

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 10-04

**PBS&J GEC Work Authorization No. 3 for
GEC Services Related to CTRMA Operations**

WHEREAS, the Central Texas Regional Mobility Authority (“CTRMA”) was created pursuant to the request of Travis and Williamson Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.1, *et. seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the CTRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, in Resolution No. 09-53, dated August 26, 2009, following the issuance of a Request for Qualifications and evaluation of responses thereto in accordance with the CTRMA’s procurement policies, the Board of Directors directed staff to enter into negotiations and finalize a General Engineering Consultant Services Agreement (the “GEC Agreement”) with Post, Buckley, Schuh & Jernigan, Inc. (d/b/a PBS&J) (“PBS&J”); and

WHEREAS, effective December 31, 2009, the CTRMA executed the GEC Agreement with PBS&J; and

WHEREAS, attached hereto and incorporated herein as Attachment “A” is Work Authorization No. 3 to the GEC Agreement (“Work Authorization No. 3”) which sets forth a scope of services for the continuation of GEC support services related to CTRMA operations through June 30, 2010; and

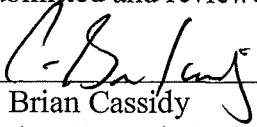
WHEREAS, it is necessary that the Board of Directors approve Work Authorization No. 3 and its execution by the Executive Director.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the CTRMA hereby approves Work Authorization No. 3 in substantially the same form attached hereto as Attachment “A”, provided that any work commenced under Work Authorization No. 3 be subject to the GEC Agreement between the CTRMA and PBS&J; and

BE IT FURTHER RESOLVED, that Work Authorization No. 3 may be finalized and executed by the Executive Director on behalf of the CTRMA and that Work Authorization No. 3 may be amended from time to time by written amendment as deemed necessary by the Board of Directors.


Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 27th day of January, 2010.

Submitted and reviewed by:



C. Brian Cassidy
Acting General Counsel for the Central
Texas Regional Mobility Authority

Approved:



Ray A. Wilkerson
Chairman, Board of Directors
Resolution Number 10-04
Date Passed 01/27/10

ATTACHMENT "A"
TO
RESOLUTION 10-04
PBS&J GEC Work Authorization No. 3

EXHIBIT D
WORK AUTHORIZATION

Work Authorization No. 3

This Work Authorization is made as of this 27th day of January, 2010, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of January 4th, 2010 (the Agreement), between the **Central Texas Regional Mobility Authority (Authority)** and **Post, Buckley, Schuh & Jernigan, Inc. (d/b/a PBS&J) (GEC)**. This Work Authorization is made for the following purpose, consistent with the services defined in the Agreement:

General Engineering Consultant Operations [FY 2010]

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

Please reference Attachment A – Services to be Provided by the GEC

A.2. The following Services are not included in this Work Authorization, but shall be provided as Additional Services if authorized or confirmed in writing by the Authority.

Not applicable.

A.3. In conjunction with the performance of the foregoing Services, GEC shall provide the following submittals/deliverables (Documents) to the Authority:

Please reference Attachment A – Services to be Provided by the GEC

Section B. - Schedule

GEC shall perform the Services and deliver the related Documents (if any) according to the following schedule:

Services defined herein are expected to be substantially complete by June 30, 2010. This Work Authorization will not expire until all tasks associated with the Scope of Services are complete.

Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, the Authority shall pay to the GEC the amount not to exceed \$137,056.00, based on Attachment B -Fee Estimate. Compensation for Direct Expenses under this Work Authorization which are incurred as part of normal business operations (i.e., internal document reproduction, internal plotting, travel and parking associated with local meetings, etc.) will be reimbursed on a Lump-Sum basis in the amount of \$2,700.00 (with \$540.00 to be invoiced monthly based on an assumed five month Work Authorization duration). Compensation shall be in accordance with the Agreement.

