

EXHIBIT "E"

HIDALGO COUNTY
Professional Engineering Services
Agreement # C-10-072-03-23
Work Authorization Form

WORK AUTHORIZATION NO. 1

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, J.E. Saenz & Associates Inc. professional engineers of Edinburg Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide Professional Engineering Services for Preliminary Design and Construction Phase Services for Amigo Park Subdivision East of North I Road.

The scope of services to be provided by the **Owner** is identified in *EXHIBIT "A" – Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the **Engineer** is identified in *EXHIBIT "B" – Scope of Services to be Provided by the Engineer* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$66,112.25. The breakdown of the total amount is \$39,000.00 for right of way acquisition and \$27,112.25 for engineering services. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "D"**.

PART 3. PAYMENT

Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 6.1 of the Agreement.

PART 4. FUNDING

This Work Authorization No.1 shall be funded through funding source:

Account No. 0724-431-00-104-007-0-711/731

Account No. C-10-072-03-23

Requisition Number _____ (MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization or _____.

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County Precinct No. 4
Commissioner Oscar Garza as to content and detail of this Work Authorization No. #1.

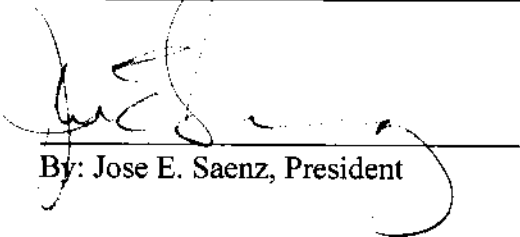
HIDALGO COUNTY
COMMISSIONER PRECINCT NO. 4 :

BY: O. G. Garza, Jr.

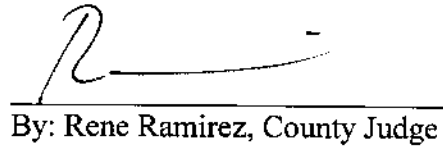
PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 3/30/10 as indicated below and effective as of 30th day of March, 2010.

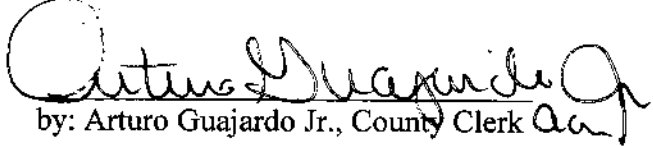
THE ENGINEER:
J.E. SAENZ & ASSOCIATES, INC.


By: Jose E. Saenz, President

THE OWNER:
HIDALGO COUNTY


By: Rene Ramirez, County Judge

ATTEST:


by: Arturo Guajardo Jr., County Clerk

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be Provided by the Owner
- ATTACHMENT "B" - Services to be Provided by the Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Estimated Cost Proposal

Hidalgo County Precinct #4 Amigo Park Subdivision

March 2010

Eng 10.005



**J.E. Saenz & Associates, Inc.
211 E. Wisconsin Rd.
Edinburg, Texas 78539
(956) 383-2984**

MAR 23 2010



J.E. SAENZ & ASSOCIATES, INC.

ENGINEERS ■ SURVEYORS ■ PLANNERS
CONSTRUCTION MANAGERS ■ GEOGRAPHICAL INFORMATION SYSTEMS
TBPE Firm Registration No.1273

February 12, 2010

Commissioner Oscar L. Garza, Jr.
County of Hidalgo, Precinct 4
P.O. Box 1356
Edinburg, Texas 78540

Re: Amigo Park Subdivision
Right-of-Way Acquisition and Engineering Services Proposal

Commissioner Garza,

It is our pleasure to submit to Hidalgo County Precinct 4, this proposal for Professional Right-of-Way Mapping and Engineering Services in relation to the above mentioned project. Our site visits and preliminary research on this subdivision has led us to the understanding that there are approximately 78 parcels for right-of-way acquisition. Based on this information the following are our basic fees for right-of-way acquisition and engineering services \$39,000.00 and \$27,112.25 respectively for the parcels and design portion of Amigo Park Subdivision.

