CAMINO REAL REGIONAL MOBILITY AUTHORITY
BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) and the Village of Vinton, Texas (Vinton) have executed an interlocal agreement, whereby Vinton will provide funding and the CRRMA will provide those engineering and associated services necessary for the development of the Village of Vinton Active Transportation Plan (Plan); and

WHEREAS, the CRRMA has engaged a general engineering consultant to provide various planning, engineering, right of way, and associated support services on an as needed basis and the CRRMA now desires to execute a new work authorization with its general engineering consultant to provide certain oversight services for the successful completion of the Plan.

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

THAT the Executive Director be authorized to execute **Work Authorization No. 74** with AtkinsRéalis USA Inc. (formerly known as Atkins North America, Inc.), including any additional documents or materials as may be required, for the provision of oversight services necessary for the development of 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. 74

This **Work Authorization No. 74** ("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 AtkinsRéalis USA Inc. (formerly known as Atkins North America, Inc. and referenced herein as "GEC"). This Work Authorization is made for the purposes identified below, consistent with the services defined in the Agreement.

This Work Authorization is intended to allow the GEC to provide certain oversight and associated services necessary for the development of the Village of Vinton Active Transportation Plan. The services requested of the GEC include those activities normally associated with services required for an effort similar in nature and scope and 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 oversight, associated 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 commence the performance of the services required by **EXHIBIT A** upon the final execution of this Work Authorization. The services shall be provided in accordance with a schedule to be developed between the Authority and GEC.

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 SEVENTY-TWO THOUSAND THREE HUNDRED FIFTY AND 35/100 DOLLARS ($72,350.35), 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:	AtkinsRéalis USA Inc.
Signature:	_____	Signature:	_____
By:	Raymond L. Telles	By:	_____
Title:	Executive Director	Title:	_____
Date:	_____	Date:	_____

EXHIBIT A
WORK AUTHORIZATION NO. 74

SERVICES TO BE PROVIDED BY THE GEC

INTRODUCTION

The scope of this **Work Authorization No. 74** covers the services requested of the GEC for program management administration and oversight of profession services contracts for engineering services (the "Engineer"), and the preparation of letting package for the following project:

i. Vinton Active Transportation Plan

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 – PROGRAM MANAGEMENT

The GEC will provide staff to administer, manage, review and coordinate the development of the Vinton Active Transportation Plan Project. This staff will represent the Authority's interest as defined in any individual project agreements entered into by the Authority and another party. The GEC will develop and maintain a staffing plan for consistency and appropriate levels of project staffing Activities in this task include:

a. Program Scheduling and Cost Estimating

The GEC shall update program cost estimates. Completion of this Task shall include a complete review of all available data on the Vinton Active Transportation Plan Project provided by the Village of Vinton. Estimate will include probable costs for completion of the project, including but not limited to:

- Preliminary Engineering;
- Concept Exhibits;
- Studies;
- Reports;
- Inflation; and
- Other Services as Deemed Necessary.

b. Project Reporting

- Prepare and issue monthly reports on the status of the Vinton Active Transportation Plan Project, which will document any issues, delay encountered, and corrective actions as necessary.
- Provide a monthly update to the Authority on key milestones accomplished during the preceding month, meetings, and key activities for the upcoming month, and identify outstanding issues requiring resolution.
- Assist in the development of any reports required of the Authority by Village of Vinton or other stakeholders.

c. Project Meetings & Documentation

Facilitate the following project meetings to assess progress, schedule, and quality of services being provided as well as identify issues:

- Stakeholder coordination meetings
- Project Progress Meetings

- Issue Resolution Meetings

d. Project Agreement Support

The GEC shall support the Authority as requested with the development of project agreements necessary for the implementation and completion of the Vinton Active Transportation Plan Project. Such support could include assisting and coordination with Authority staff, financial advisors, and others to develop project agreements.

e. Document Controls

- Develop and implement a document control plan.
- Maintain project files for the duration of the Vinton Active Transportation Plan Project.
- Transfer program files to the Authority and/or the Village of Vinton upon completion of the work or as directed by the Authority.
- Assist Engineer with compiling and maintaining technical support data.

2. Task 2 – MANAGEMENT OF ENGINEERING SERVICES

This will include the work required to administer the CRRMA's professional services consultant contract(s) with the Engineer(s) for the engineering services on the Vinton Active Transportation Plan Project.

a. Project Coordination

- Coordinate the details of and participate in project kick-off meetings.
- Work with the Authority, Village of Vinton, El Paso County, TxDOT, Engineer, third party consultants, utility companies, and public agencies to coordinate project development.

b. Project Management Plan (PMP)

Review and comment on the Engineer's PMP, components of which will include:

- Project administration
- Design quality management plan
- Communications management
- Document controls

c. Administration

- Review and report on the Engineer's submittals of records and reports as required for the Project by the Authority and Village of Vinton.
- Report project progress and issues in a timely manner.
- Review, monitor, and report on Engineer's project schedule.
- Maintain accurate records of the costs involved in potential change order work. These records will include labor times in the portion of the work in dispute.