C.2. Compensation for Additional Services (if any) shall be paid by the Authority to the GEC according to the terms of a future Work Authorization.

Section D. - Authority's Responsibilities

The Authority shall perform and/or provide the following in a timely manner so as not to delay the Services of the GEC. Unless otherwise provided in this Work Authorization, the Authority shall bear all costs incident to compliance with the following:

Please reference Attachment A – Services to be Provided by the GEC

Section E. - Other Provisions

The parties agree to the following provisions with respect to this specific Work Authorization:

Not applicable.

Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

Authority: Central Texas Regional Mobility Authority

GEC: Post, Buckley, Schuh & Jernigan, Inc. (d/b/a PBS&J)

By: _____

By: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

WORK AUTHORIZATION NO. 3

PBS&J

ATTACHMENT A

SERVICES TO BE PROVIDED BY GEC

GENERAL

This scope of services includes professional services and associated deliverables required by the Authority through June 30, 2010.

The services to be performed by the GEC will include, but not be limited to, those services required to assist the Central Texas Regional Mobility Authority (the Authority) in financial planning support, facility / toll operations support, contract management support, technology support, general program support, and any additional activities as requested.

The tasks in this scope of services will not be performed or the funds utilized until directed by the Authority.

1.0 FINANCIAL PLANNING SUPPORT

1.1 Operations, Maintenance, and Renewal & Replacement Estimate Updates

1.1.1 Develop and/or maintain operations estimates using either a Sketch Level approach (i.e., an assumed per transaction cost based on average operations costs of similar toll systems) or a Level 1 approach (i.e., estimate actual quantities for the various elements of the toll operations and applying anticipated unit prices to same to develop an opening year cost which can be escalated over time).

1.1.2 Develop and/or maintain annual/routine maintenance estimates using either a Sketch Level approach (i.e., an estimated per centerline mile cost based on the facility type which considers the number of lanes, pavement material, and location) or a Level 1 approach (i.e., estimate actual quantities for the various elements of the maintenance efforts and applying anticipated unit prices to same to develop an opening year cost which can be escalated over time).

1.1.3 Develop and/or maintain renewal & replacement budget estimates (also known as periodic/non-routine maintenance estimates) using either a Sketch Level approach (i.e., an estimated per mile cost based on renewal & replacement budgets utilized on similar facilities) or a Level 1 approach (i.e., includes the identification of a long-term, periodic maintenance schedule, estimation of quantities for the associated elements, and inflated prices of same to assess the overall cost requirements of the system in the target years).

1.2 Project Cost Estimate Updates

As directed by CTRMA, the GEC will provide total project cost estimate updates for the corridors. The GEC will prepare an estimate of probable construction costs which will include quantity/cost estimates for major components of work such as; roadway paving, roadway earthwork, roadway drainage, bridge structures, retaining walls, other structures, signing and marking, lighting, signalization and toll collection systems. The estimate of probable construction costs will be used to estimate total project costs that will also include preliminary engineering, final engineering, right-of-way (ROW) acquisition, environmental compliance/mitigation, construction, utility relocation and construction engineering and inspection (CEI).

1.3 Toll Feasibility Analysis Updates

The GEC will assist CTRMA in updating toll feasibility analyses which includes the

incorporation of traffic and revenue forecast updates (by others); operations, maintenance, and renewal & replacement estimates; and total project cost estimates to determine the financial feasibility of the corridors.