We are prepared to move forward and expedite all necessary documentation and coordinate the acquisition procedures with Hidalgo County Right-of-Way Department for Hidalgo County Precinct #4. We will be conducting services for the 78 parcels as follows:

- Property Owner Investigation
- Title Research
- Boundary Survey
- Property Map
- Right-of-Way Map
- Aerial map
- Metes and Boundary Description
- Set all Parcel Lot Corners

POST OFFICE BOX 3293
EDINBURG, TEXAS 78540
www.jesaenz.com

(956) 383-2984 TEL
(956) 383-3736 FAX
info@jesaenz.com



J.E. SAENZ & ASSOCIATES, INC.

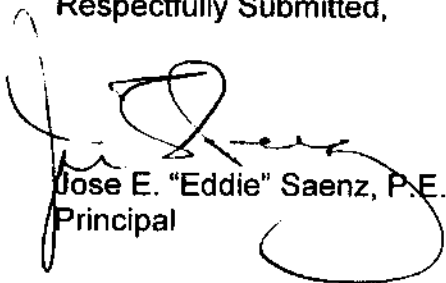
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We will then proceed with construction plans for the proposed sewer services within the subdivision. The plans will be created for the proposed construction profile, meeting all criteria requirements set forth by the County. We will be performing services for the new sewer as follows:

- Topographic Survey
- Plans
- Specifications
- Construction Cost Estimate
- Construction Cut Sheets
- Close Out Documentation
- As-Built Plans

This is our best and final offer. Should you have any questions or concerns please feel free to contact our office at (956) 383-2984.

Respectfully Submitted,



Jose E. "Eddie" Saenz, P.E.
Principal

JES/fq

F:\JESAENZ\ENGPROJ\ENG2010\ENG 10.005 Amigo Park\Misc\Amigo Subdivision RRCT 4 proposal letter.doc

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EXHIBIT "A"

**Scope of Services
Provided by Owner**



J.E. SAENZ & ASSOCIATES, INC.

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CONSTRUCTION MANAGERS ■ GEOGRAPHICAL INFORMATION SYSTEMS
TBPE Firm Registration No.1273

EXHIBIT "A"

HIDALGO COUNTY PRECINCT 4

AMIGO PARK SUBDIVISION

Scope of Services

1. The following provides an outline of the services to be provided by the OWNER in the development of Project.
2. The OWNER will provide to the ENGINEER the following:
3. Authorization to the ENGINEER to begin work in accordance with Section 3 of this Agreement.
4. Payment for work performed by the ENGINEER and accepted by the OWNER in accordance with Section 6 of the Agreement.
5. Assistance to the ENGINEER, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the ENGINEER cannot easily obtain.
6. Provide any available relevant data the OWNER may have on file concerning the project.
7. Provide timely review and decisions in response to the ENGINEER'S request for information and/or required submittals and deliverable, in order for the ENGINEER to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.
8. Attend and participate in progress meeting as required and as coordinated and conducted by the ENGINEER.
9. Assist the ENGINEER in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

Public Meetings

- a. Approve agenda and all exhibits prior to public meeting.
- b. Approve date and location of the meeting.
- c. Review/approve Public Meeting Report

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ENGINEERS ■ SURVEYORS ■ PLANNERS
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TBPE Firm Registration No. 1273

10. Attend the Preliminary Concept Conference coordinated and conducted by the ENGINEER and more particularly identified in Attachment "B" of the Agreement.
11. Assist the ENGINEER as required in the coordination with the USAGE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity.
12. Review and approve the Project design criteria.
13. Review and approve change orders as required and prepared by the ENGINEER.

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EXHIBIT "B"

**Scope of Services
Provided by Engineer**



J.E. SAENZ & ASSOCIATES, INC.

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CONSTRUCTION MANAGERS ■ GEOGRAPHICAL INFORMATION SYSTEMS
TBPE Firm Registration No.1273

EXHIBIT "B"

HIDALGO COUNTY PRECINCT 4

AMIGO PARK SUBDIVISION

Scope of Services

This project is consists of obtaining al necessary documentations and the acquisition procedures with Hidalgo County Right-of-Way Department for Hidalgo County Precinct #4 as well as construction plans for the subdivision.

