

THE STATE OF TEXAS §

COUNTY OF CAMERON §

BE IT REMEMBERED on the 14th day of January 2016, there was conducted a Regular Meeting of the Cameron County Regional Mobility Authority, at the Joe G. Rivera and Aurora de la Garza County Annex thereof, in San Benito, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same.

THE BOARD MET AT:

12:00 Noon

PRESENT:

DAVID E. ALLEX
CHAIRPERSON

MICHAEL F. SCAIEF
DIRECTOR

DAVID N. GARZA
DIRECTOR

RUBEN GALLEGOS, JR.
DIRECTOR

MARK ESPARZA
DIRECTOR

NAT LOPEZ
DIRECTOR

DIRECTOR

HORACIO BARRERA
ABSENT

ABSENT

ABSENT

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The Meeting was called to order by Chairman David E. Allex, at 12:00 Noon. At this time, the Board considered the following matters as per RMA Agenda posted and filed for Record in the Office of the County Clerk on this 11th day of January 2016 at 9:16 A.M.



AGENDA

**Regular Meeting of the Board of Directors
of the
Cameron County Regional Mobility Authority**

**Joe G. Rivera and Aurora de la Garza County Annex
1390 West I69E
San Benito, Texas 78586**

Thursday, January 14, 2016

12:00 Noon

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS
On: Jan 11, 2016 at 09:16A
Document Number: 00000010
Sylvia Garza-Perez
County Clerk
By
Hilda Perez, Deputy
Cameron County

PUBLIC COMMENTS:

1. Public Comments

PRESENTATIONS, RESOLUTIONS AND/OR PROCLAMATION ITEMS:

2. Presentations/Resolutions/Proclamations

- A. Presentation of the GEC Report for the month of December 2015**
- B. Presentation of the Status of the SH 550 Direct Connector Project for December 2015**
- C. Presentation of the Marketing Efforts for the Month of December 2015**

CONSENT ITEMS:

3. All Item(s) under the Consent RMA Agenda are heard collectively unless opposition is presented, in which case the contested Item will be considered, discussed, and appropriate action taken separately

A. Consideration and Approval of the Minutes for:

**December 21, 2015 – Special Meeting
December 29, 2015 – Special Meeting**

ITEMS FOR DISCUSSION AND ACTION:


4. Action Items

A. Approval of Claims

- B. Consideration and Approval of the Financial Statements and Budget Amendments for the month of December 2015
- C. Consideration and Approval of an Interlocal Agreement between the Cameron County Regional Mobility Authority and the Hidalgo County Regional Mobility Authority for the FM 1925 Project
- D. Consideration and Approval of Supplemental Work Authorization No. 3 to Work Authorization No. 2 with HNTB for the SPI 2nd Access Project
- E. Consideration and Approval of Supplemental Work Authorization No. 1 to Work Authorization No. 5 with HNTB for the SH 32 Project
- F. Consideration and Approval of Work Authorization No. 3 with S&B Infrastructure for FM 509
- G. Consideration and Approval of Work Authorization No. 4 with S&B Infrastructure for the SH 550 2nd Gap Project
- H. Consideration and Approval of Supplemental Work Authorization No. 2 with Fagan Consulting for Task Order 1504 Back Office System, Phase 2
- I. Consideration and Approval to award a Request for Proposal (RFP) for the Toll Back Office System
- J. Consideration and Approval of awarding the Bank Depository Proposal, RFP #2015.02

ADJOURNMENT:

Signed this 11th day of January 2016



David E. Allex
Chairman

NOTE:

Participation by Telephone Conference Call – One or more members of the CCRMA Board of Directors may participate in this meeting through a telephone conference call, as authorized by Sec. 370.262, Texas Transportation Code. Each part of the telephone conference call meeting that by law must be open to the public shall be audible to the public at the meeting location and will be recorded. On conclusion of the meeting, the recording will be made available to the public.

PUBLIC COMMENTS

1 PUBLIC COMMENTS

Chairman Alex introduced Mr. David Plutowski, Texas Department of Transportation RMA Coordinator.

PRESENTATIONS, RESOLUTIONS AND/OR PROCLAMATION ITEMS

2-A Presentation of the GEC Report for the month of December 2015

Mr. Richard Ridings with HNTB went over the status of the Projects. Mr. Pete Sepulveda, Jr., RMA Executive Director presented the Board with a Project Update status of CCRMA Projects. (see attached report).

Vice Chair Gallegos moved to acknowledge the GEC Report for the month of December 2015. The motion was seconded by Secretary Garza and carried unanimously.

The GEC Report and Project Update is as follows:

2-B Presentation of the Status of the SH 550 Direct Connector Project for December 2015

Director Esparza moved to **TABLE** the item. The motion was seconded by Director Scaief and carried unanimously.

2-C Presentation of the Marketing Efforts for the Month of December 2015

Mrs. Michelle Lopez, RMA Marketing and Communications Director went over a status report for the month of December 2015. The report is attached.

Vice Chair Gallegos moved to acknowledge the Marketing Report. The motion was seconded by Director Esparza and carried unanimously.

The Report is as follows:

CONSENT ITEMS

ALL ITEM(S) UNDER THE CONSENT RMA AGENDA ARE HEARD COLLECTIVELY UNLESS OPPOSITION IS PRESENTED, IN WHICH CASE THE CONTESTED ITEM WILL BE CONSIDERED, DISCUSSED AND APPROPRIATE ACTION TAKEN SEPARATELY

3-A Consideration and Approval of the Minutes for:

December 21, 2015 – Special Meeting

December 29, 2015 – Special Meeting

Secretary Garza moved to approve the minutes of December 21, 2015 Special Meeting and December 29, 2015 Special Meeting. The motion was seconded by Vice Chair Gallegos and carried unanimously.

ACTION ITEMS

4-A Approval of Claims

The attached claims were presented to the Board of Directors for approval.

Mr. Pete Sepulveda, Jr., RMA Executive Director introduced the claims into the record and recommended approval of the Claims.

Director Scaief moved to approve the Claims. The motion was seconded by Director Lopez and carried unanimously.

The Claims are as follows:

4-B Consideration and Approval of the monthly Financial Statements and Budget Amendments for the month of December 2015

Mr. Adrian Rincones, RMA Controller and Financial Officer went over the attached Financial Statements and Budget Amendments for the month of December 2015.

Director Lopez moved to approve the monthly Financial Statements and Budget Amendments for the month of December 2015. The motion was seconded by Director Esparza and carried unanimously.

The Financial Statements and Budget Amendments are as follows:

4-C Consideration and Approval of an Interlocal Agreement between the Cameron County Regional Mobility Authority and the Hidalgo County Regional Mobility Authority for the FM 1925 Project

Director Esparza moved to **TABLE** the item. The motion was seconded by Secretary Garza and carried unanimously.

4-D Consideration and Approval of Supplemental Work Authorization No. 3 to Work Authorization No. 2 with HNTB for the SPI 2nd Access Project

Mr. Richard Ridings with HNTB went over the purpose and need for this Supplemental Work Authorization.

Director Esparza moved to approve Supplemental Work Authorization No. 3 to Work Authorization No. 2 with HNTB for the SPI 2nd Access Project. The motion was seconded by Secretary Garza and carried unanimously.

The Supplemental Work Authorization is as follows:

4-E Consideration and Approval of Supplemental Work Authorization No. 1 to Work Authorization No. 5 with HNTB for the SH 32 Project

Mr. Richard Ridings with HNTB went over the purpose and need for this Supplemental Work Authorization.

Secretary Garza moved to approve Supplemental Work Authorization No. 1 to Work Authorization No. 5 with HNTB for the SH 32 Project. The motion was seconded by Vice Chair Gallegos and carried unanimously.

The Supplemental Work Authorization is as follows:

4-F Consideration and Approval of Work Authorization No. 3 with S&B Infrastructure for FM 509

Director Scaief moved to **TABLE** the item. The motion was seconded by Secretary Garza and carried unanimously.

4-G Consideration and Approval of Work Authorization No. 4 with S&B Infrastructure for the SH 550 2nd Gap Project

Director Scaief moved to **TABLE** the item. The motion was seconded by Secretary Garza and carried unanimously.

4-H Consideration and Approval of Supplemental Work Authorization No. 2 with Fagan Consulting for Task Order 1504 Back Office System, Phase 2

Mr. Adrian Rincones, RMA Controller and Financial Officer went over the purpose of this Supplemental Work Authorization.

Vice Chair Gallegos moved to approve Supplemental Work Authorization No. 2 with Fagan Consulting for Task Order 1504 Back Office System, Phase 2. The motion was seconded by Director Lopez and carried unanimously.

The Supplemental Work Authorization is as follows:

4-I Consideration and Approval to award a Request for Proposal (RFP) for the Toll Back Office System

Director Scaief moved to **TABLE** the item. The motion was seconded by Vice Chair Gallegos and carried unanimously.

4-J Consideration and Approval of awarding the Bank Depository Proposal, RFP #2015.02

Mr. Adrian Rincones, RMA Controller and Financial Officer and Staff went over Bank Depository Proposals received and recommended entering into Depository Contract with IBC Bank.

Director Lopez moved to approve awarding Bank Depository Proposal, RFP #2015.02. The motion was seconded by Secretary Garza and carried as follows:

AYE: Chairman David E. Allex, Director Lopez and Secretary Garza

NAY: Vice Chair Gallegos

ABSTAINED: Director Scaief and Esparza

NOTE: Directors Esparza and Scaief abstained from the vote and discussion. Both Directors filed an affidavit of conflict of interest and the affidavit is filed in the CCRMA's records

The Memo is as follows:

ADJOURNMENT

There being no further business to come before the Board and upon motion by Director Scaief seconded by Secretary Garza and carried unanimously the meeting was **ADJOURNED** at 1:39 P.M.

APPROVED this 2nd day of February 2016.


CHAIRMAN DAVID E. ALEX

ATTESTED: 
SECRETARY DAVID N. GARZA

**2-A PRESENTATION OF THE GEC REPORT FOR THE MONTH OF
DECEMBER 2015**



Pete Sepulveda, Jr.
Executive Director
Cameron County Regional Mobility Authority
3461 Carmen Avenue
Rancho Viejo, Texas 78575

January 7, 2016

Dear Mr. Sepulveda,

The following is a summary of our progress on the subject projects for the month of December 2015.

Project Management:

General GEC

- Prepared & submitted CCRMA GEC Invoice for work performed on various Work Authorizations from Previous Contract (PC) and Current Contract (CC). Updated and submitted November 2015 GEC report.
- On December 10th, Richard Ridings and Greg Garcia attended the Regular Meeting of the CCRMA Board of Directors.
- On December 21st and 29th, Richard Ridings attended the Special Meetings of the CCRMA Board of Directors.
- Assisted CCRMA Controller on activities involving reporting and documentation of invoicing, progress reports and other accounting/billing matters.

South Padre Island Second Access Phase 3A & 3B (PC – Work Authorization No. 17 and CC – Work Authorization No. 2):

This Work Authorization provides engineering and environmental services associated with the development and advancement of the NEPA process for the proposed South Padre Island (SPI) 2nd Access Project in Cameron County, Texas. The proposed Project will provide an alternate route to the Queen Isabella Memorial Causeway; thus, enhancing local and regional mobility, and facilitating effective evacuation of the island in times of disaster, hurricanes, and other emergencies. This Work Authorization continues the environmental and schematic design tasks necessary on the Recommended Preferred Alternative to advance the project to a Record of Decision (ROD).

- HNTB continues to provide assistance and information to CCRMA Board and staff, members of the general public and stakeholders.
- Coordination, including weekly meetings, with TxDOT Pharr District, TxDOT ENV and FHWA has been on-going regarding the FEIS tasks.
- Submitted the 100% submittal package (i.e. typical sections, geometric design, preliminary cross sections, preliminary traffic control, 3D modeling, and schematic plan preparation, preliminary construction cost estimate, hydrology, hydraulic studies, drainage design and preliminary bridge layouts) to TxDOT for their review on 11/2.
- Revised master design schedule and submitted to subconsultants for review.