1.4 Financial Advisor Support/Financial Plan Development

The GEC will provide financial advisor support necessary for the CTRMA to conduct financial programming of their system. This will include the development of cash flow analyses which contemplate implementation costs and schedules. The GEC will also assist in the identification of priorities to support the determination of alternate program deliver scenarios. The tasks will include:

- 1.4.1 Develop project costs based upon alternative project approaches. Assess third party related costs for utility adjustments/relocations.
- 1.4.2 Assess funding sources such as state funds, federal formula funds, federal discretionary funds, and tolls.
- 1.4.3 Assess financing techniques such as State Infrastructure Banks, the Transportation Infrastructure Finance and Innovation Act (TIFIA), Advanced Construction, Toll Revenue Bonds, State Cash Flow Bonds, other state bonds.
- 1.4.4 Develop and recommend revenue shortfall mitigation strategies to minimize impacts on scheduled project delivery and prepare a summary of significant cost increases or reductions that will affect the cost of the project.
- 1.4.5 Develop a Funding Contingency Plan should funding for the project as a whole not be provided and determine the impact of various design approaches on estimated project costs and project design life. The GEC will:
 - 1.4.5.1 Develop a list of "reasonable" design options for consideration such as lane reductions, interchange and ramp reductions, frontage road elimination and pavement structure modifications
 - 1.4.5.2 Meet with CTRMA to get concurrence regarding design options prior to additional analysis.
 - 1.4.5.3 Analyze and document the financial implications of the various design options considered and include such things as project cost, schedule impact, local economic impact, length of useful life, and impact on financing options.

2.0 FACILITY / TOLL OPERATIONS SUPPORT

- 2.1 Working at the direction of the Authority's Director of Operations, assist in the implementation, development, and management of operations activities of an Operations Plan for the Authority's System, including toll collection operations, toll system support, traffic control, traffic enforcement, and incident management. The basic tasks of the Facility / Toll Operations Support consists of the following:
 - 2.1.1 Assist the Authority in the procurement, administration and management of contract operations service activities and agreements/contracts, as requested; and
 - 2.1.2 Prepare updates to the Operations Plan for the Authority's System as development and implementation of additional projects occur.
- 2.2 Support the Authority in the identification and development of best business practices, Business Rules, Policies, Procedures and programmatic approaches, as requested.

3.0 CONTRACT MANAGEMENT SUPPORT

The GEC shall provide support for the acquisition by the Authority of (1) professional services as defined in Section 2254.001 of the Texas Government Code, or any successor statute thereto, relative to the acquisition of architecture, professional engineering, and land surveying; (2) real estate appraisal, negotiation and other right-of-way services; (3) planning services; (4) other contractual services in support of the development of future projects; and (5) procurement of goods and other services from vendors. Contract Management Support basic tasks include, but are not limited to, the following:

- 3.1 Preparation of Scope of Services/Contract Documents and special contract provisions, including initial draft, revisions and finalized versions;
- 3.2 Assistance with Request for Qualifications/Proposal(s)/Scope packages and solicitation of proposals/bids, including advertising;
- 3.3 Preparation of estimated staffing requirements and estimates of costs for proposed services;
- 3.4 Preparation of milestone schedules of overall time relationships authorized for the performance of services and coordination between various entities that are to be involved in a project;
- 3.5 Assistance in proposal/bid review, interviewing, evaluations, recommendation/selection, and negotiations, as requested;
- 3.6 Assistance to the Authority in fee negotiations with selected consultants/vendors, including evaluating fee proposals;
- 3.7 Preparation of contractual documents; obtaining TxDOT and FHWA approvals, as appropriate, including contract administration;
- 3.8 Preparation of purchase order documents and administration;
- 3.9 Preparation of Notice-to-Proceed materials;
- 3.10 Reviewing and determining the validity of consultant/vendor claims for extra work, extension of time for performance of services and other claims;
- 3.11 Preparation, issuance and processing of Requests for Qualifications/Proposal(s) for Supplemental Services/Supplemental Agreements/Change Orders to obtain the Authority's internal approvals;
- 3.12 Reviewing, evaluating and approving consultants'/vendors' request for payment;
- 3.13 Monitoring consultant/vendor performance of services to establish adequacy relative to contract intent; and
- 3.14 Preparation of consultant termination agreements or certificates of completion and obtaining release and waiver of liens and claims.