The following is the work to be done for this project:

1. Hidalgo County Right-of-Way Department
 - a. Property Owner Investigation
 - b. Title Research
 - c. Boundary Survey
 - d. Property Map
 - e. Right-of-Way Map
 - f. Aerial Map
 - g. Metes and Boundary Description
 - h. Set 28 Parcel Lot Corners

2. Paving Improvements
 - a. Conduct a topographic survey for the project area.
 - b. Generate plans and profiles for the proposed project.
 - c. Provide monthly site visits to monitor construction progress.
 - d. Review pay request and make recommendations.
 - e. Administer the project closeout on behalf of the County including testing observations, documentation, etc.
 - f. Generate As-Built plans for the County upon project completion.

Please find attached an exhibit showing the layout and extent of the work mentioned previously. Also enclosed is a preliminary Statement of Probable Cost in order to ensure that the discussed scope is in agreement with Hidalgo County Prescient #4.

F:\JESAENZ\ENGPJOJS\ENG2010\ENG 10.005 Amigo Park\Misc\Amigo Subd Engineers Scope of Services.doc

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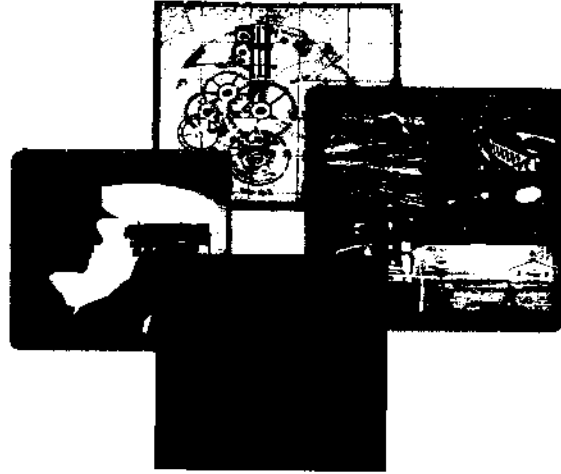


EXHIBIT "C"

Work Schedule

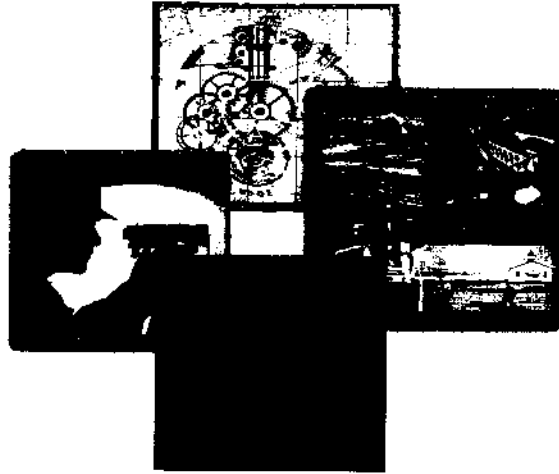


EXHIBIT "D"

Estimated Cost Proposal

Project Name: Amigo Park
 Project Number: Eng. 10.005

STATEMENT OF PROBABLE COST

SEWER IMPROVEMENTS

ITEM #	DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
1	MOBILIZATION/DEMOBILIZATION	1 LS	\$8,000.00	\$8,000.00
2	8" SANITARY SEWER PIPE, SDR 26	5100 LF	\$12.00	\$61,200.00
3	4' DIAMETER FIBERGLASS MANHOLE	15 EA	\$2,500.00	\$37,500.00
4	4" SANITARY SEWER SERVICE (SHORT)	65 EA	\$500.00	\$32,500.00
5	16" STEEL CASING	185 LF	\$120.00	\$22,200.00
6	TRENCH SAFETY PROTECTION	5100 LF	\$1.00	\$5,100.00
7	15" RCP STORM DRAIN, CL III	500 LF	\$60.00	\$30,000.00
8	4% LIME TREATMENT FOR BASE COURSE (DRIVEWAYS)	1,250 S.Y.	\$7.50	\$9,375.00
9	DRIVEWAYS (CONCRETE PAV)	50 SY	\$20.00	\$1,000.00
10	DRIVEWAYS (ASPH CONC PAV)(PB-1)	1200 S.Y.	\$7.50	\$9,000.00
11	DRAIN SWALE RESTORATION	5100 LF	\$6.00	\$30,600.00
SUB TOTAL:				\$246,475.00