- Continued coordination with subconsultants on geotechnical services.
- Summary report of Context Sensitive Solutions (CSS) workshops and survey results are complete.
- First draft of Final EIS (12/23) has been revised. Backcheck review and comment by CCRMA, TxDOT-ENV and TxDOT-Pharr is complete. FHWA-HQ comments received 11/16/2015 and revisions are in progress. Submittal #3 to (Resource Agency Review) is targeted for mid- to late-January, 2016.
- Coordinated with subconsultants on FEIS and permitting tasks.
- Responses to TxDOT and FHWA comments on the Seagrass/Wetland Delineation/Vegetation and Habitat Report, EFH Report and Biological Assessment have been addressed and revised documents have been prepared for agency submittal. BA and Sea Grass Mitigation were submitted to USFWS and NOAA by mid-December.
- Continued coordination with NMFS and TxDOT on questions concerning the Essential Fish Habitat Assessment (EFH). The EFH has been revised and back check review by TxDOT and FHWA completed 9/23/15. Revised EFH submitted to NMFS for review 9/24/15. Review is in progress and comments pending.
- Coordination with CCRMA, TxDOT, USFWS and Conservation Fund on potential impacts to Migratory Bird Conservation Lands has been completed. Survey and documentation requirements necessary to prepare the Section 4(f) Determination Package were prepared and submitted to FHWA. A Final 4(f) determination was received from FHWA 11/5/15 and clearance was given to proceed with acquisition of 2.78 acres of property needed for ROW. Transaction transferring property to Cameron County was executed and deed recorded 12/18/15.
- Progressed contracting and coordination with the following subconsultants: SWCA completed remaining archeological work and received concurrence from THC. SWCA has revised the BA for TxDOT, TxDOT-ENV and FHWA comments and submitted the revised Draft BA. The revised Draft BA was submitted to TxDOT and FHWA for back-check on 6/25 and 6/30, respectively. Revised BA (terrestrial) submitted to USFWS 8/17. Revised BA (aquatic) submitted to NMFS-PRD 8/17. USFWS comments received 9/18 and comment workshop held 10/12 with TxDOT-Pharr, TxDOT-ENV, HNTB and SWCA. BA revisions in progress in preparation for FHWA-HQ review. Revised BA (aquatic) review in progress at NMFS-PRD. Belaire Environmental has submitted a Draft Sea Grass Mitigation Plan for TxDOT and FHWA review on 7/7. Belaire Environmental has completed modeling necessary to validate plan. TxDOT-Pharr and TxDOT-ENV comments on Seagrass modeling report resolved in workshop 10/20. Revised report received 10/30. Now beginning scoped pilot studies and permit coordination with USACE, TPWD and GLO. TxDOT Comments on pilot studies addressed and revised plan was presented at December 1 Joint Evaluation Meeting (JEM). Wetland Mitigation Plan was submitted for agency review 11/9/15 and was also discussed at December 1 JEM. Preliminary Jurisdictional Determination submitted to USACE 9/29/15 and USACE review is still pending. All agency reviews of these technical reports are currently in progress.

Olmito Switch Yard & Repair-In-Place Facility (PC – Work Authorization No. 31)

This work authorization provides engineering services throughout the construction duration of the Olmito Switch Yard and Repair-In-Place (RIP) Facility by providing responses to the contractor's Requests for Information, Shop Drawing Review and As-Built construction plans.

- HNTB is assisting with the completion and close out of this project.

West Rail Bypass, CI (PC – Work Authorization No. 33)

This work authorization provides professional services associated with construction inspection phase work for the West Rail Bypass.

- HNTB is assisting with the completion and close out of this project.

Outer Parkway Study (CC – Work Authorization No. 3)

This work authorization provides professional services and deliverables associated with a study for the Outer Parkway. The study is to be performed in a three phase effort to deliver a schematic design for the Outer Parkway project. The phases are:

- TxDOT, CCRMA, and HNTB personnel met to discuss the supplemental work authorization for the Environmental Assessment and Route Studies. The meeting was held at the Joe G. Rivera and Aurora de la Garza County Annex on October 8th. HNTB and TxDOT discussions on-going regarding CDA vs. non-CDA scope needed.
- Classification Letter was signed by TxDOT ENV on February 3rd concurring that the project be classified as an EA and that preparation of an EIS is not required.

SH 32 GEC Preliminary Schematic and Environmental Approval (CC – Work Authorization No. 5)

This work authorization provides professional services for oversight, guidance, agency coordination, and issue resolution, necessary to expedite the preliminary development phases of these two SH 32 projects only. The two projects, which each have logical termini and independent utility, extend from US 77/83 to FM 3068 (herein referred to as SH 32-West) and from FM 3068 to SH 4 (herein referred to SH 32-East). The proposed projects are being developed by two prime subconsultants, (S&B Infrastructure, Ltd. and Traffic Engineers, Inc.) under the oversight of HNTB (GEC).

SH 32 West (Consultant – Traffic Engineers, Inc., or TEI):

- Continued project coordination with TEI.
- Archeological field was completed and report writing is underway.
- Coordinated with TxDOT and USFWS to modify land swap below 40 acres. Exhibit was submitted to TxDOT on 5/26.
- Continued coordination with subconsultant, TxDOT and USFWS to discuss EA and 4(f) requirements for documentation for land swap.
- TxDOT, subconsultants, and HNTB personnel met to discuss IBWC and USFWS coordination next steps, meeting was held via conference call on October 14th.
- Awaiting revised BA and EA from TEI to include impacts to levee relocation and USFWS refuge impacts of approximately 40 acres.
- HNTB is working with a subconsultant and TxDOT to revise schedule.

SH 32 East (Consultant - S&B Infrastructure, Ltd., or S&B):

- Continued project coordination with S&B.
- Biological Assessment was revised per TxDOT comments, reviewed by the GEC and resubmitted to the TxDOT Pharr District for back check.
- Submitted schematic GEC comments to subconsultant on 5/27.
- Submitted EA GEC/TxDOT comments to subconsultant on 5/28.
- HNTB back checked S&B EA revisions and resubmitted for ENV review on 9/30/2015.

- HNTB held conference call on 10/29/15 with ENV to discuss review status of EA review.
- HNTB received additional EA comments from ENV on 12/3, the comments were submitted to the subconsultant on 12/4.
- HNTB working with subconsultant and TxDOT to revise schedule.

West Rail Bridge – RFI/Shop Drawings Review and CEI for Security Fencing, Gate, Illumination, and DHS Building Components (US portion of bridge only) (PC – Work Authorization No. 69)

- HNTB attended the “soft opening” held on 8/7 which commemorated UPRR’s first train crossing into Mexico using the new bridge. UPRR ran their last train into Mexico on the B&M on 8/6.
- HNTB attended the “grand opening” held on 8/25 which included dignitaries from both the U.S. and Mexico.
- Continue to review and forward contractor’s submittals.
- The contractor continues working on the final punch list items.
- Continue to perform site visits to verify completion of final punch list items.

Consultant Management:

- Continued coordination with subconsultants and S&B Infrastructure as prime consultant on SH 550 Construction management including discussions with USACE officials on wetland mitigation that was performed as part of this project.
- Project was completed and opened to traffic on June 4, 2015 at 4:00 p.m. The 30 day no toll introduction was completed on July 4, 2015.

Agency Coordination:

- Conducted ongoing discussions with CCRMA staff, TxDOT staff and subconsultants for preparation of SPI 2nd Access project (see specifics above), SH 550, Olmito Switch Yard Repair-In-Place Facility construction project, West Rail construction project, SH 32 East Loop EAs and other miscellaneous items.

Best regards,



Richard L. Ridings, P.E.

Vice President

cc: Carlos Lopez, P.E.

HNTB

WA Cost:	\$	2,965,831.00
SA Cost:	\$	165,885.00
SA Cost:	\$	415,622.00
SA Cost:	\$	109,870.00
SA Cost:	\$	166,668.00
SA Cost:	\$	40,290.00
SA Cost:	\$	59,094.00
SA Cost:	\$	37,334.00
SA Cost:	\$	4,488,102.00
SA Cost:	\$	118,256.00
SA Cost:	\$	15,827.00
SA Cost:	\$	244,621.00
SA Cost:	\$	818,241.00
Total Cost:	\$	9,645,641.00

[illegible]

December Status Report

HNTB

Project		Olmito RIP CI Services
Work Authorization	<input checked="" type="checkbox"/>	Construction & Inspection Services
Supplemental	<input type="checkbox"/>	
Supplemental	<input type="checkbox"/>	
Supplemental	<input type="checkbox"/>	

WA Cost: \$	134,538.00
SA Cost: \$	-
SA Cost:	
SA Cost:	
Total Cost: \$	134,538.00

Description: This Work Authorization is to provide construction inspection (CI) for the Union Pacific Railroad (UPRR) Olmito Yard Repair in Place (RIP) Facility. The construction of this facility allow the UPRR to relocate their current repair in place operations from Harlingen to Olmito and expand their capabilities.

Scope: Construction administration for the Olmito Yard repair-in-place (RIP) facility and lighting. This includes building, equipment, track, drainage, construction sequencing, SWPPP, pay estimates, quantities, and schedule.

Deliverable: Olmito RIP Facility pay estimates, ARRA paperwork, and construction schedule.

Project Activity

Olmito RIP Facility Construction Inspection Services (CI)

Status: Construction at 99% complete.

Recent Activity: None.

Upcoming Activity: BPUB to energize water line. Schedule final walk through with UPRR for facility acceptance.

Outstanding Issues: Awaiting resolution on outstanding SWA. The County had been sent a request to provide warranty deed or metes and bounds for water/sewer line and submit payment on impact fees for both to BPUB.

Task	Status	Anticipated Completion	% Complete
Olmito RIP Facility Construction Inspection Services (CI)			
Project Management, Administration, QA/QC	Ongoing	1/31/2013	100%
Process Invoices and Progress Reports	Ongoing	1/31/2013	100%
Construction Inspection Services	Ongoing	1/31/2013	100%
Construction Management	Ongoing	1/31/2013	100%
Construction Observation and Inspection	Ongoing	1/31/2013	100%
Record Keeping and File Management	Ongoing	1/31/2013	100%
Schedule	Ongoing	1/31/2013	100%
Project Close-Out			
Construction Management	Ongoing	1/31/2013	95%
Record Keeping and File Management	Ongoing	1/31/2013	95%
WA Amount: \$	134,538.00	Outstanding Invoice Number	Days Old
Billed To Date: \$	134,538.00		Invoice Amount
Paid To Date: \$	134,538.00		
Unpaid Balance: \$	-		
Funding Source:			
		Total: \$	-

December Status Report

HNTB

Project		SH 32 GEC
Work Authorization	49	SH 32 GEC
Supplemental	1	SH 32 GEC
Supplemental	2	SH 32 GEC

WA Cost: \$	1,961,997.00
SA Cost: \$	18,277.00
SA Cost: \$	243,639.00
Total Cost: \$	2,223,913.00

Description: This work authorization provides professional services for oversight, guidance, agency coordination, and issue resolution, necessary to expedite the preliminary development phases of these two SH 32 projects only. The two projects, which each have logical termini and independent utility, extend from US 77/83 to FM 3068 (herein referred to as SH 32-West) and from FM 3068 to SH 4 (herein referred to as SH 32-East). The proposed projects are being developed by two prime subconsultants, (S&B Infrastructure, Ltd. and Traffic Engineers, Inc.) under the oversight of HNTB (GEC).

Scope: This Work Authorization allows the GEC to oversee/manage the development of two environmental assessments being prepared for SH 32. The environmental assessments are being prepared by other firms.

Deliverable: Meeting notes, schedules, document reviews, permitting strategies.

Project Activity

East Loop EA

Status:	On-going. SH 32-West EA prepared. SH 32-East EA prepared.
Recent Activity:	Resubmitted SH 32 East EA for review on 9/30/2015.
Upcoming Activity:	Continued coordination with subconsultants, TxDOT and agencies on schematics and environmental documents.
Outstanding Issues:	None

Task	Status	Date of Anticipated Completion	% Complete
East Loop EA			
Project Management and Coordination	Ongoing	12/31/2015	97.5%
Route and Design Studies	Ongoing	12/31/2015	97.5%
Social, Environmental and Economic Studies	Ongoing	12/31/2015	97.5%
WA Amount: \$	2,223,913.00	Outstanding Invoice Number	Days Old
Billed To Date: \$	2,211,731.05		Invoice Amount
Paid To Date: \$	2,211,731.05		
Unpaid Balance: \$	-		
Funding Source:			
Total: \$			-

December Status Report

HNTB

Project	South Padre Island Second Access			
Work Authorization	2	Route Studies and Environmental	WA Cost: \$	26,444.00
Supplemental	1	Environmental Process Completion	SA Cost: \$	225,575.00
Supplemental	2	Environmental Process Completion	SA Cost: \$	325,212.13
			Total Cost: \$	577,231.13

Description: The South Padre Island Second Access project provides engineering and environmental services associated with the development and advancement of the National Environmental Policy Act (NEPA) process. The tasks associated with the project will include the development of an environmental impact statement, alternatives development and evaluation, and related public involvement activities.

Scope: Develop Route and Design, Environmental, Public Involvement, Field Surveying and Photogrammetry studies.

Deliverable: Effort involved in conducting three Public Meetings and associated TWG meetings listed in Project Development Plan and as approved in Phase 2. Preliminary Study Methodology Memorandum. Draft and final preliminary alternative layouts. Draft and final conceptual typical sections and layouts of the reasonable corridor alternatives. Draft technical memorandum. Existing Conditions Assessment summary document. Data Collection Summary Document. Writing of initial Chapters of the NEPA Document.