4.0 TECHNOLOGY SUPPORT

The GEC will assist the Authority, as specifically requested, with general technology support and assistance. Technology Support basic tasks include, but are not limited to, the following:

- 4.1 Support the development and implementation of the Authority's Electronic Document Management System (EDMS), as requested by the Authority.
- 4.2 Support the development and implementation of the Authority's Web-based Program Summary Reporting Tool (or "Dashboard").

5.0 GENERAL PROGRAM SUPPORT

The GEC shall provide General Program Support, as specifically requested by the Authority. Tasks included under this heading include, but are not limited to, the following:

5.1 Attendance at Authority Meetings

5.1.1 GEC's Project Manager or designated alternate will attend all Board of Directors' Meetings, and a monthly status report of GEC activities will be provided. The Project Manager or designated alternate will be available to respond to questions that may be asked by the Board.

5.1.2 Attendance at regularly scheduled and special staff meetings, as requested by the Authority.

5.1.3 Attendance at regularly scheduled project status review meetings, including preparation of action items, budget status updates, and reporting documentation as may be requested by the Authority.

5.2 Represent the Authority at regional task teams meetings; Authority technical, staff, and legal counsel meetings; meetings with underwriters and rating agencies; agency coordination meetings; Technical Work Group meetings with TxDOT and/or other parties; and Capitol Area Metropolitan Planning Organization (CAMPO) meetings; and other meetings of governmental or quasi-governmental bodies, as specifically requested by the Authority.

5.3 Provide Authority personnel with design, drafting, and technology skills for assistance, as requested.

5.4 Review and comment, as requested, on Studies, Reports, Construction Documents, Permit Applications, and Environmental Documents for projects which may, as determined by Authority, affect the Authority's System.

**Attachment B - Fee Estimate
Summary**

CTRMA General Engineering Consultant
 PBS&J - Man-hour Breakdown & Fee Estimate
 General Engineering Consultant Operations [FY 2010]

PBS&J WORK AUTHORIZATION #3

GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2010]

<u>TASK</u>	<u>SUBTOTAL</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
	Labor +		
	Overhead +	Direct	
	Profit	Expenses	
1.0 - Financial Planning Support	\$ 34,401	\$ 300	\$ 34,701
2.0 - Facility / Toll Operations Support	\$ 29,590	\$ 300	\$ 29,890
3.0 - Contract Management Support	\$ 25,380	\$ 400	\$ 25,780
4.0 - Technology Support	\$ 22,613	\$ 200	\$ 22,813
5.0 - General Program Support	\$ 22,373	\$ 1,500	\$ 23,872
TOTALS	\$ 134,357	\$ 2,700	\$ 137,056

Attachment B - Fee Estimate

CTRMA General Engineering Consultant
 PBS&J - Man-hour Breakdown & Fee Estimate
 General Engineering Consultant Operations [FY 2010]

PBS&J WORK AUTHORIZATION #3 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2010]

1.0 - Financial Planning Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00	
1.1 Operations, Maintenance, and Renewal & Replacement Estimate Updates							0
1.1.1 Operations Estimates		8		16	16		40
1.1.2 Maintenance [annual / routine] Estimates		8		16	16		40
1.1.3 Renewal & Replacement Budget Estimates		8		16	16		40
1.2 Project Cost Estimate Updates		8		40	40		88
1.3 Toll Feasibility Analysis Updates			16				16
1.4 Financial Advisor Support / Financial Plan Development							0
1.4.1 Alternate Project Approach Cost Estimates		16					16
1.4.2 Assessment of Funding Sources	4						4
1.4.3 Assessment of Financing Techniques	4						4
1.4.4 Recommend Revenue Shortfall Mitigation Strategies	4						4
1.4.5 Develop Funding Contingency Plan	4	8					12

