	100%
	SUBTOTAL TASK B								**$58,198.39**
C	**Active Transportation Study**								N/A
C.1	Existing Conditions Assessment								N/A
C.1.1.1	Review applicable plans, studies, programmed improvements, policies, ordinances, and regulations; document relevant gaps and opportunities								16
C.1.2.1	Compile roadway, pedestrian/bicycle facilities, land use, destinations, programmed projects, and other available GIS data					10			18
C.1.2.2	Compile demographic and equity data; prepare existing-conditions and underserved-area maps					10			18
C.1.3.1	Compile and analyze five years of available pedestrian and bicycle crash data; document patterns and limitations								13
C.1.3.2	Review available traffic-volume and speed data; document coverage and limitations; no new counts								13
C.1.4.2	Conduct and document one daytime field review; reconcile observations into the facility inventory and geotagged photo log								16
C.1.5.1	Compile and review available environmental, utility, and other planning-level desktop constraints; no technical studies, SUE, or clearance					8			15
C.1.7	Assemble Existing Conditions Draft Plan section and appendices, including maps, inventory, photo log, tables, and GIS files					8			30
C.1.QC	Perform internal multidisciplinary QC of the Existing Conditions Draft Plan component and supporting files			4	2				18
C.2	Network Analysis and Needs Assessment								N/A
C.2.1.1	Evaluate pedestrian and bicycle connectivity to destinations, network continuity, and first/last-mile linkages using available data					8			21
C.2.1.2	Identify network gaps, barriers, underserved areas, and priority links using existing conditions, field observations, and community input					8			21
C.2.4.1	Assess pedestrian and bicycle safety conditions using available crash data, roadway characteristics, and documented field observations								14
C.2.4.2	Assess visible accessibility barriers and planning-level improvement needs; no formal ADA compliance certification								14
C.2.6.1	Document needs-analysis methods, findings, priority locations, data limitations, and supporting tables					4			22
C.2.6.2	Assemble Needs Assessment Draft Plan component, maps, tables, and GIS outputs					8			26

HDR ENGINEERING, INC.

Task ID	Task Description	Project Manager	Deputy Project Manager	Principal	Senior Engineer	Design Engineer	Transportation Planner - Senior	Transportation Planner	EIT 2	Public Involvement Specialist - Senior	Public Involvement Specialist	Environmental Manager	Environmental Scientist - Senior
	Contracted Labor/Staff Classification												
	Contracted Hourly Rate	**$407.27**	**$305.45**	**$424.24**	**$305.45**	**$186.66**	**$288.48**	**$220.60**	**$148.25**	**$250.86**	**$169.70**	**$305.45**	**$254.54**
C.2.QC	Perform internal multidisciplinary QC of the Needs Assessment Draft Plan component and supporting files	4			2								
C.3	Active Transportation Recommendations												
C.3.1.2	Qualitatively review recommendations for safety, accessibility, connectivity, equity, implementation considerations, and community support							16				1	1
C.3.2.1	Develop corridor-wide sidewalk, bicycle, trail, and network-connectivity recommendations							12					
C.3.2.2	Develop crossing, traffic-calming, Safe Routes, and other priority-location recommendations							12					
C.3.3.1	Develop concise, conceptual planning-level policy and code recommendations tied to documented needs identified in the needs assessment, with advisory potential lead and partner agencies and advisory sequencing (short, mid and long term); legal review and ordinance or code drafting are not included.						1	3					
C.3.3.2	Develop concise program, education, encouragement, and Safe Routes to School strategies relevant to documented needs, with advisory potential lead and partner agencies subject to CRRMA and Vinton confirmation; program design or implementation and curriculum development are not included.						1	2			2		
C.3.5.2	Consolidate planning-level constructability, implementation dependencies, data gaps, and follow-on study considerations				2	6			8				
C.3.6.1	Prepare Recommendations Draft Plan component, network maps, and infrastructure, policy, program, education, and encouragement recommendations						4	18					
C.3.6.2	Assemble recommendation figures, tables, GIS outputs, and supporting files for the Draft Plan						4	15					
C.3.QC	Perform internal multidisciplinary QC of the Recommendations Draft Plan component and supporting files	3			6							1	1
C.4	Prioritization and Implementation Strategy												
C.4.1.1	Develop concise qualitative prioritization criteria and category definitions for approval; document how evidence and community input will be considered		4				4	14					
C.4.1.2	Assign recommended projects and strategies to qualitative priority groups with concise supporting rationale; no numerical weighting or precise ordinal ranking		6				4	16				1	1
C.4.2.1	Establish planning-level cost-range basis, assumptions, allowances, contingencies, and year-of-dollar convention				2		2		8				
C.4.2.2	Prepare up to three representative planning-level cost ranges using the approved common basis; no design quantities or detailed estimating				2		1	3					
C.4.3.1	Conduct a one-time scan of applicable local, state, federal, and other funding sources; no grant writing or benefit-cost analysis						1	3					
C.4.4.1	Develop short-, mid-, and long-term implementation sequencing based on readiness, dependencies, and available information	1	9				4	4					