I. TOTAL ESTIMATED COST TO THE DEVELOPER

1) CONSTRUCTION BY DEVELOPER	\$246,475.00
2) 10 % CONTINGENCY	\$ 24,647.50
	SUBTOTAL: \$ 271,122.50
3) ROW MAPPING (\$500/parcel)(78 parcels)	\$ 39,000.00
4) ENGINEERING	\$ 27,112.25
5) GEOTECHNICAL MATERIAL TESTING	\$ 2,500.00
	\$ 68,612.25

TOTAL: \$ 339,734.75

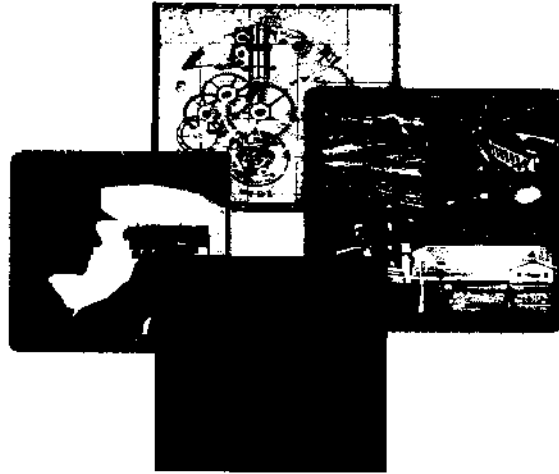


EXHIBIT "E"

Work Authorization



County of Hidalgo Pct. #4

Commissioner Oscar L. Garza Jr.
1051 N. Doolittle Road
Edinburg Texas 78542-0337

MEMO

DATE: MARCH 23, 2010
TO: PURCHASING DEPARTMENT
C/O LETICIA "LETTY" SAENZ CONTRACTS MANAGER
FROM: HIDALGO COUNTY PCT. #4
REF: WORK AUTHORIZATION #1
"Amigo Park Sub., East of North I Rd."
C-10-072-03-23

HIDALGO COUNTY PRECINCT #4 IS HEREBY REQUESTING THE FOLLOWING WORK AUTHORIZATION #1 IN THE AMOUNT OF \$66,112.25 FOR J.E. SAENZ & ASSOCIATES, INC., BE PLACED ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

FUNDING FOR THIS PROJECT WILL BE FROM THE FOLLOWING ACCOUNTS:
0-1204-431-00-124-007-0-711 / 731 \$39,000.00 and \$27,112.25

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE, THANK YOU.

RUMALDO MUNOZ JR 
ACCOUNTS PAYABLE CLERK

CC: COUNTY FILES

AI-20538**20.D.2.****Pct 4-Prof. Eng Svcs Agreement-Quintanilla, Headley & Associates Inc & WA #1, 2 & 3 for J E Saenz & Associates, Inc - C-10-072-03-23****CC REGULAR****Date:** 03/30/2010**Submitted By:** Letty Saenz, PURCHASING DEPT.**Submitted For:** Marty Salazar**Department:** PURCHASING DEPT.**Agenda Category:** Purchasing Department**Sub-category:** Prct. 4**Information****CAPTION**

a. Requesting approval of a professional services agreement with QUINTANILLA, HEADLEY AND ASSOCIATES, INC. for the purposes of professional engineering services for: "PAVED and UN-PAVED ROAD CONSTRUCTION PROJECTS" (on an as needed basis) within Hidalgo County Precinct No. 4.

b. Requesting approval of Work Authorization #1 (\$ 66,112.25) (Amigo Park Subdivision) from J. E. Saenz & Associates, Inc. for Professional Engineering Services to the "Paved and Un-Paved Road Construction Projects" (on an as needed basis) located within Hidalgo County Precinct No. 4, in connection with Contract No. C-10-072-03-23;

c. Requesting approval of Work Authorization #2 (\$ 20,000.00) (Murillo II Subdivision) from J. E. Saenz & Associates, Inc. for Professional Engineering Services in connection to the "Paved and Un-Paved Road Construction Projects" (on an as needed basis) located within Hidalgo County Pct. No. 4, in connection with Contract No. C-10-072-03-23;

d. Requesting approval of Work Authorization #3 (\$ 3,500.00) (Chapa Road) from J. E. Saenz & Associates, Inc. for Professional Engineering Services in connection to the "Paved and Un-Paved Road Construction Projects" (on an as needed basis) located within Hidalgo County Pct. No. 4, in connection with Contract No. C-10-072-03-23.