TOTAL DIRECT LABOR	16	56	16	88	88	0	264
<i>% Total by Classification</i>	<i>6.06%</i>	<i>21.21%</i>	<i>6.06%</i>	<i>33.33%</i>	<i>33.33%</i>	<i>0.00%</i>	
Labor Costs	\$ 1,120	\$ 3,360	\$ 800	\$ 3,520	\$ 2,640	\$ -	\$ 11,440
Overhead Costs	1.6849 \$ 1,887	\$ 5,661	\$ 1,348	\$ 5,931	\$ 4,448	\$ -	\$ 19,275
Profit	12.0% \$ 361	\$ 1,083	\$ 258	\$ 1,134	\$ 851	\$ -	\$ 3,686
Total Loaded Labor	\$ 3,368	\$ 10,104	\$ 2,406	\$ 10,585	\$ 7,939	\$ -	\$34,401

Direct Expenses	
Plotting and Reproduction	\$ 100
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 200
Total Direct Expenses	\$ 300

Total \$ 34,701

Attachment B - Fee Estimate

CTRMA General Engineering Consultant
 PBS&J - Man-hour Breakdown & Fee Estimate
 General Engineering Consultant Operations [FY 2010]

PBS&J WORK AUTHORIZATION #3
GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2010]

2.0 - Facility / Toll Operations Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A	B	C	D	E	F	
	\$ 70.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	
2.1 Operations Plan Support							0
2.1.1 Procurement & Contract Management Support	8	120					128
2.1.2 Plan Update Support	8	16					24
2.2 Best Business Practices / Policies Support	8						8
							0

TOTAL DIRECT LABOR	24	136	0	0	0	0	160
% Total by Classification	15.00%	85.00%	0.00%	0.00%	0.00%	0.00%	
Labor Costs	\$ 1,680	\$ 8,160	\$ -	\$ -	\$ -	\$ -	\$ 9,840
Overhead Costs	1.6849 \$ 2,831	\$ 13,749	\$ -	\$ -	\$ -	\$ -	\$ 16,579
Profit	12.0% \$ 541	\$ 2,629	\$ -	\$ -	\$ -	\$ -	\$ 3,170
Total Loaded Labor	\$ 5,052	\$ 24,538	\$ -	\$ -	\$ -	\$ -	\$29,590

Direct Expenses	
Plotting and Reproduction	\$ 100
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 200
Total Direct Expenses	\$ 300

Total \$ 29,890

Attachment B - Fee Estimate

CTRMA General Engineering Consultant
 PBS&J - Man-hour Breakdown & Fee Estimate
 General Engineering Consultant Operations [FY 2010]

PBS&J WORK AUTHORIZATION #3 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2010]

3.0 - Contract Management Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A \$ 70.00	B \$ 60.00	C \$ 50.00	D \$ 40.00	E \$ 30.00	F \$ 20.00	
3.1 Preparation of Scope of Services / Contract Documents			16				16
3.2 Assistance with Requests for Qualifications / Proposals			16				16
3.3 Preparation of Staffing Requirements and Estimates			16				16
3.4 Preparation of Milestone Schedules			4				4
3.5 Assistance with Proposal / Bid Reviews		16					16
3.6 Assistance with Fee Negotiations		16					16
3.7 Preparation of Contract Documents / Contract Administration		4	16				20
3.8 Preparation of Purchase Order Documents			4				4
3.9 Preparation of Notice to Proceed Materials			4				4
3.10 Review Claims for Extra Work / Time Extensions		4					4
3.11 Preparation of Scope / Contract Documents for Supplemental Services		4	8				12
3.12 Review Consultants' / Vendors' Requests for Payment			16				16
3.13 Monitoring Consultant / Vendor Performance			8				8
3.14 Preparation of Contract Closeout Documentation			8				8