HDR ENGINEERING, INC.

Task ID	Task Description	Administrative/Clerical	Graphic Designer	Quality Manager	GIS Analyst - Senior	GIS Analyst	Accountant - Senior	Project Controller - Senior	TOTAL LABOR HRS AND COSTS
	Contracted Labor/Staff Classification								
	Contracted Hourly Rate	**$135.76**	**$118.79**	**$284.39**	**$186.43**	**$151.67**	**$163.84**	**$205.39**	
	Perform internal multidisciplinary QC of the Needs								
C.2.QC	Assessment Draft Plan component and supporting files			4	4				14
C.3	Active Transportation Recommendations								N/A
C.3.1.2	Qualitatively review recommendations for safety, accessibility, connectivity, equity, implementation considerations, and community support								18
C.3.2.1	Develop corridor-wide sidewalk, bicycle, trail, and network-connectivity recommendations				1	8			21
C.3.2.2	Develop crossing, traffic-calming, Safe Routes, and other priority-location recommendations				1	8			21
C.3.3.1	Develop concise, conceptual planning-level policy and code recommendations tied to documented needs identified in the needs assessment, with advisory potential lead and partner agencies and advisory sequencing (short, mid and long term); legal review and ordinance or code drafting are not included.								4
C.3.3.2	Develop concise program, education, encouragement, and Safe Routes to School strategies relevant to documented needs, with advisory potential lead and partner agencies subject to CRRMA and Vinton confirmation; program design or implementation and curriculum development are not included.								5
C.3.5.2	Consolidate planning-level constructability, implementation dependencies, data gaps, and follow-on study considerations								16
C.3.6.1	Prepare Recommendations Draft Plan component, network maps, and infrastructure, policy, program, education, and encouragement recommendations					8			30
C.3.6.2	Assemble recommendation figures, tables, GIS outputs, and supporting files for the Draft Plan					8			27
C.3.QC	Perform internal multidisciplinary QC of the Recommendations Draft Plan component and supporting files			5	4				20
C.4	Prioritization and Implementation Strategy								N/A
C.4.1.1	Develop concise qualitative prioritization criteria and category definitions for approval; document how evidence and community input will be considered								22
C.4.1.2	Assign recommended projects and strategies to qualitative priority groups with concise supporting rationale; no numerical weighting or precise ordinal ranking								28
C.4.2.1	Establish planning-level cost-range basis, assumptions, allowances, contingencies, and year-of-dollar convention								12
C.4.2.2	Prepare up to three representative planning-level cost ranges using the approved common basis; no design quantities or detailed estimating								6
C.4.3.1	Conduct a one-time scan of applicable local, state, federal, and other funding sources; no grant writing or benefit-cost analysis								4
C.4.4.1	Develop short-, mid-, and long-term implementation sequencing based on readiness, dependencies, and available information								18

HDR ENGINEERING, INC.