Project Activity				
Route and Design Studies				
Status: See 40619-PL-017				
Recent Activity:				
Upcoming Activity:				
Outstanding Issues:				
Social, Environmental and Economic Studies				
Status: See 40619-PL-017				
Recent Activity:				
Upcoming Activity:				
Outstanding Issues:				
Field Surveying and Photogrammetry				
Status: See 40619-PL-017				
Recent Activity:				
Upcoming Activity:				
Outstanding Issues:				
Task		Status	Date of Anticipated Completion	% Complete
Route and Design Studies		Ongoing	6/30/2016	25%
Social, Environmental and Economic Studies		Ongoing	6/30/2016	25%
Field Surveying and Photogrammetry		Completed	8/31/2015	100%
WA Amount:	\$ 577,231.13	Outstanding Invoice Number	Days Old	Invoice Amount
Billed To Date:	\$ 262,397.41	120-62837-PL-002	69	\$ 26,830.00
Paid To Date:	\$ 161,789.01	121-62837-PL-002	15	\$ 73,778.41
Unpaid Balance:	\$ 100,608.40			
Total Accrued Interest				
Funding Source:				
			\$	100,608.41

December Status Report

HNTB

Project Outer Parkway Planning Study
 Work Authorization ☒ 3 Outer Parkway Planning Study
 Supplemental ☐
 Supplemental ☐

WA Cost: \$ 12,200.00
 SA Cost:
 SA Cost:
 Total Cost: \$ 12,200.00

Description: This work authorization provides professional services and deliverables associated with a study for the Outer Parkway. The study is to be performed in a three phase effort to deliver a schematic design for the Outer Parkway project.

Scope: This Work Authorization includes the development of an environmental and engineering constraints map, environmental constraints report, and corridor identification report to aid in the establishment of the alignment of the Outer Parkway.

Deliverable: Constraints map, environmental constraints/corridor identification report.

Project Activity

Outer Parkway Planning Study

Status: Complete.

Recent Activity:

Drafted Environmental Classification letter for FHWA concurrence on EA classification.

Upcoming Activity:

Submit Classification letter to FHWA.

Outstanding Issues: None.

Task		Status	Date of Anticipated Completion	% Complete
Outer Parkway Planning Study				
Project Management and Coordination		Complete	3/1/2011	100%
Data Collection		Complete	3/1/2011	100%
Meetings/Management		Complete	3/1/2011	100%
WA Amount:	\$ 12,200.00	Outstanding Invoice Number	Days Old	Invoice Amount
Billed To Date:	\$ 12,200.00	1-62837-PL-003	342	\$ 12,200.00
Paid To Date:	\$ -			
Unpaid Balance:	\$ 12,200.00			
Funding Source:				
Total:				\$ 12,200.00

December Status Report

HNTB

Project SH 32 GEC
 Work Authorization 5 SH 32 GEC

WA Cost: \$ 323,848.00
 Total Cost: \$ 323,848.00

Description: This work authorization provides professional services for oversight, guidance, agency coordination, and issue resolution, necessary to expedite the preliminary development phases of these two SH 32 projects only. The two projects, which each have logical termini and independent utility, extend from US 77/83 to FM 3068 (herein referred to as SH 32-West) and from FM 3068 to SH 4 (herein referred to as SH 32-East). The proposed projects are being developed by two prime subconsultants, (S&B Infrastructure, Ltd. and Traffic Engineers, Inc.) under the oversight of HNTB (GEC).

Scope: This Work Authorization allows the GEC to oversee/manage the development of two environmental assessments being prepared for SH 32. The environmental assessments are being prepared by other firms.

Deliverable: Meeting notes, schedules, document reviews, permitting strategies.

Project Activity

East Loop EA

Status:	See 40619-PL-049
Recent Activity:	See 40619-PL-049
Upcoming Activity:	See 40619-PL-049
Outstanding Issues:	See 40619-PL-049

Task	Status	Date of Anticipated Completion	% Complete
East Loop EA			
Project Management and Coordination	Ongoing	12/31/2015	60.0%
Route and Design Studies	Ongoing	12/31/2015	60.0%
Social, Environmental and Economic Studies	Ongoing	12/31/2015	60.0%

WA Amount:	\$	323,848.00	Outstanding Invoice Number	Days Old	Invoice Amount
Billed To Date:	\$	194,308.80			
Paid To Date:	\$	194,308.80			
Unpaid Balance:	\$	-			
Funding Source:					
Total:					\$ -

**2-B PRESENTATION OF THE STATUS OF THE SH 550 DIRECT
CONNECTOR PROJECT FOR DECEMBER 2015 (TABLED)**

**2-C PRESENTATION OF THE MARKETING EFFORTS FOR THE
MONTH OF DECEMBER 2015**

December 2015 Board Meeting
Marketing Report
Michelle A. Lopez
Marketing & Communications Director



1. WEBSITE-

- a. We expected drops in traffic due to the Holiday Season. Noticeable trends were found in traffic coming from Mexico that helped alleviate any overall performance.
- b. The CCRMA has now broken the 50k average page views per month and will soon break the 10k average page views coming specifically from Monterrey.
- c. As we transition into a new year, new campaigns will help improve metrics even further. At this point, the CCRMA can use these analytical performance sheets to seek any media exchanges with collaborating organizations or businesses through its community page.
- d. Interactive Maps - The SH 550 interactive map is already installed. It went live on December 7th
- e. The West Rail interactive map (1.0) has not been installed and has been postponed until January 24th. We are missing content from the Olmito Switchyard and characteristic information of the entire West Rail. Initial contact has been made to Roser & Cowen Logistical Services, Ltd. in order to obtain logistical information on the region and establish a larger network to promote SH 550 and West Rail (including East Loop).
- f. New analytical information has been captured through our GPS system. The information will show the traffic amount that are passing through zones and origins. The origin we have setup for this initial test was the Pharr-Reynosa International Bridge. All information is confidential and can only be shared within CCRMA.

Avg. Page views/Month: 52,948/+8.23

Pages/Session: 2.25

% New Sessions: 73.05%

New Visitor vs. Returning Visitor: 73.05% / 26.95%

Regional Visits based on Traffic (US): per month

Brownsville	29,693
McAllen	7,095
Harlingen	4,246
Mission	3,928
San Benito	1,943
Pharr	1,847
Weslaco	1,249
SPI	1,090
Edinburg	688
Donna	248

List of Regions based on Traffic (MX):

Monterrey	8,563
Matamoros	5,923
Mexico City	1,291
Reynosa	1,291
Tampico	862
San Luis Potosi	592
Guadalajara	431
Durango	322
Leon	270

Traffic Acquisition:

Direct	44.81%
www.ccrma.org	
www.ccrma.org/about/rfp/	
www.ccrma.org/txtag/	
Referral	26.39%
www.co.cameron.tx.us	30.67%
www.tollroadsnews.com	6.59%
www.txdot.gov	5.43%
www.krgv.com	4.71%
Organic Search	21.39%
Google	75.41%
Bing	13.74%
Yahoo!	9.06%
Social	7.30%
Facebook	91.03%
Twitter	6.96%
LinkedIn	2.01%

Keywords used to search: ccrma, cameron county rma, cameron county regional mobility authority, ccrma.org, ccrma texas, Cameron county regional mobility authority west loop project, ccrma board meetings.

Technical Information:

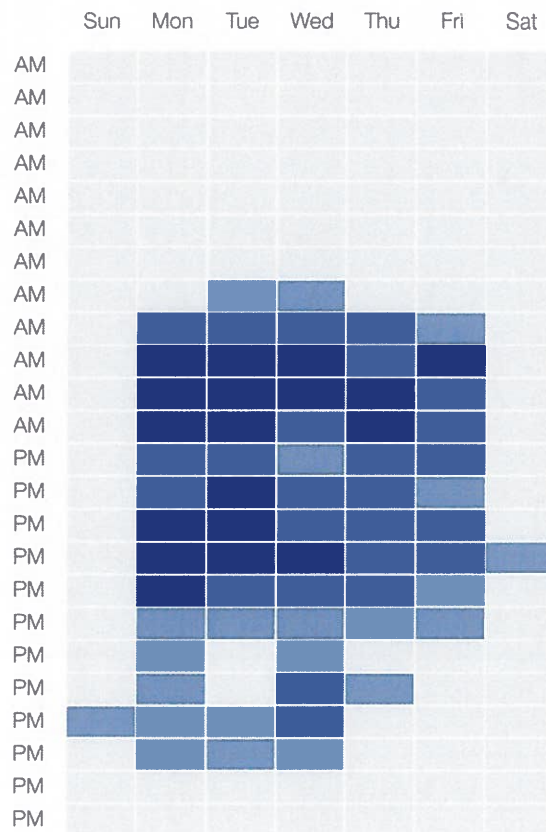
Avg. Page Load Time (sec)	0.41
Avg. Redirection Time (sec)	0.13
Avg. Domain Lookup Time (sec)	0.04
Avg. Page Download Time (sec)	0.31

*Interests based on user's cookies and cached data collected with every visit. This data reflects what each user's primary use for the internet is.

Time slots:

Darker blue time slots represent when traffic is the heaviest to the website. Light blue represents low web traffic.

We have seen an improved web traffic pattern that spans from Monday to Friday from 8 a.m. to 5 p.m.



FIRST LEVEL OF INTERACTION

TIME SPENT ON PAGE

www.ccrma.org	00:02:12 avg.
www.ccrma.org/projects/sh550	00:05:07 avg.
www.ccrma.org/projects/westrailrelocation	00:03:11 avg.
www.ccrma.org/about/rfp	00:12:12 avg.

2nd Level of Interaction:

www.ccrma.org/projects/spi2ndaccess	00:08:02 avg.
www.ccrma.org/txtag/	00:09:54 avg.
www.ccrma.org/projects/sh550/interactivemap	00:12:01 avg.
www.ccrma.org/travel	00:03:16 avg.
www.ccrma.org/about/agendas	00:01:17 avg.

3rd Level of Interaction:

www.ccrma.org/projects/spi2ndaccess/	00:08:02 avg.
www.ccrma.org/txtag/	00:09:54 avg.
www.ccrma.org/projects/sh550	00:05:07 avg.
www.ccrma.org/travel/	00:03:16 avg.
www.ccrma.org/projects/sh550/interactivemap/	00:12:01 avg.

2. "FACE TO FACE" MESSAGES:

- a. Shooting interviews with several principals in the upcoming weeks to begin our campaign.
 - i. These will be video testimonials and some current status shots of roads that will receive the most improvement; i.e. East Loop Project, SH 550.

3. CCRMA NEWSLETTER

- a. We have sent out the latest newsletter for the month of November.
 - i. Article: CCRMA rolls out SH 550 features
 - ii. Article: Lt. Governor Patrick Launches Major Initiative on Texas Ports
 - iii. Article: County Establishes Regional TRZ
 - iv. Your Voice: Vote Encouraged for Proposition 7

4. SOCIAL MEDIA MARKETING-

- a. Minimal promotion was performed during the month of December due to the Holiday Season. Traffic was expected to slow down quite a bit. Collaborating organizations have also postponed any content creation until the New Year. Facebook has only been used to promote CCRMA news in regards to business operations and PR.
 - Page Likes: 4,771 Total Likes -46% from last month

5. SLOW DECEMBER BUT BUSY 2016

- a. The month of December was expected to be slow in terms of web traffic and social media engagement due to the Holiday Season. PR and collaboration has also slowed down due to conflicting business hours and scheduling.
- b. This incoming month, we should see an increase in business levels, engagement and content creation to propel the existing numbers we now see.
- c. New goals, include the fulfillment of collaborative projects, consistent press release strategies towards the media, further educating the general public and implementing new approaches to obtain TxTag conversions and increase penetration rates for the New Year.
- d. The audience now is aware of data submission through Google for GPS traffic route suggestion. SH 550 is now the 1st option as a suggested route when traveling from I69E to South Padre Island. Thus, customers will begin to spread the news and hopefully increase penetration rate this fiscal year.

4-A APPROVAL OF CLAIMS



MEMORANDUM

TO: Chairman and Board Members

FROM: Pete Sepulveda, Jr., Executive Director

RE: Claims Item 4A

DATE: January 14, 2016

Attached are the Claims being presented for consideration and payment.

The Claims include:

- Adrian Rincones – Reimbursement for Office Meeting Meals
- Adrian Rincones – Travel for CFO to Austin for TTI Forum
- Adrian Rincones – Reimbursement of Office Supplies Projector, Accessories & Stand
- Blanca C. Betancourt – Administrative Support for December 2015
- Brownsville Chamber of Commerce – Annual Dues
- Cameron County Clerk – County Clerk Recording Fees
- Crestline – Marketing material for CCRMA
- Culligan of the Rio Grande Valley – Water services for the office
- Fagan Consulting LLC – Development and review of proposals for BOS RFP
- Fagan Consulting LLC – Support for Implementation for PHS
- Fagan Consulting LLC – Toll operation support for December 2015
- Francisco J San Miguel – Monthly toll maintenance services
- Harlingen Area Chamber of Commerce – Annual dues
- Lone Star Shredding Document Storage – Monthly shredding service for office
- Megashine – Monthly Janitorial Services
- Priscilliano Delgado – Monthly Lawn care services
- Public Utilities Board – Utilities on Direct Connector
- R Communications – December 2015 Marketing services
- Republic Services – Waste Management Services
- S&B Infrastructure, LTD – Construction management & project closeout
- Sullivan Public Affairs – Government Relations Consulting December 2015
- Telemundo - Advertising and Marketing Jan-March 2016
- Time Warner Cable Business Class – Phone & Internet services for January 2016
- TML– Insurance Liability Coverage Quarterly Expense
- TML Employee Benefits Pool – Employee health benefits
- Valley Municipal Utility District – Garza Resaca December 2015
- Valley Municipal Utility District – Monthly Water services Rancho Office

I recommend approval of the invoices.