TOTAL DIRECT LABOR	0	44	116	0	0	0	160
% Total by Classification	0.00%	27.50%	72.50%	0.00%	0.00%	0.00%	
Labor Costs	\$ -	\$ 2,640	\$ 5,800	\$ -	\$ -	\$ -	\$ 8,440
Overhead Costs	1.6849 \$ -	\$ 4,448	\$ 9,772	\$ -	\$ -	\$ -	\$ 14,221
Profit	12.0% \$ -	\$ 851	\$ 1,869	\$ -	\$ -	\$ -	\$ 2,719
Total Loaded Labor	\$ -	\$ 7,939	\$ 17,441	\$ -	\$ -	\$ -	\$25,380

Direct Expenses	
Plotting and Reproduction	\$ 200
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 200
Total Direct Expenses	\$ 400

Total \$ 25,780

Attachment B - Fee Estimate

CTRMA General Engineering Consultant
 PBS&J - Man-hour Breakdown & Fee Estimate
 General Engineering Consultant Operations [FY 2010]

PBS&J WORK AUTHORIZATION #3 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2010]

4.0 - Technology Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A	B	C	D	E	F	
	\$ 70.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	
4.1 Electronic Document Management System (EDMS) Support	16				80		96
4.2 Web-based Program Support Reporting Toll / "Dashboard" Support		40		40			80

TOTAL DIRECT LABOR	16	40	0	40	80	0	176
% Total by Classification	9.09%	22.73%	0.00%	22.73%	45.45%	0.00%	
Labor Costs	\$ 1,120	\$ 2,400	\$ -	\$ 1,600	\$ 2,400	\$ -	\$ 7,520
Overhead Costs	1.6849 \$ 1,887	\$ 4,044	\$ -	\$ 2,696	\$ 4,044	\$ -	\$ 12,670
Profit	12.0% \$ 361	\$ 773	\$ -	\$ 516	\$ 773	\$ -	\$ 2,423
Total Loaded Labor	\$ 3,368	\$ 7,217	\$ -	\$ 4,811	\$ 7,217	\$ -	\$22,613

Direct Expenses	
Plotting and Reproduction	\$ 100
Mail and Deliveries	\$ -
Misc Expenses	\$ -
Travel and Field Expenses	\$ 100
Total Direct Expenses	\$ 200

Total \$ 22,813

Attachment B - Fee Estimate

CTRMA General Engineering Consultant
 PBS&J - Man-hour Breakdown & Fee Estimate
 General Engineering Consultant Operations [FY 2010]

PBS&J WORK AUTHORIZATION #3 GENERAL ENGINEERING CONSULTANT OPERATIONS [FY 2010]

5.0 - General Program Support

TASK / WORK DESCRIPTION	(Estimated Average Labor Rates)						TOTAL HRS
	A	B	C	D	E	F	
	\$ 70.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	
5.1 Attendance at Authority Meetings	24						24
5.2 Represent the Authority at Meetings, as requested	16	24					40
5.3 Provide Drafting / Technology Resources, as requested					40		40
5.4 Review of Studies and Reports	8	24					32

TOTAL DIRECT LABOR	48	48	0	0	40	0	136
% Total by Classification	35.29%	35.29%	0.00%	0.00%	29.41%	0.00%	
Labor Costs	\$ 3,360	\$ 2,880	\$ -	\$ -	\$ 1,200	\$ -	\$ 7,440
Overhead Costs	1.6849 \$ 5,661	\$ 4,853	\$ -	\$ -	\$ 2,022	\$ -	\$ 12,536
Profit	12.0% \$ 1,083	\$ 928	\$ -	\$ -	\$ 387	\$ -	\$ 2,397
Total Loaded Labor	\$ 10,104	\$ 8,660	\$ -	\$ -	\$ 3,609	\$ -	\$22,373

Direct Expenses

Plotting and Reproduction	\$ 100	
Mail and Deliveries	\$ -	
Misc Expenses	\$ 1,200	Assumes five months of DSL service [\$239.95/mo.] for GEC staff on-site at CTRMA offices.
Travel and Field Expenses	\$ 200	
Total Direct Expenses	\$ 1,500	

Total \$ 23,872