Task ID	Task Description	Project Manager	Deputy Project Manager	Principal	Senior Engineer	Design Engineer	Transportation Planner - Senior	Transportation Planner	EIT 2	Public Involvement Specialist - Senior	Public Involvement Specialist	Environmental Manager	Environmental Scientist - Senior
	Contracted Labor/Staff Classification												
	Contracted Hourly Rate	**$407.27**	**$305.45**	**$424.24**	**$305.45**	**$186.66**	**$288.48**	**$220.60**	**$148.25**	**$250.86**	**$169.70**	**$305.45**	**$254.54**
C.4.4.2	Identify lead and partner agencies, coordination dependencies, data gaps, and future studies needed before design or implementation						1	3					1
C.4.5	Prepare qualitative-priority network and implementation maps using prior-task GIS data; no engineering plan sheets							6					
C.4.6.1	Compile qualitative prioritization methodology, priority-group table, supporting rationale, and recommended project/strategy list		5				4	8				1	1
C.4.QC	Perform internal multidisciplinary QC of the Prioritization and Implementation Draft Plan component; verify qualitative—not weighted—prioritization	3	3		3								
C.5	Draft and Final Active Transportation Plan												
C.5.1.1	Compile approved C.1–C.4 and public-involvement content into the single Draft Active Transportation Plan; no repeat technical analysis		2				4	6		2	2		1
C.5.1.2	Edit, format, cross-reference, and produce the Draft Plan and companion presentation deck; coordinate graphics, accessibility, and electronic-file requirements		2				4	3		2	2		
C.5.1Q	Perform internal multidisciplinary QC and release the Draft Plan and companion deck for one consolidated review	2	2		3								1
C.5.2.1	Review, track, and disposition one owner-provided consolidated Draft Plan comment set		2				2	3		1	1		
C.5.2.2	Revise Draft Plan content and produce the Final Plan; do not create a second draft stage unless separately authorized		2				4	3		3	3		
C.5.2Q	Perform focused QC of authorized revisions and final-release files; no separate Public Review Draft release gate	2	2		3								1
C.5.3.1	Incorporate authorized public or stakeholder comments only if included in the single consolidated review or separately authorized		2				4	3					
C.5.3.2	Prepare Final Plan, executive summary, companion presentation deck, accessible PDF, and approved final electronic files		2				4	3					1
C.5.4	Finalize maps, figures, tables, GIS data, and approved native files developed under prior tasks							3					
C.5.5.1	Prepare one English-language Plan presentation deck, transfer approved graphics, develop speaker notes, and conduct one rehearsal						1	2					
C.5.6	Perform final Plan QA/QC, management review, environmental-scope check, and executive release	1	1	1									
	Hour Subtotal Task C	20	44	1	37	22	54	295	48	8	10	5	13
	Contract Rate Per Hour	*$407.27*	*$305.45*	*$424.24*	*$305.45*	*$186.66*	*$288.48*	*$220.60*	*$148.25*	*$250.86*	*$169.70*	*$305.45*	*$254.54*
	Subtotal Labor Cost Task C	$ 8,145.36	$ 13,439.84	$ 424.24	$ 11,301.69	$ 4,106.62	$ 15,578.00	$ 65,078.04	$ 7,115.79	$ 2,006.85	$ 1,696.95	$ 1,527.26	$ 3,309.05
	% Distribution of Staffing	3%	6%	0%	5%	3%	7%	38%	6%	1%	1%	1%	2%
	SUBTOTAL TASK C												

HDR ENGINEERING, INC.