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Invoices Selected for Payment - Claims to be Paid

Vendor ID	Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description
Adrian	Adrian Rincones	AR 1.12.16	96.50	Reimbursement for Office Meeting Meals
Adrian	Adrian Rincones	AR 1.3.16	901.07	Travel for CFO to Austin for TTI Forum
Adrian	Adrian Rincones	AR 1.7.16	828.51	Reimbursement of Office Supplies Projector, Accessories & Stand
Blanca C. Betanco...	Blanca C. Betancourt	21	4,600.00	Administrative Support for December 2015
Brownsville Cham...	Brownsville Chamber of Commerce	16033	420.00	Brownsville Chamber of Commerce Annual Dues
Cameron County ...	Cameron County Clerk	CC 1.4.16	150.00	County Clerk Recording Fees
Crestline	Crestline	2973992	3,708.65	Marketing material for CCRMA
Culligan	Culligan of the Rio Grande Valley	320895	54.52	Water services for Office
Fagan Consulting	Fagan Consulting LLC	BOS-15-12	10,752.00	Development and review of proposals for BOS RFP
Fagan Consulting	Fagan Consulting LLC	LH-15-12	1,176.00	Support for Implementation for PHS
Fagan Consulting	Fagan Consulting LLC	OS-15-12	8,736.00	Toll operation support for December 2015
Franco San Miguel	FRANCISCO J SANMIGUEL	FS December 2015	1,750.00	Monthly toll maintenance services
Harlingen	Harlingen Area Chamber of Commerce	35149	195.00	Harligen Chamber of Commerce annual dues
Lone Star Shredding	Lone Star Shredding Document Storage	1923068	52.50	Monthly shredding service for office
Megashine	Megashine	1165	950.00	Monthly Janitorial Services
Prisciliano Delgado	Prisciliano Delgado	10507	200.00	Monthly Lawn care services
PUB	Public Utilities Board	PUB 600710 Dec ...	261.53	Utilities on Direct Connector
R Communications	R Communications	IN-XH-1151230935	1,150.00	December 2015 Marketing services
Republic Services	Republic Services	0863-001094417	78.83	Waste Management Services
S&B	S&B Infrastructure, LTD	U1965-35	29,290.60	Construction management & project closeout
Sullivan Public Affa	Sullivan Public Affairs	CC122015	7,500.00	Government Relations Consulting December 2015
Telemundo	NBCUniversal LLC	623858 - Telemu...	6,000.00	Advertising & Marketing Telemunder Jan-Mar 2016
Time Warner Cable	Time Warner Cable Business Class	TWC Jan 11 2016	504.27	Phone & Internet services for January 2016
TML	Texas Municipal League Intergovernmental Risk Pool	9384 - Jan 2016	14,519.75	Insurance Liability Coverage Quarterly Expense
TML Emp Health	TML Intergovernmental Employee Benefits Pool	2016-01	4,417.24	Employee health benefits
VMUD	Valley Municipal Utility District	Garza Jan 2016	646.80	Garza Resaca December 2015
VMUD	Valley Municipal Utility District	VMUD Jan 2016	37.19	Monthly Water services Rancho Office
Report Total			98,976.96	

**4-B CONSIDERATION AND APPROVAL OF THE FINANCIAL
STATEMENTS AND BUDGET AMENDMENTS FOR THE MONTH
OF DECEMBER 2015**

SH 550, future I-169, was the first Toll Road in South Texas. Construction began in 2010 and was completed in 2015. The 10-mile Toll Road begins on I-69-E and runs along SH 550 to SH 48, creating an alternate route to the Port of Brownsville and South Padre Island.



CCRMA MONTHLY FINANCIAL REPORT DECEMBER 2015

Pete Sepulveda, Jr. Executive Director

Jesus Adrian Rincones, CPA, CFE, Chief Financial Officer

CCRMA MONTHLY FINANCIALS

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CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Revenues, Expenditures And Changes in Net Assets - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Operating Revenues				
Vehicle registration fees	225,415	677,976	2,950,000	(2,272,024)
TRZ revenue	0	0	750,000	(750,000)
Other revenue	0	1	1,685,000	(1,684,999)
Total Operating Revenues	<u>225,415</u>	<u>677,977</u>	<u>5,385,000</u>	<u>(4,707,023)</u>
Operating Expenses				
Personnel costs	99,064	191,978	696,520	504,542
Professional services	0	1,281	134,900	133,619
Contractual services	12,100	31,984	72,000	40,016
Debt interest	0	0	4,330,000	4,330,000
Advertising & marketing	449	4,235	25,000	20,765
Data processing	558	1,128	3,250	2,122
Dues & memberships	205	10,520	15,000	4,480
Education & training	900	2,175	10,000	7,825
Fiscal agent fees	0	2,120	25,000	22,880
Insurance	0	856	6,900	6,044
Maintenance & repairs	1,375	5,525	20,500	14,975
Office supplies	3,259	4,341	34,800	30,459
Rent	916	1,374	7,500	6,126
Travel	163	1,368	35,000	33,632
Utilities	798	2,446	3,000	554
Other expenses	0	0	40,000	40,000
Total Operating Expenses	<u>119,788</u>	<u>261,330</u>	<u>5,459,370</u>	<u>5,198,040</u>
Non Operating Revenue				
Interest income	489	1,217	20,000	(18,783)
Total Non Operating Revenue	<u>489</u>	<u>1,217</u>	<u>20,000</u>	<u>(18,783)</u>
Changes in Net Assets	<u>106,116</u>	<u>417,864</u>	<u>(54,370)</u>	<u>472,234</u>
Net Assets Beginning of Year	<u>311,748</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Assets End of Year	<u><u>417,864</u></u>	<u><u>417,864</u></u>	<u><u>(54,370)</u></u>	<u><u>472,234</u></u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Revenues and Expenditures - Toll Operations - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Toll Operating Revenues				
Toll Revenue	36,820.24	111,688.03	260,000.00	(148,311.97)
Toll Violation Revenue	23,821.79	69,916.82	175,000.00	(105,083.18)
Interop Revenue	30,500.00	100,706.50	230,000.00	(129,293.50)
Bridge Interopability	0.00	0.00	10,000.00	(10,000.00)
Other Revenue	0.00	0.00	5,000.00	(5,000.00)
Total Toll Operating Revenues	91,142.03	282,311.35	680,000.00	(397,688.65)
Toll Operating Expenses				
Advertising & Marketing	1,342.22	10,885.68	50,000.00	39,114.32
Contractual	0.00	3,500.00	24,000.00	20,500.00
Education & Training	0.00	0.00	5,000.00	5,000.00
Maintenance - SH 550	1,750.00	15,882.19	65,000.00	49,117.81
Interop Collection Fees	2,000.00	6,576.69	21,000.00	14,423.31
PBM Add on Fees	5,185.24	13,110.56	21,000.00	7,889.44
PBM Image Review	5,307.60	18,388.43	30,000.00	11,611.57
PBM Pre-Court Program	125.00	450.00	6,000.00	5,550.00
Postage	0.00	100.15	500.00	399.85
Rent	0.00	0.00	1,000.00	1,000.00
Travel	0.00	0.00	8,500.00	8,500.00
Utilities	1,331.30	4,021.77	17,500.00	13,478.23
Bridge Interoperability Administration Fee	0.00	0.00	1,500.00	1,500.00
Bridge Interoperability Maintenance	0.00	0.00	12,000.00	12,000.00
Toll Road Property Insurance	0.00	13,253.75	50,000.00	36,746.25
Toll Operational Support	0.00	23,283.05	61,000.00	37,716.95
Toll System Provider Maintenance	0.00	62,500.00	226,300.00	163,800.00
Total Toll Operating Expenses	17,041.36	171,952.27	600,300.00	428,347.73
Changes in Net Assets	74,100.67	110,359.08	79,700.00	30,659.08

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
 Combined Statement of Revenues and Expenses - Unposted Transactions Included In Report
 From 12/1/2015 Through 12/31/2015

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Operating Revenues				
Vehicle registration fees	225,415.00	677,976.25	2,950,000.00	(2,272,023.75)
Toll revenues	91,142.03	282,311.35	675,000.00	(392,688.65)
TRZ revenue	0.00	0.00	750,000.00	(750,000.00)
Other revenue	0.00	0.79	1,690,000.00	(1,689,999.21)
Total Operating Revenues	316,557.03	960,288.39	6,065,000.00	(5,104,711.61)
Operating Expenses				
Personnel costs	99,063.60	191,977.63	696,520.00	504,542.37
Accounting software and services	0.00	1,531.00	9,900.00	8,369.00
Professional services	0.00	0.00	125,000.00	125,000.00
Contractual services	12,100.00	35,484.00	96,000.00	60,516.00
Debt interest	0.00	0.00	4,030,000.00	4,030,000.00
Project expenses	0.00	0.00	300,000.00	300,000.00
Advertising & marketing	1,791.46	15,120.75	75,000.00	59,879.25
Data processing	558.36	1,127.76	3,250.00	2,122.24
Dues & memberships	205.00	10,520.00	15,000.00	4,480.00
Education & training	900.00	2,175.33	15,000.00	12,824.67
Fiscal agent fees	0.00	2,120.00	25,000.00	22,880.00
Insurance	0.00	14,109.66	56,900.00	42,790.34
Maintenance & repairs	1,375.00	5,525.00	20,500.00	14,975.00
Office supplies	3,259.12	4,441.21	35,300.00	30,858.79
Road maintenance	1,750.00	78,382.19	303,300.00	224,917.81
Rent	915.78	1,373.67	8,500.00	7,126.33
Toll services	12,617.84	61,808.73	140,500.00	78,691.27
Travel	163.38	1,367.63	43,500.00	42,132.37
Utilities	2,129.74	6,467.97	20,500.00	14,032.03
Other expenses	0.00	0.00	40,000.00	40,000.00
Total Operating Expenses	136,829.28	433,532.53	6,059,670.00	5,626,137.47
Non Operating Revenue				
Interest income	489.14	1,217.40	20,000.00	(18,782.60)
Total Non Operating Revenue	489.14	1,217.40	20,000.00	(18,782.60)
Changes in Net Assets	180,216.89	527,973.26	25,330.00	502,643.26
Net Assets Beginning of Year	347,756.37	0.00	0.00	0.00
Net Assets End of Year	527,973.26	527,973.26	25,330.00	502,643.26

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Capital Projects in Progress - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Capital Projects				
South Padre Island 2nd Access	58,578	254,342	2,500,000	2,245,658
West Parkway Project	0	0	800,000	800,000
Outer Parkway	0	0	2,550,000	2,550,000
FM 1925	0	0	100,000	100,000
West Rail Relocation	3,615	11,619	3,500,000	3,488,381
SH 550	29,291	48,877	7,650,000	7,601,123
SH 32 (East Loop)	0	0	2,150,000	2,150,000
Total Capital Projects	<u>91,483</u>	<u>314,839</u>	<u>19,250,000</u>	<u>18,935,161</u>

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015
(In Whole Numbers)

		Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
Capital Projects					
South Padre Island 2nd Access	2000				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Planning & Coordination	15100	35,502	50,879	250,000	199,121
CIP - Preliminary Engineering & Design	15110	0	28,726	350,000	321,274
CIP - Environmental Studies	15120	0	136,577	1,500,000	1,363,423
CIP - Public Presentations, RFP, RFQ, Bidding & Letting	15140	0	0	100,000	100,000
CIP - Right of Way	15200	7,805	7,805	300,000	292,195
CIP - Direct Legal Costs	15300	15,272	30,356	0	(30,356)
Total South Padre Island 2nd Access		58,578	254,342	2,500,000	2,245,658
West Parkway Project	2025				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Preliminary Engineering & Design	15110	0	0	150,000	150,000
CIP - Environmental Studies	15120	0	0	650,000	650,000
Total West Parkway Project		0	0	800,000	800,000
Outer Parkway	2050				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Planning & Coordination	15100	0	0	250,000	250,000
CIP - Preliminary Engineering & Design	15110	0	0	400,000	400,000
CIP - Environmental Studies	15120	0	0	1,500,000	1,500,000
CIP - Public Presentations, RFP, RFQ, Bidding & Letting	15140	0	0	100,000	100,000
CIP - Right of Way	15200	0	0	300,000	300,000
Total Outer Parkway		0	0	2,550,000	2,550,000
FM 1925	2075				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Planning & Coordination	15100	0	0	15,000	15,000
CIP - Preliminary Engineering & Design	15110	0	0	50,000	50,000
CIP - Environmental Studies	15120	0	0	35,000	35,000
Total FM 1925		0	0	100,000	100,000
West Rail Relocation	2100				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Mitigation	15130	1,631	2,660	0	(2,660)
CIP - Right of Way	15200	1,690	8,556	0	(8,556)
CIP - Construction	15220	0	0	3,000,000	3,000,000
CIP - Construction Management	15240	0	0	500,000	500,000
CIP - Direct Legal Costs	15300	294	403	0	(403)
Total West Rail Relocation		3,615	11,619	3,500,000	3,488,381
SH 550	2200				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Planning & Coordination	15100	0	0	400,000	400,000
CIP - Preliminary Engineering & Design	15110	0	0	400,000	400,000
CIP - Mitigation	15130	0	6,463	150,000	143,537
CIP - Construction	15220	0	0	6,000,000	6,000,000
CIP - Construction Management	15240	29,291	42,414	700,000	657,586
Total SH 550		29,291	48,877	7,650,000	7,601,123
SH 32 (East Loop)	2250				
CAPITALIZED PROJECT COSTS	01CAP				
CIP - Planning & Coordination	15100	0	0	350,000	350,000
CIP - Environmental Studies	15120	0	0	1,500,000	1,500,000