BACKGROUND

WA#s 1, 2 & 3 - J E Saenz & Associates Inc - C-10-072-03-23

Fiscal Impact**FISCAL YEAR:** 2010**ACCT. #:** 0-1204-431-00-124-007-0-711/731**FUNDS AVAILABLE Y/N?:****MATCHING FUNDS Y/N?:****BUDGETARY IMPACT:**

Object code 711 funding available as of 3-26-10 \$ 57,100.00 , plus \$6,000 pending approval of AI#20482 CC 3/30/10.

Object code 731 funding available as of 3-26-10 \$108,316.62

AttachmentsLink: [Contract Document-Quintanilla Headley & Associates Inc-C-10-072A-03-30](#)Link: [WA#1-Amigo Park Subdivision-J E Saenz & Assoc](#)

the No.1 ranked firm of Quintanilla, Headley for the provision of Surveying Services required for the sale or exchange of Precinct No. 3's sale or exchange of the former/old Administrative Offices and Shop Complex Project.

D. Pct. 4

1. **AI-20459** a. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024 (A) (4) a professional service/Appraisal Services;
approved
- b. Presentation of scoring grid (for the purposes of ranking by CC) of the firms graded & evaluated through the County's approved "pool" of engineers in connection with professional Appraisal Services required for: North "I" Road-Phase II Project in Pct. #4;
approved
- 1st. HLH Appraisal 98; 2nd. Professional Appraisal 95; 3rd. Adelaido Gonzalez/ DBA Southmos
80
- c. Authority for the Purchasing Department to negotiate a professional Appraisal Services Contract with the No.1 ranked firm of HLH for the provision of Appraisal Services for the North "I" Road-Phase II Project in Pct. #4;
approved
2. **AI-20538** a. Requesting approval of a professional services agreement with QUINTANILLA, HEADLEY AND ASSOCIATES, INC. for the purposes of professional engineering services for: "PAVED and UN-PAVED ROAD CONSTRUCTION PROJECTS" (on an as needed basis) within Hidalgo County Precinct No. 4.
approved
- b. Requesting approval of Work Authorization #1 (\$ 66,112.25) (Amigo Park Subdivision) from J. E. Saenz & Associates, Inc. for Professional Engineering Services to the "Paved and Un-Paved Road Construction Projects" (on an as needed basis) located within Hidalgo County Precinct No. 4, in connection with Contract No. C-10-072-03-23;
approved
- c. Requesting approval of Work Authorization #2 (\$ 20,000.00) (Murillo II Subdivision) from J. E. Saenz & Associates, Inc. for Professional Engineering Services in connection to the "Paved and Un-Paved Road Construction Projects" (on an as needed basis) located within Hidalgo County Pct. No. 4, in connection with Contract No. C-10-072-03-23;
approved
- d. Requesting approval of Work Authorization #3 (\$ 3,500.00) (Chapa Road) from J. E. Saenz & Associates, Inc. for Professional Engineering Services in connection to the "Paved and Un-Paved Road Construction Projects" (on an as needed basis) located within Hidalgo County Pct. No. 4, in connection with Contract No. C-10-072-03-23.
approved

E. Sheriff's Office

1. **AI-20443** Presentation of bids received for the purposes of award and approval of contract to the lowest bidder meeting all specifications and/or requirements as attached hereto for: "Hidalgo County Sheriff's Office - DNA Testing Lab Services" - RFB-2010-069-03-30-MEG
approved

F. County Clerk

1. **AI-20509** Requesting authority to advertise a request for proposals with approval of procurement packet (i.e. specifications/requirements, legal notice & draft contract documents) as attached hereto for " Restoration and Preservation of Hidalgo County Clerk's Historical Record Books"-RFP No. 2010-089-04-21-otm
approved

G. Co. Wide

1. **N/A** HIDALGO COUNTY RE: REAL ESTATE ACQUISITIONS-
Requesting authority to obtain and approval of (when applicable), including, but not limited to, the following items necessary in anticipation of real property/estate acquisition(s): fair market value appraisals, inspections, surveys, all phases-environmental assessments, title