Task ID	Task Description	Administrative/Clerical	Graphic Designer	Quality Manager	GIS Analyst - Senior	GIS Analyst	Accountant - Senior	Project Controller - Senior	TOTAL LABOR HRS AND COSTS
	Contracted Labor/Staff Classification								
	Contracted Hourly Rate	**$135.76**	**$118.79**	**$284.39**	**$186.43**	**$151.67**	**$163.84**	**$205.39**	
	Identify lead and partner agencies, coordination								
C.4.4.2	dependencies, data gaps, and future studies needed before design or implementation								5
C.4.5	Prepare qualitative-priority network and implementation maps using prior-task GIS data; no engineering plan sheets				1	12			19
C.4.6.1	Compile qualitative prioritization methodology, priority-group table, supporting rationale, and recommended project/strategy list								19
C.4.QC	Perform internal multidisciplinary QC of the Prioritization and Implementation Draft Plan component; verify qualitative—not weighted—prioritization			5	4				18
C.5	Draft and Final Active Transportation Plan								N/A
C.5.1.1	Compile approved C.1–C.4 and public-involvement content into the single Draft Active Transportation Plan; no repeat technical analysis		2			2		4	25
C.5.1.2	Edit, format, cross-reference, and produce the Draft Plan and companion presentation deck; coordinate graphics, accessibility, and electronic-file requirements		2			2		4	21
C.5.1Q	Perform internal multidisciplinary QC and release the Draft Plan and companion deck for one consolidated review			6					14
C.5.2.1	Review, track, and disposition one owner-provided consolidated Draft Plan comment set		1			2		4	16
C.5.2.2	Revise Draft Plan content and produce the Final Plan; do not create a second draft stage unless separately authorized		4			4		4	27
C.5.2Q	Perform focused QC of authorized revisions and final-release files; no separate Public Review Draft release gate			2					10
C.5.3.1	Incorporate authorized public or stakeholder comments only if included in the single consolidated review or separately authorized							2	11
C.5.3.2	Prepare Final Plan, executive summary, companion presentation deck, accessible PDF, and approved final electronic files		5			4		4	23
C.5.4	Finalize maps, figures, tables, GIS data, and approved native files developed under prior tasks				1	12			16
C.5.5.1	Prepare one English-language Plan presentation deck, transfer approved graphics, develop speaker notes, and conduct one rehearsal		1			1			5
C.5.6	Perform final Plan QA/QC, management review, environmental-scope check, and executive release			6	4				13
	Hour Subtotal Task C	0	15	32	22	135	0	22	783
	Contract Rate Per Hour	*$135.76*	*$118.79*	*$284.39*	*$186.43*	*$151.67*	*$163.84*	*$205.39*	Ave. $ 220.6
	Subtotal Labor Cost Task C	$ -	$ 1,781.80	$ 9,100.33	$ 4,101.47	$ 20,475.75	$ -	$ 4,518.57	$ 173,707.61
	% Distribution of Staffing	0%	2%	4%	3%	17%	0%	3%	100%
	SUBTOTAL TASK C								**$173,707.61**

HDR ENGINEERING, INC.

Task ID	Task Description	Project Manager	Deputy Project Manager	Principal	Senior Engineer	Design Engineer	Transportation Planner - Senior	Transportation Planner	EIT 2	Public Involvement Specialist - Senior	Public Involvement Specialist	Environmental Manager	Environmental Scientist - Senior
	Contracted Labor/Staff Classification												
	Contracted Hourly Rate	**$407.27**	**$305.45**	**$424.24**	**$305.45**	**$186.66**	**$288.48**	**$220.60**	**$148.25**	**$250.86**	**$169.70**	**$305.45**	**$254.54**
	TOTAL HOURS	44	127	6	49	66	54	295	84	82	73	8	25
	CONTRACT RATE PER HOUR	*$407.27*	*$ 305.45*	*$ 424.24*	*$ 305.45*	*$ 186.66*	*$ 288.48*	*$ 220.60*	*$ 148.25*	*$ 250.86*	*$ 169.70*	*$ 305.45*	*$ 254.54*
	TOTAL LABOR COST	$ 17,919.79	$ 38,792.28	$ 2,545.43	$ 14,967.10	$ 12,319.86	$ 15,578.00	$ 65,078.04	$ 12,452.63	$ 20,570.19	$ 12,387.74	$ 2,443.61	$ 6,363.56
	% Distribution of Staffing	4%	10%	0%	4%	5%	4%	24%	7%	7%	6%	1%	2%
	TOTAL												

HDR ENGINEERING, INC.

Task ID	Task Description	Administrative/Clerical	Graphic Designer	Quality Manager	GIS Analyst - Senior	GIS Analyst	Accountant - Senior	Project Controller - Senior	TOTAL LABOR HRS AND COSTS
	Contracted Labor/Staff Classification								
	Contracted Hourly Rate	**$135.76**	**$118.79**	**$284.39**	**$186.43**	**$151.67**	**$163.84**	**$205.39**	
	TOTAL HOURS	8	43	50	22	135	24	38	1233
	CONTRACT RATE PER HOUR	*$ 135.76*	*$ 118.79*	*$ 284.39*	*$ 186.43*	*$ 151.67*	*$ 163.84*	*$ 205.39*	Ave. $ 220.6
	TOTAL LABOR COST	$ 1,086.05	$ 5,107.82	$ 14,219.27	$ 4,101.47	$ 20,475.75	$ 3,932.24	$ 7,804.80	$ 278,145.63
	% Distribution of Staffing	1%	3%	4%	2%	11%	2%	3%	100%
	TOTAL								**$278,145.63**