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 12/1/2015 Through 12/31/2015
(In Whole Numbers)

	Current Period Actual	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original
CIP - Right of Way	0	0	300,000	300,000
Total SH 32 (East Loop)	0	0	2,150,000	2,150,000
Total Capital Projects	91,483	314,839	19,250,000	18,935,161

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet
As of 12/31/2015
(In Whole Numbers)

	<u>Current Year</u>
ASSETS	
Current Assets:	
Cash and cash equivalents	
CCRMA Claims Account	(8,298)
CCRMA Operating Fund	1,938,369
Toll Operators Cash	60
TxTag - Replenishment Account	6,086
CCRMA Bond/Debt Funds	<u>11,354</u>
Total Cash and cash equivalents	1,947,570
Restricted cash accounts - debt service	
CCRMA Toll Revenue Funds	75,824
2010 A & B Pledged Revenue Funds	520,101
2010 A Debt Reserve	1,038,587
2010 A Debt Service	844,986
2010 B Debt Reserve	1,218,154
2010 B Debt Service	236,007
2012 Bond CAPI funds	144,323
2012 Bond Operating Fund	66,772
2012 Bond Project Funds	3,191,696
2012 Bonds Rate Stabilization Fund	1,227,673
2012 Bond Pledged Revenue	512,170
2012 Bonds Debt Service	537,777
2014 Refunding Series Escrow Account	671
2014 Refunding Series 10 Proceeds	5,125
Series 2014 Revenue and Tax	<u>1,750</u>
Total Restricted cash accounts - debt service	9,621,615
Accounts receivable	
Accounts Receivable - Customers	10,435
Vehicle Registration Fees - Receivable	<u>755,571</u>
Total Accounts receivable	766,007
Accounts receivable - other agencies	
Accounts Receivable - Other Agencies	0
Due from Other Agencies	<u>1,411,800</u>
Total Accounts receivable - other agencies	<u>1,411,800</u>
Total Current Assets:	13,746,992
Non Current Assets:	
Capital assets, net	
Land & Right of Way	98,750
Buildings	202,803
Accumulated Depreciation-Buildings	(5,070)
Improvements	7,791
Accumulated Depreciation-Improvements	(87)
Furnishings & Equipment	7,521,316
Accumulated Depreciation-Furnishings & Equipment	(716,430)
Software & Technology	264,535
Accumulated Depreciation Software & Technology	(7,917)
Infrastructure & Utilities	64,300,901
Accumulated Depreciation-Infrastructure	<u>(971,867)</u>
Total Capital assets, net	70,694,726
Capital projects in progress	
CIP - Planning & Coordination	680,236
CIP - Preliminary Engineering & Design	3,556,537

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet
As of 12/31/2015
(In Whole Numbers)

	Current Year
CIP - Environmental Studies	14,297,234
CIP - Mitigation	245,767
CIP - Right of Way	131,674
CIP - Construction	2,710,397
CIP - Construction Management	472,544
CIP - Direct Legal Costs	152,286
CIP - Capitalized Interest	52,987
CIP - Direct Administration	161,004
CIP - Indirect Administration and Overhead	1,059,838
Total Capital projects in progress	23,520,502
Other assets	
Other Assets	41,883,554
Total Other assets	41,883,554
Unamortized bond prepaid costs	
2012 Bonds Prepaid Insurance	112,183
2014 Bond Prepaid Insurance	11,493
Total Unamortized bond prepaid costs	123,676
Total Non Current Assets:	136,222,458
Total ASSETS	149,969,449
LIABILITIES	
Current Liabilities	
Accounts payable	
AP - Operations	14,684
AP - Project Expenditures	236,826
Total Accounts payable	251,510
Accrued expenses	
TxTag Customer Deposits	809
Toll Refunds from MSB	2,984
Accrued Expense	454,491
Total Accrued expenses	458,285
Payroll liabilities	
Federal Tax Withholding	(8)
Payroll Tax Payable	9
Retirement Contribution Payable	8,183
Health Insurance Payable	800
Aflac Employee Liabilities	176
Dental Insurance Payable	92
Employee Vision Insurance	25
Total Payroll liabilities	9,277
Deferred revenue	
UFV Fund Deposits	754
Deferred Revenue	1,624
Total Deferred revenue	2,378
Total Current Liabilities	721,450
Non Current Liabilities	
Due to other agencies	
Cameron County	167,500
Due to other Entity's	2,122,988
Total Due to other agencies	2,290,488
Due to TxDot	
Union Pacific - West Rail Project	28,914,071

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet

As of 12/31/2015

(In Whole Numbers)

	Current Year
Union Pacific - Olmito Switchyard	9,919,811
TxDot FAA - South Padre Island	11,186,738
TxDot FAA - West Parkway	2,244,589
Total Due to TxDot	52,265,209
Long term bond payable	
2010A Bonds Payable	4,480,000
2010A Unamortized Premium	58,097
2010B Bonds Payable	15,535,000
2012 Bonds Payable	40,000,000
2012 Unamortized Premium	4,011,379
2014 Bonds Payable	5,000,000
2014 Bond Premium	154,653
2010A Refund Series 2014	6,325,000
2010A Refund Premium Series 2014	117,507
2010A Refunding Deferred Charge 2014 Series	(67,975)
2015 CO Bonds	4,500,000
2015 CO Bonds Discount	(38,768)
Total Long term bond payable	80,074,893
Total Non Current Liabilities	134,630,590
Total LIABILITIES	135,352,040
NET POSITION	
Beginning net position	7,812,522
Total Beginning net position	7,812,522
Changes in net position	6,806,697
Total Changes in net position	6,806,697
Total NET POSITION	14,619,218
TOTAL LIABILITIES AND NET POSITION	149,971,259

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Cash Flows

As of 12/31/2015

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from Vehicle Registration Fees	0.00	558,572.00
Receipts from Toll Revenues	87,733.27	285,926.46
Payments to Vendors	(35,611.39)	(237,745.52)
Payments to Employees	(92,767.03)	(202,846.63)
Total Cash Flows from Operating Activities	<u>(40,645.15)</u>	<u>403,906.31</u>
Cash Flows from Capital and related Financing Activities		
Acquisitions of Property and Equipment	0.00	(12,224.00)
Receipts from Grants and Other income	737.78	1,608.63
Acquisitions of Construction in Progress	(221,128.80)	(913,944.51)
Proceeds from TxDot FAA	0.00	125,911.15
Proceeds from Other Governments	3,000.00	108,560.45
Total Cash Flows from Capital and related Financing Activities	<u>(217,391.02)</u>	<u>(690,088.28)</u>
Net Increase (Decrease) in Cash & Cash Equivalents	<u>(258,036.17)</u>	<u>(286,181.97)</u>
Beginning Cash & Cash Equivalents	(29,800.89)	0.00
Ending Cash & Cash Equivalents	<u><u>(287,837.06)</u></u>	<u><u>(286,181.97)</u></u>

**4-C CONSIDERATION AND APPROVAL OF AN INTERLOCAL
AGREEMENT BETWEEN THE CAMERON COUNTY REGIONAL
MOBILITY AUTHORITY AND THE HIDALGO COUNTY REGIONAL
MOBILITY AUTHORITY FOR THE FM 1925 PROJECT (TABLED)**

**4-D CONSIDERATION AND APPROVAL OF SUPPLEMENTAL WORK
AUTHORIZATION NO. 3 TO WORK AUTHORIZATION NO. 2 WITH
HNTB FOR THE SPI 2ND ACCESS PROJECT**

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
General Engineering Consultant Services

**SUPPLEMENTAL WORK AUTHORIZATION NO. 03
TO WORK AUTHORIZATION NO. 02
Phase 3B – Environmental Process Completion**

This Supplemental Work Authorization No. 03 to Work Authorization No. 02 is made pursuant to the terms and conditions of the Base Contract, effective November 1, 2014, hereinafter identified as the "Agreement", entered into by and between Cameron County Regional Mobility Authority (the "AUTHORITY") and HNTB Corporation (the "CONSULTANT").

Part 1. The CONSULTANT will provide the following consulting services:

The responsibilities of the AUTHORITY, the CONSULTANT and the schedule are further detailed in Exhibits A, B and C.

Part 2. The Lump Sum amount for services being performed under this Supplemental Work Authorization No. 03 to Work Authorization No. 02 increases the total lump sum amount payable by \$120,943.02 from \$577,231.13 to \$698,174.15. A fee schedule used to establish the amount payable is attached hereto as Exhibit D. The CONSULTANT may alter the compensation distribution between individual phases, tasks or work assignments to be consistent with the services actually rendered, within the total amount.

Part 3. Payment to the CONSULTANT for the services established under this Supplemental Work Authorization No. 03 to Work Authorization No. 02 shall be made in accordance with the Agreement.

Part 4. This Supplemental Work Authorization No. 03 to Work Authorization No. 02 is effective as of January 14, 2016, and shall terminate on August 1, 2016, unless extended by a Supplemental Work Authorization.

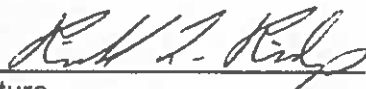
Part 5. This Supplemental Work Authorization No. 03 to Work Authorization No. 02 does not waive the parties' responsibilities and obligations provided under the Agreement.

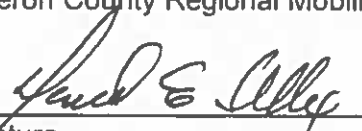
Supplemental Work Authorization No. 03
to Work Authorization No. 02

Part 6. This Supplemental Work Authorization No. 03 to Work Authorization No. 02 is hereby accepted and acknowledged below.

CONSULTANT:
HNTB Corporation

AUTHORITY:
Cameron County Regional Mobility Authority

By: 
Signature

By: 
Signature

Richard L. Ridings, P.E.
Printed Name

David E. Allex
Printed Name

Vice President
Title

Chairman
Title

1/14/2016
Date

1/14/2016
Date

LIST OF EXHIBITS

- Exhibit A - Services to be Provided by the Authority
- Exhibit B - Services to be Provided by the Consultant
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule

**EXHIBIT A
SERVICES TO BE PROVIDED BY THE AUTHORITY
Phase 3B – Environmental Process Completion**

County: Cameron
Highway: SPI 2nd Access

In addition to the services listed in the Agreement, the AUTHORITY will provide the following services:

1. The AUTHORITY will collect and provide hard copy and digital copy (if available) of previously completed studies, cost estimates, record drawings, public involvement, traffic data for roadway, property ownership digital mapping and public utility information.
2. The AUTHORITY shall give prompt written notice to CONSULTANT whenever the AUTHORITY becomes aware of any development that does or may affect the scope or timing of CONSULTANT'S services, or any defect in the CONSULTANT'S Scope of Services or its subconsultants.
3. The AUTHORITY shall advise CONSULTANT of the identity and scope of services of any independent consultants retained by the AUTHORITY to provide services in regard to the Project.
4. The AUTHORITY shall provide timely approvals and responses, enabling the project to move forward smoothly and with minimal delay. When delays in issuing approvals and responses are anticipated by the AUTHORITY, the AUTHORITY shall communicate this to the CONSULTANT and allow project schedule to be adjusted accordingly.

EXHIBIT B
SERVICES TO BE PROVIDED BY THE CONSULTANT
Phase 3B – Environmental Process Completion

County: Cameron
Project: SPI 2nd Access

PROJECT UNDERSTANDING AND GOALS

HNTB Corporation (CONSULTANT) under this Supplemental Work Authorization No. 03 to Work Authorization No. 02 will provide environmental services associated with the development and advancement of the National Environmental Policy Act (NEPA) process for the proposed South Padre Island (SPI) 2nd Access Project in Cameron County, Texas. The proposed SPI 2nd Access Project will serve as a critical alternative evacuation route from the island in times of disaster, hurricanes, and other emergencies and as a conduit for economic development in the region. The tasks associated with the project will include project administration, the development of the necessary environmental documentation, and agency coordination to support the Biological Assessment coordination.

The CONSULTANT will perform these Supplemental Work Authorization tasks according to Exhibit C, Work Schedule. The CONSULTANT will function as an extension of the Cameron County Regional Mobility Authority (AUTHORITY)'s resources by providing qualified technical and professional personnel, by performing the tasks described herein, and by meeting the requirements and responsibilities outlined under these terms of Exhibit B, Scope of Work. The CONSULTANT will minimize the AUTHORITY's need to apply its own resources to assignments authorized to the maximum extent possible.

Services to be provided by the CONSULTANT will be performed under the direction of the AUTHORITY for each task described. All work is to be done in U.S. Customary Units.

Notwithstanding anything to the contrary, the CONSULTANT shall not be responsible for verifying or ensuring the accuracy of any information or content supplied by AUTHORITY or any other project participant, nor ensuring that such information or content does not violate or infringe any law or other third party rights. The AUTHORITY shall indemnify the CONSULTANT for any infringement claims resulting from the CONSULTANT's use of such content, materials, or documents.