d. Design Criteria

The GEC will work with the Engineer to establish the design criteria to be used by the design team in the production of the deliverables.

e. Production Schedule

The GEC will work with the Engineer to understand the design submittal schedule and provide GEC staffing levels to accommodate the Engineer's proposed design production schedule. The Engineer's production schedule will be coordinated with the Authority and Village of Vinton to keep Project stakeholders informed of key milestone dates and design review schedules.

f. Work Group Meetings

The GEC will attend the Engineer's design work group meetings. In these meetings, the GEC will stay informed of design development issues and provide guidance to the Engineer when required.

g. Report Reviews

After a report submittal has been through the Engineer's quality control and the quality assurance reviews, the GEC will perform a quality oversight review. This review will:

- Audit records to verify compliance with the approved transportation study criteria.
- Audit studies to confirm all previous review comments have been incorporated.

3. ASSUMPTIONS

a. Services Provided by Others

This work authorization assumes the following activities will be provided by others, have already occurred, or will occur in the future:

- PS&E
- ROW mapping revisions/updates necessitated by design (the Engineer's scope)
- Utility design
- Utility Agreements (this is envisioned, as required, in future CE&I work authorization)
- Geotechnical investigations and recommendations (the Engineer's scope)
- Any and all hazardous material mitigation
- Construction Engineering and inspection and material testing (this is envisioned in the future project specific CE&I work authorizations)
- Construction

b. Schedule

This work authorization assumes the project schedules will follow a reasonably normal project development schedule. If the Engineer's services or the letting schedules are delayed beyond reasonable expectations, the budget provided in Exhibit B may not cover all project development expenses.

c. Funding Source

This work authorization assumes the Vinton Active Transportation Plan Project is funded entirely from Local Funds.

d. Staff Labor and Overhead Rates

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. The actual rates used will be in accordance with Section 4, Compensation in the Agreement.

[END OF EXHIBIT]

EXHIBIT B

FEE ESTIMATE SUMMARY

Vinton Active Transportation Plan Project
Work Authorization #74

TASK	TOTAL
TASK 1 PROGRAM MANAGEMENT	$ 47,405.02
TASK 2 MANAGEMENT OF ENGINEERING SERVICES	$ 24,945.33
TOTAL	**$ 72,350.35**

Vinton Active Transportation Plan Project
Village of Vinton
Exhibit B November 11, 2026 (AtkinsRéalis)

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	Hourly Rate	Burden Rate	Sum Hrs.	Total Dollars
TASK 1 PROGRAM MANAGEMENT																	
a. Program Scheduling and Cost Estimating																	
Sr. Project Director (AtkinsRéalis)	2	2	2	2	2	2	2	2	2	2	2	2	2	$105.00	$267.68	26	6,959.68
																Sub-Total	6,959.68
b. Project Reporting																	
Sr. Project Director (AtkinsRéalis)	1	1	1	1	1	1	1	1	1	1	1	1	1	$105.00	$267.68	13	3,479.85
Sr Engineer IV (AtkinsRéalis)	3	3	3	4	4	4	4	4	4	4	4	4	3	$80.00	$203.95	48	9,789.48
																Sub-Total	13,269.34
c. Project Meetings																	
Sr. Project Director (AtkinsRéalis)	2	2	2	2	2	2	2	2	2	2	2	2	2	$105.00	$267.68	26	6,959.71
Project Coordinator II (AtkinsRéalis)	2	2	2	2	2	2	2	2	2	2	2	2	2	$40.00	$101.97	26	2,651.32
																Sub-Total	9,611.03
d. Project Agreement Support																	
Sr. Project Director (AtkinsRéalis)	2	2	2	2	2	2	2	2	2	2	2	2	2	$105.00	$267.68	26	6,959.71
Project Coordinator II (AtkinsRéalis)	4	4	4	4	4	4	4	4	4	4	4	4	4	$40.00	$101.97	52	5,302.64
																Sub-Total	12,262.34
e. Document Control																	
Project Coordinator II (AtkinsRéalis)	4	4	4	4	4	4	4	4	4	4	4	4	4	$40.00	$101.97	52	5,302.64
																Sub-Total	5,302.64
																Total Task	47,405.02
TASK 2 MANAGEMENT OF ENGINEERING SERVICES																	
a. Project Coordination/Administration																	
Sr. Project Director (AtkinsRéalis)	1	2	2	2	2	2	2	2	2	2	2	1	1	$105.00	$267.68	23	6,156.67
Sr Engineer IV (AtkinsRéalis)	4	4	4	4	4	5	5	5	5	5	5	4	4	$80.00	$203.95	58	11,828.96
																Sub-Total	17,985.62
b. Project Management Plan/Design Criteria																	
Sr. Project Director (AtkinsRéalis)	2	2	2	2	2	2	2	2	2	2	2	2	2	$105.00	$267.68	26	6,959.71
Atkins: Overhead 127.62%, Profit 12%, Multiplier 2.5493																Sub-Total	6,959.71
																Total Task	24,945.33
																TOTAL=	72,350.35

[END OF EXHIBIT]

EXHIBIT C
ATKINS WORK AUTHORIZATION NO. 74
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]