CONVENE STRATEGES, NR, LLC

Task ID	Task Description	Strategic Communcations Project Manager	Public Involvement Specialist	Senior Accountant	TOTAL LABOR HRS AND COSTS
	Contracted Labor/Staff Classification				
	Contracted Hourly Rate	$192.19	$142.91	$135.52	
A	**Project Management and Administration**				N/A
A.4	Maintain Convene internal schedule, milestone coordination, assigned deliverable tracking, and staffing availability under HDR's master schedule	4	0	0	4
A.5	Prepare Convene progress information, invoice support, and budget-status documentation for HDR review	2	0	2	4
	Hour Subtotal Task A	6	0	2	8
	Contract Rate Per Hour	*$192.19*	*$142.91*	*$135.52*	$156.87
	Subtotal Labor Cost Task A	$ 1,153.14	$ -	$ 271.04	$ 1,424.18
	% Distribution of Staffing	75%	0%	25%	100%
	SUBTOTAL TASK A				**$1,424.18**
B	**Public Involvement Activities**				N/A
B.1	Support local audience validation, trusted-community outreach planning, language-access logistics, and accommodation coordination under HDR direction	1	3	0	4
B.2	Build and maintain the local stakeholder contact list; verify organizations, coordinate invitations, and complete follow-up	0	6	0	6
B.3	Support bilingual survey distribution, local partner coordination, participation monitoring, reminders, and response organization	1	10	0	11
B.4.1	Public open house 1 — two-person local outreach, venue coordination, setup, registration, comment collection, and follow-up	12	28	0	40
B.4.2	Public open house 2 — two-person local outreach, venue coordination, setup, registration, comment collection, and follow-up	12	28	0	40
B.5	Support one stakeholder meeting or focus group through participant recruitment, confirmations, logistics, sign-in, note-taking, and follow-up	1	6	0	7
B.6	Compile participation, comments, accommodation records, outreach coverage, and an initial input-response log for HDR review	1	11	0	12
	Hour Subtotal Task B	28	92	0	120
	Contract Rate Per Hour	*$192.19*	*$142.91*	*$135.52*	$156.87
	Subtotal Labor Cost Task B	$ 5,381.32	$ 13,147.72	$ -	$ 18,529.04
	% Distribution of Staffing	23%	77%	0%	100%
	SUBTOTAL TASK B				**$18,529.04**

	TOTAL HOURS	34	92	2	128
	CONTRACT RATE PER HOUR	*$192.19*	*$ 142.91*	*$ 135.52*	Ave. $ 156.9
	TOTAL LABOR COST	$ 6,534.46	$ 13,147.72	$ 271.04	$ 19,953.22
	% Distribution of Staffing	27%	72%	2%	100%
	TOTAL				**$19,953.22**