Because the CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet project schedules, the CONSULTANT's opinion of probable costs and of project schedules shall be made on the basis of experience and qualifications as a professional engineer (PE). The CONSULTANT does not guarantee that proposals, bids, or actual project

**Supplemental Work Authorization No. 03
to Work Authorization No. 02**

costs will not vary from the CONSULTANT's cost estimates or that actual schedules will not vary from the CONSULTANT's projected schedules.

A map showing the project limits is provided in Figure 1.



Figure 1 - Preferred Alternative

Figure 1 – Project Limits

SCOPE OUTLINE:

The following Scope of Work describes the task details that are included in the Services to be provided by the CONSULTANT on the 2nd Access project.

The CONSULTANT will also perform independent project oversight and coordination duties for each task and subtask detailed below. This General Engineering Consultant (GEC) oversight will be performed by a GEC OVERSIGHT TEAM made up of CONSULTANT personnel. The GEC OVERSIGHT TEAM will be comprised of GEC personnel that are not involved, except in an oversight and contract administration role, in project-specific design and development activities. The oversight services will include establishing guidelines, standards, engineering oversight, as well as providing the systems and procedures to implement the design and construction of the project. The GEC OVERSIGHT TEAM's role will be expanded upon in the project organizational chart and the QA/QC project manual.

TASK 102 – ROUTE AND DESIGN STUDIES

TASK 102.01 – PROJECT ADMINISTRATION AND COORDINATION

Subtask 102.01.01 – General Administration

The CONSULTANT will perform project administrative and coordination duties, including contract administration, project management, meeting minutes of required meetings and telephone conversations and other related administrative tasks (e.g., direct costs) associated with the project, including:

- A) Coordinate, execute and administer work authorization with the AUTHORITY and the GEC OVERSIGHT TEAM.
- B) Progress Reports and Invoices – Prepare monthly invoices and progress reports for the services, together with evidence of services accomplished during the time period since the previous report. Prepare a detailed schedule (provide in the AUTHORITY approved format) of anticipated monthly invoice billing linking to the project work authorization tasks. A monthly progress report will be submitted and include: activities completed, initiated or ongoing, during the reporting period; activities planned for the coming period; problems encountered and actions to remedy them; overall status, including a tabulation of percentage complete by task; updated project schedule; minutes of study meetings and copies of monthly correspondence. The CONSULTANT will also provide a weekly e-mail summary to the GEC OVERSIGHT TEAM that briefly summarizes services performed and activities that occurred that week, including any required action items or any other pertinent project issues.
- C) Record Keeping and File Management – Maintain records and files related to the project throughout the duration of the services. Uploading of project files to the

**Supplemental Work Authorization No. 03
to Work Authorization No. 02**

ProjectWise website will be coordinated with the GEC OVERSIGHT TEAM. Maintain and update via ProjectWise the deliverables tracking log provided by the GEC OVERSIGHT TEAM and denote specific submittals in the weekly e-mail summary.

- D) Correspondence – Prepare written materials, letters, and survey forms used to solicit information or collect data for the project and submit them to the AUTHORITY for review and approval prior to its use or distribution. Copies of outgoing correspondence and incoming correspondence will be provided to the AUTHORITY on a continuing basis, but not less than once a month.
- E) Schedule – Update schedule linking work authorization tasks, subtasks, critical dates, milestones, deliverables and AUTHORITY/Texas Department of Transportation (TxDOT) review requirements.

Subtask 102.01.02 – Management and Coordination

Conference Calls:

The CONSULTANT will hold conference calls (maximum of 3-1 hour calls) with SUBCONSULTANT, TxDOT, designated AUTHORITY representatives and the GEC OVERSIGHT TEAM to report on the progress of tasks and issues related to the services. The CONSULTANT will prepare meeting minutes and action item lists as appropriate.

Deliverables:

- Monthly progress reports that delineates activities performed per function code
- Monthly invoice/billings with list of products delivered per invoice billing cycle
- Meeting minutes and action item lists

TASK 120 – SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES

Subtask 120.06.14 – Continued Threatened/Endangered Species and USFWS/NOAA Fisheries Coordination for Section 7 Consultation

A Draft Biological Assessment (BA) was prepared for the Recommended Preferred Alternative (Alternative 6) at the 60% design stage and is currently being updated as the project reaches 100% design. To date, this has involved unanticipated and major changes to the BA as elements of the design have changed as well as numerous rounds of review, edits to the document, conference calls, and electronic communications regarding comments received from USFWS, TxDOT and Federal Highway Administration (FHWA).

However, additional effort and funding is required by the CONSULTANT to complete tasks relative to the BA covered under existing work authorizations or related

**Supplemental Work Authorization No. 03
to Work Authorization No. 02**

supplemental. Specifically, this work involves additional consultation and BA preparation needed to address existing comments from the United States Fish and Wildlife Service (USFWS) and forthcoming National Oceanic and Atmospheric Association (NOAA) comments and related internal and agency meetings.

Therefore, the services to be performed by the CONSULTANT as part of this supplemental to the existing scope of services includes reviewing all USFWS and NOAA comments on the BA, determining the scope of necessary revisions based on agency comments, and implementing necessary (and extensive) revisions to complete a revised BA. The nature and scope of all agency comments remains somewhat uncertain to complete the consultation process but the USFWS review of October 2015 clearly involves substantial revisions to the existing BA. As a part of the level of effort to complete the BA, the CONSULTANT will participate in up to three (3) 2 hour meetings with USFWS/NOAA, two (2) conference calls with TxDOT and two (2) meetings with involved parties.

Also, CONSULTANT will subcontract for additional, continuing Endangered Species Act legal review by Nossaman LLP, attorneys at law. Previous review was conducted by Sedgwick LLP, attorneys at law. Staff consulting on the project from Sedgwick LLP has moved to Nossaman LLP and a transition to this firm is needed to provide consistency and accuracy. The CONSULTANT will therefore subcontract Nossaman LLP to assist in responding to USFWS/NOAA comments on the recent version of the draft BA, including deskwork and limited legal research and attending one (1) 2 hour meeting with the CONSULTANT and involved parties.

Deliverables:

- Comment responses to USFWS comments
- Meeting minutes and action items
- Revised Biological Assessment

**Supplemental Work Authorization No. 03
to Work Authorization No. 02**

**EXHIBIT C
WORK SCHEDULE**

Phase 3B – Environmental Process Completion

This Supplemental Work Authorization No. 03 to Work Authorization No. 02 is effective as of January 14, 2016, and shall terminate on August 1, 2016, unless extended by a Supplemental Work Authorization.

Summary All Firms
SPI 2nd Access - Phase 3B
Supplemental Work Authorization No. 03
to Work Authorization No. 02
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

		HNTB	SWCA	Total
TASK 102	ROUTE AND DESIGN STUDIES			
	TASK 102.01 - PROJECT ADMINISTRATION AND COORDINATION	\$ 6,313.72		\$ 6,313.72
	SUBTOTAL FOR ROUTE AND DESIGN STUDIES	\$ 6,313.72	\$ -	\$ 6,313.72
TASK 120	SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES			
	TASK 120.02 - CONTINUED AGENCY COORDINATION	\$ 40,111.81	\$ 53,800.00	\$ 93,911.81
	SUBTOTAL FOR SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES	\$ 40,111.81	\$ 53,800.00	\$ 93,911.81
	Total Labor	\$ 46,425.52	\$ 53,800.00	\$ 100,225.52
	Total Expenses	\$ 5,285.50	\$ 15,432.00	\$ 20,717.50
	Total Labor and Expenses	\$ 51,711.02	\$ 69,232.00	\$ 120,943.02

Summary All Firms
SPI 2nd Access - Phase 3B
Supplemental Work Authorization No. 03
to Work Authorization No. 02
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

	Senior Technical Advisor	Project Director	Deputy Project Manager	Senior Engineer	Engineer	ENV Project Director	Senior ENV Planner	Senior Project Admin	TOTALS
TASK 102	Contracted Rates \$ 388.71	\$ 280.42	\$ 219.34	\$ 211.01	\$ 154.26	\$ 213.79	\$ 188.02	\$ 149.93	
ROUTE AND DESIGN STUDIES									
TASK 102.01 - PROJECT ADMINISTRATION AND COORDINATION									
Subtask 102.01.01 - General Administration	1		4			6	8	8	29
TASK 102.01 SUBTOTAL (GEC TEAM)	1		4			6	8	8	29
TASK 102.01 SUBTOTAL (GEC OVERSIGHT TEAM COORDINATION)		1		1	1				3
TASK 102.01 SUBTOTAL (HNTB)	1	1	4	1	1	6	8	8	32
TASK 120									
SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES									
TASK 120.03 - Continued Threatened/Endangered Species and USFWS/NOAA Fisheries Coordination for Section 7 Consultation				30		70	80		180
TASK 120 SUBTOTAL (GEC TEAM)				30		70	80		180
TASK 120 SUBTOTAL (GEC OVERSIGHT TEAM COORDINATION)		5		9	4				18
TASK 120 SUBTOTAL (HNTB)		5		39	4	70	80		198
TOTAL HOURS (GEC TEAM)	1		4	30		78	88	8	209
TOTAL HOURS (GEC OVERSIGHT COORDINATION)		6		10	5				21
TOTAL HOURS (HNTB)	1	6	4	40		78	88	8	230
Lebor Rates \$ 388.71	\$ 280.42	\$ 219.34	\$ 211.01	\$ 154.26	\$ 154.26	\$ 213.79	\$ 188.02	\$ 149.93	
Total Labor Cost \$ 388.71	\$ 1,692.55	\$ 877.37	\$ 8,440.50	\$ 791.30	\$ 16,675.94	\$ 16,370.13	\$ 1,199.44	\$ 46,425.52	
Total HNTB Expenses (see summary)									\$ 5,285.50
Total HNTB Labor Plus Expenses									\$ 51,711.02

Summary All Firms
 SPI 2nd Access - Phase 3B
 Supplemental Work Authorization No. 03
 to Work Authorization No. 02
 Exhibit D - Fee Schedule
 Basis of Lump Sum Fee

EXPENSES				
	Unit	Amount	Contract Rate	Cost
Admin Travel				
Airfare (Lowest available coach fare) (2 persons x 4 mths RT AUS-HRL)	ROUNDTRIP	8	\$350.00	\$2,800.00
Automobile Mileage	MILE	150	\$0.560	\$84.00
Lodging "+ tax"	DAY	8	\$85.00	\$680.00
Rental Vehicle "+ tax"	DAY	16	\$50.00	\$800.00
Airport Parking	DAY	16	\$13.00	\$208.00
Per Diem	DAY	16	\$36.00	\$576.00
Subtotal				\$5,148.00
Printing/Reproductions				
B&W Copies 8.5" x 11"	EA	100	\$0.07	\$7.00
Color Copies 8.5" x 11"	EA	50	\$0.78	\$39.00
B&W Copies 11" x 17"	EA	100	\$0.14	\$14.00
Color Copies 11" x 17"	EA	50	\$1.55	\$77.50
Roll Plots	SQ FT	0	\$7.50	\$0.00
Binders	EA	0	\$8.00	\$0.00
Color Plots	SQ FT	0	\$1.64	\$0.00
CD Copying	EA	0	\$4.50	\$0.00
Reproduce Plan Sets	EA	0	\$0.00	\$0.00
Subtotal				\$137.50
Total Expenses				\$5,285.50

Exhibit D - Fee Schedule
South Padre Island 2nd Access - Biological Assessment

SWCA									
	Project Principal	Senior Scientist	Environmental Specialist IV	Environmental Specialist II	Environmental Specialist I	Graphics	Admin	Total	
Subtask 120.06.14	\$185.00	\$185.00	\$85.00	\$65.00	\$55.00	\$75.00	\$55.00		
Additional Project Management	12	0	0	0	0	0	4	16	
Revise BAs in Response to USFWS Reviews	16	120	240	48	8	24	8	464	
Subtotal	28	120	240	48	8	24	12	480	
Total Hours	28	120	240	48	8	24	12	480	
Direct Labor	\$5,180.00	\$22,200.00	\$20,400.00	\$3,120.00	\$440.00	\$1,800.00	\$660.00	\$53,800.00	

Labor (Including Overhead and Profit) \$53,800.00
 Expenses \$15,432.00
TOTAL FEE \$69,232.00

SWCA Expenses	Units	Unit Cost	Total
Copies			
b/w	500	\$0.100	\$50.00
color	75	\$1.000	\$75.00
Mileage	500	\$0.560	\$280.00
Lodging		\$85.000	\$0.00
Local Deliveries	1	\$12.00	\$12.00
Overnight Deliveries	1	\$15.00	\$15.00
Subcontractor - Nossaman LLP Services		\$15,000.00	
Nossaman LLP Hourly Rates Alan			
Glen 33 hrs @ \$425/hr - \$14,025.00			
Sarah Wells 4 hrs @ \$225/hr - \$			
900.00			
Direct expenses - \$ 75.00			
Total Expenses			\$15,432.00

**4-E CONSIDERATION AND APPROVAL OF SUPPLEMENTAL WORK
AUTHORIZATION NO. 1 TO WORK AUTHORIZATION NO. 5 WITH
HNTB FOR THE SH 32 PROJECT**

**Supplemental Work Authorization No. 1
to Work Authorization No. 05**

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
General Engineering Consultant Services**

**SUPPLEMENTAL WORK AUTHORIZATION NO. 1 to
WORK AUTHORIZATION NO. 05**

SH 32 - Completion of Environmental Assessment and Route Studies

This Supplemental Work Authorization No. 1 to Work Authorization No. 05 is made pursuant to the terms and conditions of the Base Contract, effective October 8, 2015, hereinafter identified as the "Agreement", entered into by and between Cameron County Regional Mobility Authority (the "AUTHORITY"), and HNTB Corporation (the "CONSULTANT").