PROJECT: CRRMA 2025 IDC Master Contract

RATES SHOWN APPLY TO PRIME PROVIDER AND ALL SUBPROVIDERS

OTHER DIRECT EXPENSES

SERVICES TO BE PROVIDED	UNITS	RATE	QUANTITY	COST
Travel				
Mileage	mile	$0.760	303	$230.28
Lodging/Hotel - Taxes and Fees	day/person	$45.00	4	$180.00
Lodging/Hotel (Taxes/fees not included)	day/person	$110.00	4	$440.00
Meals (Excluding alcohol & tips) (Overnight stay required)	day/person	$68.00	8	$544.00
Air Travel (Round Trip)	Rd Trip/person	$650.00	4	$2,600.00
Oversize, special handling or extra baggage airline fees	each	$100.00	4	$400.00
Rental Car (Tax/fees not included)	day	$50.00	5	$250.00
Rental Car Taxes/fees (Current State Tax Rate)	day	$30.00	5	$150.00
Rental Car Fuel	gallon	$5.00	24	$120.00
Administrative				
Photocopies B/W (11" X 17")	each	$0.25	200	$50.00
Photocopies B/W (8 1/2" X 11")	each	$0.15	500	$75.00
Photocopies Color (11" X 17")	each	$1.25	200	$250.00
Photocopies Color (8 1/2" X 11")	each	$1.00	300	$300.00
Plots (Color on Bond)	per sq. ft.	$1.75	120	$210.00
Report Binding and tabbing	each	$10.00	20	$200.00
Materials and Shipping	per package	$100.00	8	$800.00
4" X 6" Digital Color Print	picture	$0.50	50	$25.00
Brochure Printing	each	$3.00	200	$600.00
Report Printing	each	$80.00	5	$400.00
Flyer Printing (various sizes BW or color)	each	$1.00	300	$300.00
Postcard Printing	each	$0.75	500	$375.00
Public Involvement				
Public Involvement Facility Rental	4 hours	$1,000.00	2	$2,000.00
Public Involvement Meeting Supplies	per meeting	$200.00	2	$400.00
Public Notices - Mass Mailing (500 pieces)	per mailing	$800.00	2	$1,600.00
Audio - Visual Equipment Rental	event	$600.00	2	$1,200.00
Translator (English to Spanish, other language as appropriate, or Sign Language)	event	$600.00	2	$1,200.00
			Total	**$14,899.28**

EXHIBIT D
INVOICE REIMBURSEMENT CHECKLIST

Direct Labor/Timesheets: The invoice must clearly identify each employee name, title, hours worked, date of performance, task or project description, rate per hour and/or cost, and office/company location.

Transportation Costs and Reimbursable Limits: Efforts must be made to secure a *reasonable* and/or lowest rate available in the marketplace.

Airline Costs: Authority will only reimburse for airline costs at the Economy or Coach Class rate. Extra insurance and luggage costs are unallowable. Airline ticket "reissue fee" is reimbursable only if the change was at Authority's request or change in meeting because of Authority.

Personal Automobile Mileage: Up to the state approved rate of **65.5 cents** per mile or the **current state rate** applicable at the time cost is incurred. Expense report must clearly identify the departure/arrival time, To/From destinations and purpose of trip.

Automobile Rentals: Not to exceed **$50.00 per day** plus applicable taxes or **current state rate**. Extra optional insurance or rental company gasoline costs are unallowable. Weekly or Monthly rates should be used when applicable. Upgrades beyond economy-sized require an explanation. Use of automobile rental not related to the project is unallowable.

Hotel Rates: Weekly and Monthly rates are encouraged and expected when applicable. Reimbursable costs shall not exceed **$98.00 per day** plus applicable city/state/county taxes or **current state rate** applicable at the time cost is incurred.

Meals (Food Costs): Meal receipts are not required. Actual costs are allowable up to a maximum Per Diem allowance of **$59.00 per day or current state rate** applicable at the time cost is incurred. Meals are only reimbursable with overnight lodging away from headquarters. *Tips and alcohol are not reimbursable. Per meal maximums for partial day travel are as follows:* ***Breakfast $13.00, Lunch $15.00, Dinner $26.00 & $5.00 incidental expenses and are adjusted proportionately to a change in the current state rate.***

Other - Taxi, Bus, Limousine, Subway, etc.: Only reasonable and prudent costs (with explanations) are reimbursable. *Tips are not reimbursable.*

Entertainment Costs: Entertainment costs are not reimbursable, including: 1. Movie costs for "Pay for View" or Cable service. 2. Alcohol costs. 3. Monetary Tips (tipping) for any and all services related to all forms of travel (and/or entertainment).

Communication Costs: Long Distance telephone calls need to be identified and strictly related to work performed under this Agreement in order to be reimbursable by Authority. A log is preferred showing the date, person's name called, and explanation. Cell phone monthly charges are reimbursable if usage is strictly related to work performed under this Agreement. Legible itemized cell phone records are required.

Receipts: Legible itemized receipts are required for the following: 1. Hotel (lodging) costs. 2. Airfare travel costs. 3. Parking costs. 4. Automobile or Equipment Rental costs. 5. Taxi, Limousine, Bus, Subway, or other travel costs. 6. Reproduction. 7. Shipping and Handling. 8. Local Postage/Deliveries (courier services). 9. Communication Costs. ***Tips and alcohol are not reimbursable.***

[END OF EXHIBIT]