Part 1. The CONSULTANT will provide the following engineering services:

Provide the AUTHORITY with additional environmental services on the SH 32 East project. The responsibilities of the AUTHORITY, the CONSULTANT and the schedule are further detailed in Exhibits B, and C.

Part 2. The Lump Sum amount payable for services performed under this Supplemental Work Authorization No. 1 to Work Authorization No. 05 increases the total lump sum amount payable by \$45,874.95 from \$323,848.00 to \$369,722.95. A fee schedule used to establish the amount payable is attached hereto as Exhibit D. The CONSULTANT may alter the compensation distribution between individual phases, tasks or work assignments to be consistent with the services actually rendered, within the total lump sum amount.

The lump sum includes compensation for the services, subconsultant costs, if any, and appropriate factors for labor, overhead, profit and reimbursable expenses.

Although the CONSULTANT recognizes and accepts the ordinary risks and/or benefits of a lump sum fee structure, the parties agree to negotiate adjustment of the lump sum amount if there has been, or is to be, a material change in the: (a) scope, complexity or character of the services or the project; (b) conditions under which the services are required to be performed; or (c) duration of the services, if a change in the schedule warrants such adjustment in accordance with the terms of this Agreement.

Part 3. Payment to the CONSULTANT for the services established under this Supplemental Work Authorization No. 1 to Work Authorization No. 05 shall be made in accordance with the Agreement.

**Supplemental Work Authorization No. 1
to Work Authorization No. 05**

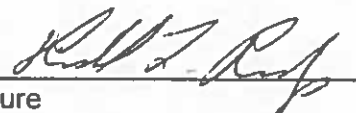
Part 4. This Supplemental Work Authorization No. 1 to Work Authorization No. 05 is effective as of December 31, 2015 and shall extend the termination date from December 31, 2015, to June 1, 2016 unless extended by a Supplemental Work Authorization.

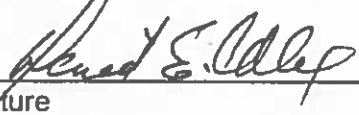
Part 5. This Supplemental Work Authorization No. 1 to Work Authorization No. 05 does not waive the parties' responsibilities and obligations provided under the Agreement.

Part 6. This Supplemental Work Authorization No. 1 to Work Authorization No. 05 is hereby accepted and acknowledged below.

CONSULTANT
HNTB Corporation

AUTHORITY:
Cameron County Regional Mobility Authority

By: 
Signature

By: 
Signature

Richard L. Ridings, P.E.
Printed Name

David E. Allex
Printed Name

Vice President
Title

Chairman
Title

1/14/2016
Date

1/14/2016
Date

LIST OF EXHIBITS

- Exhibit B - Services to be Provided by the Consultant
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule

EXHIBIT A
SERVICES TO BE PROVIDED BY THE AUTHORITY
SH 32 – Completion of Environmental Assessment and Route Studies

County: Cameron
Highway: SH 32 East

In addition to the services listed in the Agreement, the AUTHORITY will provide the following services:

1. The AUTHORITY will place at CONSULTANT'S disposal all available information pertinent to the program, including previous reports, drawings, specifications or any other data relative to the development of the system.
2. The AUTHORITY will render decisions and approvals as promptly as necessary to allow for the expeditious performance of CONSULTANT'S services.
3. The AUTHORITY will give prompt written notice to the CONSULTANT whenever the AUTHORITY becomes aware of any development that does or may affect the scope or timing of CONSULTANT'S services, or any defect in the CONSULTANT'S scope of services or its subconsultants.
4. The AUTHORITY will advise the CONSULTANT of the identity and scope of services of any independent consultants retained by the AUTHORITY to provide services in regard to the project.

EXHIBIT B
SERVICES TO BE PROVIDED BY THE CONSULTANT
SH 32 – Completion of Environmental Assessment and Route Studies

County: Cameron
Highway: SH 32-East

PROJECT UNDERSTANDING AND GOALS

The following scope of work covers the consulting services to be provided by the CONSULTANT to the AUTHORITY. The work to be performed by the CONSULTANT shall consist of providing the AUTHORITY with Advanced Planning consulting services for the SH 32 East project. The project, which has logical termini and independent utility, extends from FM 3068 to SH 4 (herein referred to as SH 32-East). The proposed project is being developed by a prime subconsultant (S&B Infrastructure, Ltd.) under the oversight of the CONSULTANT.

These services shall include:

- Project coordination, revise the environmental assessment (EA) due to response to TxDOT Pharr District and TxDOT Environmental Affairs Division(ENV) comments and to address new ENV requirements for documentation.

SCOPE DETAILS:

The following Scope of Work describes the task details that are included in the Services to be provided by the CONSULTANT for the development of the above project.

TASK 145 – PROJECT ADMINISTRATION AND COORDINATION

TASK 145.01 – GENERAL ADMINISTRATION

The CONSULTANT will perform project administrative and coordination duties, including contract administration, project management, meeting minutes of required meetings and telephone conversations and other related administrative tasks (e.g., direct costs) associated with the project, including:

- A) Coordinate, execute and administer work authorization with the AUTHORITY and the GEC OVERSIGHT TEAM.
- B) Progress Reports and Invoices – Prepare monthly invoices and progress reports for the services, together with evidence of services accomplished during the time period since the previous report. Prepare a detailed schedule (provide in the AUTHORITY approved format) of anticipated monthly invoice billing linking to the project work authorization tasks. A monthly progress report will be submitted and include:

**Supplemental Work Authorization No. 1
to Work Authorization No. 05**

activities completed, initiated or ongoing, during the reporting period; activities planned for the coming period; problems encountered and actions to remedy them; overall status, including a tabulation of percentage complete by task; updated project schedule; minutes of study meetings and copies of monthly correspondence. The CONSULTANT will also provide a weekly e-mail summary to the GEC OVERSIGHT TEAM that briefly summarizes services performed and activities that occurred that week, including any required action items or any other pertinent project issues.

- C) Record Keeping and File Management – Maintain records and files related to the project throughout the duration of the services. Uploading of project files to the ProjectWise website will be coordinated with the GEC OVERSIGHT TEAM. Maintain and update via ProjectWise the deliverables tracking log provided by the GEC OVERSIGHT TEAM and denote specific submittals in the weekly e-mail summary.
- D) Correspondence – Prepare written materials, letters, and survey forms used to solicit information or collect data for the project and submit them to the AUTHORITY for review and approval prior to its use or distribution. Copies of outgoing correspondence and incoming correspondence will be provided to the AUTHORITY on a continuing basis, but not less than once a month.
- E) Schedule – Prepare a detailed, schedule linking work authorization tasks, subtasks, critical dates, milestones, deliverables and AUTHORITY/Texas Department of Transportation (TxDOT)/FHWA review requirements. The project schedule will be in a format, which depicts the order and inter-dependence of the various tasks, subtasks, milestones and deliverables for each of the tasks identified therein. Progress will be reviewed periodically for conformance to work schedule Exhibit “C” and should these reviews indicate a substantial change in progress, a schedule recovery strategy will be developed and implemented and the schedule will be revised accordingly.

TASK 145.02 – PROJECT COORDINATION

The CONSULTANT will continue to hold internal progress meetings (maximum of 6 meetings) with designated AUTHORITY representatives on a regular basis to report on the progress of tasks related to the services. The CONSULTANT will prepare meeting minutes and action item lists as appropriate.

Deliverables:

- Monthly progress reports
- Copies of meeting minutes
- Monthly updated schedules

TASK 120 – SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES

TASK 120.01 – ENVIRONMENTAL ASSESSMENT (EA) PREPARATION/UPDATES

Due to changes in required documentation from TxDOT ENV, the environmental document needs to be updated to include a biological evaluation form and Hazardous Materials ISA. This requires an updated database search for Hazardous Materials from GeoSearch, which was last updated in 2010. The following task will be conducted to update the document based on these changes.

Task 1 – Re-Evaluate the existing Environmental Assessment

The CONSULTANT will revise the Environmental Assessment to address the new requirements from TxDOT ENV. The issues required to be revised in the environmental document would be the following.

- **Biological Evaluation Assessment:** The CONSULTANT will prepare the evaluation in accordance to TxDOT ENV's current standards and requirements.
- **Hazardous Materials ISA Form:** The CONSULTANT will prepare the ISA in accordance to TxDOT ENV's current standards and requirements.
- **Revise Environmental Assessment per TxDOT Environmental Affairs Division(ENV) comments dated 12/3/2015 to meet new document toolkit standards**

Once the document is revised it will be resubmitted for review and finalized based on comments received from the AUTHORITY, TxDOT Pharr District, and TxDOT ENV .

Deliverables: All deliverables would be provided as 1 electronic copy via dropbox or email in Microsoft Word format and Adobe .pdf format to the AUTHORITY, TxDOT Pharr District and TxDOT ENV. Deliverables to the AUTHORITY and FHWA would be in both electronic format and one hard copy.

Deliverables:

- **Revised Biological Evaluation form**
- **Revised Hazardous Materials ISA form**
- **Revised EA document**

**Supplemental Work Authorization No.1
to Work Authorization No. 05**

**EXHIBIT C
WORK SCHEDULE**

SH 32 – Completion of Environmental Assessment and Route Studies

This Supplemental Work Authorization No. 1 to Work Authorization No. 05 is effective as of December 31, 2015, and shall extend the termination date from December 31, 2015 to June 1, 2016 unless extended by a Supplemental Work Authorization.

Summary All Firms
Supplemental Work Authorization No. 01 to
Work Authorization No. 05
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

		HNTB	S&B	Total
TASK 110	ROUTE AND DESIGN STUDIES			
	TASK 110.01 - GEOMETRIC PLAN DEVELOPMENT	\$ -	\$ -	\$ -
	SUBTOTAL FOR ROUTE AND DESIGN STUDIES	\$ -	\$ -	\$ -
TASK 120	SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES			
	TASK 120.01 - EA PREPARATION/UPDATES	\$ 14,962.45	\$ 18,654.24	\$ 33,616.69
	SUBTOTAL FOR SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES	\$ 14,962.45	\$ 18,654.24	\$ 33,616.69
TASK 145	PROJECT ADMINISTRATION AND COORDINATION			
	TASK 145.01 - GENERAL ADMINISTRATION	\$ 3,392.86	\$ 667.04	\$ 4,059.90
	TASK 145.02 - PROJECT COORDINATION	\$ 2,579.35	\$ 3,096.16	\$ 5,675.51
	SUBTOTAL FOR PROJECT ADMINISTRATION AND COORDINATION	\$ 5,972.21	\$ 3,763.20	\$ 9,735.41
	Total Labor	\$ 20,934.66	\$ 22,417.44	\$ 43,352.10
	Total Expenses	\$ 1,522.85	\$ 1,000.00	\$ 2,522.85
	Total Labor and Expenses	\$ 22,457.51	\$ 23,417.44	\$ 45,874.95

HNTB
Supplemental Work Authorization No. 1 to
Work Authorization No. 05
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

		Senior Technical Advisor	Project Principal	Project Director	Senior Project Manager	Deputy Project Manager	Senior Engineer	Engineer	ENV Director	Senior ENV Planner	Public Involvement Director	Senior Scheduler	Project Admin	Clerical/ Admin.	TOTALS
	Contracted Rates	\$ 374.82	\$ 313.74	\$ 289.32	\$ 236.00	\$ 211.01	\$ 202.68	\$ 192.71	\$ 205.48	\$ 177.09	\$ 166.59	\$ 133.27	\$ 105.51	\$ 69.41	
TASK 120	SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES														
	TASK 120.01 - EA PREPARATION/UPDATES														
	A) Coordinate & back check EA revisions								24	48					72
	TASK 120 SUBTOTAL (HNTB)								24	48					72
	TASK 120 SUBTOTAL (GEG OVERSIGHT COORDINATION)		2				4	1							7
	TASK 120 SUBTOTAL (HNTB)		2				4	1	24	48					79
TASK 145	PROJECT ADMINISTRATION AND COORDINATION														
	TASK 145.01 - GENERAL ADMINISTRATION														
	A) Coordinate, Execute and Administer Work Authorization				1								1		2
	B) Progress Reports and Invoices				2				2				2		6
	C) Record Keeping and File Management								2				3		3
	D) Correspondence								2				2		2
	E) Schedule								2						4
	TASK 145.01 SUBTOTAL (HNTB)								6				6		17
	TASK 145.01 SUBTOTAL (GEG OVERSIGHT TEAM COORDINATION)		1			5	1								2
	TASK 145.01 SUBTOTAL (HNTB)		1			5	1		6				6		19
	TASK 145.02 - PROJECT COORDINATION														
	A) Attend progress meetings (4)				4				4	4					12
	TASK 145.02 SUBTOTAL (HNTB)								4	4					12
	TASK 145.02 SUBTOTAL (GEG OVERSIGHT TEAM COORDINATION)					4	1								1
	TASK 145.02 SUBTOTAL (HNTB)					4	1		4	4					13
	TASK 145 SUBTOTAL (HNTB)														
	TASK 145 SUBTOTAL (GEG OVERSIGHT TEAM COORDINATION)		1			9	2		10	4			6		29
	TASK 145 SUBTOTAL (HNTB)		1			9	2		10	4			6		32
	TOTAL HOURS (HNTB)														
	TOTAL HOURS (GEG OVERSIGHT COORDINATION)		3			9	6	1	34	52			6		101
	TOTAL HOURS (HNTB)		3			9	6	1	34	52			6		111
	Contracted Rates	\$ 374.82	\$ 313.74	\$ 289.32	\$ 236.00	\$ 211.01	\$ 202.68	\$ 192.71	\$ 205.48	\$ 177.09	\$ 166.59	\$ 133.27	\$ 105.51	\$ 69.41	
	Total HNTB Labor Cost			\$408		\$1,899	\$1,716	\$153	\$6,966	\$9,240			\$633		\$20,934.66
	Total HNTB Expenses (See Summary)														\$1,522.85
	Total HNTB Labor Plus Expenses														\$22,457.51

HNTB

Supplemental Work Authorization No. 01 to
Work Authorization No. 05
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

EXPENSES					
	Unit		Contract	Cost	
Travel					
Airfare (Lowest available coach fare) 2 trips for 1 person	ROUNDTRIP	2	\$350.00	\$700.00	
Automobile Mileage	MILE	200	\$0.560	\$112.00	
Lodging "+ tax" (2 RTs 2 1 night)	DAY	2	\$85.00	\$170.00	
Rental Vehicle "+ tax"(2 RTs, 2 days ea)	DAY	4	\$50.00	\$200.00	
Airport Parking	DAY	4	\$13.00	\$52.00	
Per Diem	DAY	4	\$36.00	\$144.00	
Subtotal				\$1,378.00	
Printing/Reproductions					
B&W Copies 8.5" x 11"	EA	200	\$0.070	\$14.00	
Color Copies 8.5" x 11"	EA	50	\$0.78	\$39.00	
B&W 11" x 17"	EA	50	\$0.14	\$7.00	
Color Copies 11" x 17"	EA	50	\$1.55	\$77.50	
MYLAR 11"x17"	EA	0	\$4.18	\$0.00	
B&W Plots	SQ FT	0	\$0.22	\$0.00	
Color Plots	SQ FT	0	\$1.70	\$0.00	
CD Copying	EA	0	\$4.50	\$0.00	
Exhibit Boards	SQ FT	1	\$7.35	\$7.35	
Reproduce Plan Sets	EA	0	\$100.00	\$0.00	
Subtotal				\$144.85	
Delivery					
Courier, Overnight, Deliveries, Postage	EA	0	\$20.00	\$0.00	
Subtotal				\$0.00	
Total Expenses				\$1,522.85	

PROJECT: SH 32 East
CLIENT: HNTB
COUNTY: Cameron

S & B
EXHIBIT "D"

ACTIVITY CODE	FUNCTION CODE	DESCRIPTION from ATTACHMENT "B"	FIRM	MAN-HOURS							ESTIMATED FEE	TOTALS
				Proj. Manager (V/III)	Eng (V)	Eng (III)	Env Scientist	Designer (V)	CADD (I)	Clerical		
	110	ROUTE AND DESIGN STUDIES										
		Revising alignment, cross sections and right of way lines	S&B								\$0.00	
		Sub Total (F.C. 110) Labor		0	0	0	0	0	0	0		\$0.00
	120	SOCIAL, ECONOMIC, AND ENVIRONMENTAL STUDIES, AND PUBLIC INVOLVEMENT <i>Tasks for EA in Anticipation of FONSI</i>										
		Biological Evaluation Form	S&B	2			48		12	2	\$6,293.52	
		Hazardous Materials ISA	S&B	2			56		8	2	\$6,924.56	
		Resubmission of document	S&B	2			40		12	2	\$5,436.16	
		Sub Total (F.C. 120) Labor		6	0	0	144	0	32	6		\$18,654.24
681010 681004	145	GENERAL COORDINATION Project Manager (Project Coord-3 HRS/WK) Secretarial/Admin (1Hrs/Wk)	S&B S&B	16							\$3,096.16 \$667.04	
		Sub Total (F.C. 145) Labor		16	0	0	0	0	0	16		\$3,763.20
TOTALS												
		Total (F.C. 110-170) Labor		22	0	0	144	0	32	22		\$22,417.44
		Base Rate (\$man-Hour)		75.24	57.89	41.67	41.67	30.10	22.00	16.21		
		Contract Rate (\$man-Hour)		193.51	148.89	107.17	107.17	77.41	56.58	41.69		
		NON LABOR										
		Travel										
		Miscellaneous										
60560		Schematic reproductions	S & B (n)								\$500.00	
		Outside Reproduction	S & B (n)								\$500.00	
		Travel to Meetings	S & B (n)								\$0.00	
		Sub Total (F.C. 164) Non-Labor									\$1,000.00	
		PROJECT TOTAL	Special Services								\$0.00	\$23,417.44

**4-F CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION
NO. 3 WITH S&B INFRASTRUCTURE FOR FM 509 (TABLED)**

**4-G CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION
NO. 4 WITH S&B INFRASTRUCTURE FOR THE SH 550 2ND GAP
PROJECT (TABLED)**

**4-H CONSIDERATION AND APPROVAL OF SUPPLEMENTAL WORK
AUTHORIZATION NO. 2 WITH FAGAN CONSULTING FOR TASK
ORDER 1504 BACK OFFICE SYSTEM, PHASE 2**



Supplemental Task Order

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Task Order Number: 1504 Supplement 2

Task Order Name: Back Office System and Customer Service Center – Phase 2

Task Order Effective Date: December 1, 2015

CCRMA Contact for this Task Order: Jeff Saurenmann

I. Introduction (Statement of Purpose and Need)

Cameron County Regional Mobility Authority (CCRMA) currently operates toll facilities in Cameron County utilizing an electronic toll collection system that employs automatic vehicle identification using transponders and a violation enforcement system with integrated cameras to capture digital images of license plates.

CCRMA contracts with the Central Texas Regional Mobility Authority for access to the Texas Statewide Interoperability System and to provide Customer Service Center (CSC) services for its customers.

In order to better serve CCRMA's customers, increase revenue and financial control, and support local violation processing, collections, and court efforts, CCRMA intends to implement a Back Office System (BOS) and local CSC operations.

A local BOS will allow CCRMA flexibility to implement agency business rules locally related to violation processing while still participating in Statewide Interoperability to support customers with TxTag, TollTag, and EZ-Tag accounts. CCRMA does not intend to issue CCRMA transponders at this time and plans to continue promoting TxTag for CCRMA toll road customers.

CCRMA will establish a local CSC and BOS that includes the following capabilities:

- Print and mail of Toll Bills and Violation Notices
- Collection efforts via mail and outbound calls,
- Image Review of digital vehicle images captured by the current lane system
- Enforcement via the Justice of the Peace Court system
- Payment processing via customer walk-ins and a 3rd party website
- General customer service via phone, email, and storefront
- Establishment of customer violation accounts to capture transaction, payment, demographic and customer interaction history



- Financial, operational, and system performance reporting

This project is currently in the final stages of vendor selection with CCRMA. CCRMA will procure a BOS and may outsource some functions such as a 3rd party website for payment processing and print / mail services for customer correspondence. CCRMA may also partner with other state and local entities to obtain vehicle owner information and information sharing with the court system.

CCRMA has obtained facilities to provide a storefront that will be staffed with a small local team responsible for image review, customer service inquiries, payment processing via phone and walk-ins, collection efforts and establishment of payment plans, and court package creation.

CCRMA has visited other toll agencies of similar size and operations to gain knowledge of their operational and system approach and capabilities.

Fagan Consulting recommends that CCRMA fully review the challenges and costs associated with implementing and maintaining a BOS and CSC operation before moving forward with this effort by performing a cost benefit analysis and considering all potential risks.

It is also suggested this project is managed in multiple phases:

- Phase 1 – Cost / Risk Analysis, site visits, Project Kick-off, and Business Rule development
- Phase 2 – RFP development and issuance, proposal evaluation, vendor selection and contract negotiation,
- Phase 3 – Requirements gathering, traceability, and system design, factory, integration, and site acceptance testing, implementation and post implementation monitoring, and standard operating procedure (SOP) development

Fagan Consulting will assist in this process as requested/directed by CCRMA. Fagan Consulting will closely coordinate with CCRMA's staff during all phases of the project, and work with their partners / vendors as directed by CCRMA.

Fagan Consulting will also have primary responsibility in ensuring the products delivered meet the requirements of the ILA and are fully demonstrated and tested to ensure such.



II. Scope of Work – Phase II

Fagan Consulting understands its primary tasks regarding the BOS and CSC operations project include the following:

1. Evaluate the impact of the project from a technological, financial, and operational perspective.
2. Oversight of the development of required system specifications related to systems and operational requirements.
3. Participate in project meetings as toll system and operations subject matter expert.
4. Review, comment on and in some cases develop documentation of envisioned systems to ensure feasibility of integrating the new systems/operations with CCRMA's existing systems/operations.
5. Oversee work and review work product resulting from the project scope described above.

III. Task Outputs by Consultant

Outputs from the task include the following:

1. Support of procurement efforts including RFP development, posting, evaluation, vendor selection, and contractual negotiations
2. Technical information as requested/required by/for Back Office System provider and other partners.
3. Project artifacts including meeting agendas & minutes, project charter, project plan, project schedule, and status reports as required.
4. Development of technical requirements, business rules, and SOPs as needed by CCRMA.
5. Comments related to all submitted documentation regarding efforts described above.

IV. Work Schedule

The work schedule below represents Phase 2 as described above. The duration of the task is estimated to last from August 2015 through February 2016.



V. Compensation (NOTE: Compensation will be based on actual hours worked and direct billable expenses incurred. The following is a budgetary Maximum-not-to-Exceed amount).

Assigned Staff	Hourly Rate	Total Estimated Hours	Estimated Cost
Saurenmann	\$168.00	179	\$30,072
Sub Total		179	\$30,072
Expenses		0	\$0
Supplemental 2 Cost			\$30,072
Original Cost			\$44,440
Supplemental 1 Cost			\$35,028
Updated Total Cost			\$109,540
Adjustment to previously approved task orders			
1503 Task Order	Local Host Implementation		(\$30,072)
Net Increase			\$0

VI. Task Order Maximum-not-to-Exceed Amount (If applicable).
The maximum-not-to-exceed amount of this task order is \$109,540.

VII. Governing Terms

This Task Order #1504 will be governed by the terms and conditions of the Professional Services Contract between the Cameron County Regional Mobility Authority and Fagan Consulting, LLC dated June 26, 2014, if and as amended (the "Contract"), which is incorporated herein by reference. Any capitalized terms not defined in this Task Order shall have the definitions ascribed to them in the Contract.

The Parties have signed, sealed and delivered this Task Order #1504 effective as of this Task Order Effective Date set forth above.

Cameron County Regional Mobility Authority

By: 

1.14.16

Fagan Consulting, LLC (SEAL)

By: 

**4-I CONSIDERATION AND APPROVAL TO AWARD A REQUEST FOR
PROPOSAL (RFP) FOR THE TOLL BACK OFFICE SYSTEM
(TABLED)**

**4-J CONSIDERATION AND APPROVAL OF AWARDED THE BANK
DEPOSITORY PROPOSAL, RFP #2015.02**



MEMORANDUM

TO: CCRMA Board of Directors

FROM: Adrian Rincones
Chief Financial Officer 

DATE: January 11, 2016

SUBJ: Consideration and Approval of awarding the Bank Depository Proposal RFP #2015.02

In January 2011 the RMA issued a Depository RFP which resulted with an award to IBC Bank. In June 2011 a contract was initiated with IBC and has since served as the depository where we currently use four (4) bank accounts.

The original contract expired in May 2013 but has been extended through various requests.

On October 22, 2015 the RMA issued RFP 2015.02 for Depository Services and advertised in the local newspaper notices with dates 10/28, 11/04, & 11/11/2015 in accordance with procurement policies.

The RMA received a total of three (3) proposals (IBC Bank, Texas Regional Bank, and Wells Fargo Bank, N.A) in which all three were evaluated using primary criteria of

- Banks past and prospective financial condition
- Net rate of return on CCRMA funds
- Ability to meet service requirements
- Cost of services
- Community involvement and Community Reinvestment Act Rating

The evaluation committee consisted of myself and our staff accountant Ericka Trevino. After careful consideration and scoring evaluation the highest score was given to IBC Bank.

Staff recommends board approval for CCRMA to enter into depository contract with IBC Bank for a two (2) year period with the potential of two (2) one (1) year extensions available.