

HIDALGO COUNTY
Professional Engineering Services
Contract No. C-09-264-10-06

WORK AUTHORIZATION NO. 3

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 7 of the **Agreement** made by and between the **HIDALGO COUNTY**, acting herein by and through the **COMMISSIONER’S COURT**, hereinafter called the “**Owner**”, and **S&B INFRASTRUCTURE, LTD.**, professional engineers of McAllen, Texas, hereinafter called the “**Engineer**”.

PART 1. Scope of Work. The purpose of this Work Authorization is associated with the renovation to the Hidalgo County Old Juvenile Detention Center to accommodate a Morgue Facility.

I. Scope of Services to be Provided by the Owner. The following provides an outline of the services to be provided by the Owner in the development of the Project:

1. Authorization to the Engineer to begin work.
2. 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.
3. Provide any available relevant data the Owner may have on file concerning the Project.
4. Provide timely review and decisions in response to the Engineer’s request for information and/or required submittals and deliverables, in order for the Engineer to maintain the agreed-upon work schedule.
5. Obtain and pay vendor or construction contractor to perform the construction of needed repairs.
6. Prepare advertisements for solicitations of bids, contract with construction contractors to perform that portion of the work not to be constructed by the Owner, and provide payment to the construction contractor for construction of the work.
7. **Perform / provide a condition assessment of the existing electrical and mechanical components of the existing Old Hidalgo County Juvenile Detention Center.**
8. **Perform / provide full inventory (description, size, operating & maintenance manual, etc.) of all autopsy equipment currently purchased or to be purchased.**

II. Scope of Services to be Provided by the Engineer.

The name of the project is “Hidalgo County Morgue Facility”. The project consists of providing engineering and design documents for the renovation of the Old Hidalgo County Juvenile Detention Center (Project Location) for use as a county medical examiner’s facility. The project will be constructed using in-house Owner construction forces (primarily for electrical and mechanical) as well as competitive bidding.

Hidalgo County / S&B Infrastructure, Ltd.
Contract No. C-09-264-10-06; Work Authorization No. 3

A. Basis of Scope of Services.

1. Formal invitation for walk-thru of the Project Location was received by the Engineer from Oscar Garza, Procurement Specialist on June 23, 2010. On June 24, 2010, the Engineer met at the Project Location with Oscar Garza, Procurement Specialist and Richard Sunday, Facilities Manager. Although invited, Dr. Norma Jean Farley, Chief Forensic Pathologist of Hidalgo County was unable to attend. The Engineer was provided with a set of design plans entitled "Hidalgo County Juvenile Detention Center" dated August 15, 1977. Modifications were done on the building in 1993, however no engineering plans are available. The primary goal of the proposed project is to design a Morgue Facility utilizing the Old Hidalgo County Juvenile Detention Center. The walk-through produced a conceptual sketch as shown in **Attachment "A"**. As Dr. Farley was not at this meeting, S&B was instructed to contact her regarding the requirements and needs of the proposed Morgue Facility.
2. After several attempts to reach Dr. Farley, she was available to meet on July 6, 2010 to discuss the requirements of the proposed Morgue Facility. The meeting was held at Chase Bank Tower in McAllen, TX. **Attachment "B"**, attached hereto, shows an example of proposed renovations provided by Dr. Farley. Essentially, she would like to have a facility similar to the Bexar County facility. However, specific criteria provided by Dr. Farley include the following:
 - a. Autopsy Rooms – components of the renovation shall include four autopsy stations; each large enough to accommodate 20 people around one autopsy station.
 - b. Separate autopsy room with one autopsy station for highly decomposed cadaver.
 - c. One tissue-harvesting room.
 - d. One storage room sized to accommodate 5-year supply of autopsy materials.
 - e. One freezer large enough to accommodate 16 cadavers.
 - f. One freezer to store two highly decomposed cadavers.
 - g. One viewing area.
 - h. One x-ray room.
 - i. One handicap accessible bathroom.
 - j. Future expansion to include DNA Lab and Toxicology Lab.
3. Renovation of building shall conform to certification requirements of the National Association of Medical Examiners (NAME).
4. Based on the above, the Engineer shall develop the project in the following phases: Preliminary Design, Final Design, Bidding Documents (PS&E (Plans, Specifications & Estimates)), and Bid Phase Services.

B. Preliminary Design Phase.

For the Preliminary Design Phase, the Engineer shall provide the following:

Hidalgo County / S&B Infrastructure, Ltd.
Contract No. C-09-264-10-06; Work Authorization No. 3

1. With no as-built plans available, as well as the modifications to the building that were constructed in 1993, the Engineer will perform a building survey to determine the exact locations of walls and appurtenances of the existing building.
2. The Engineer will perform a structural assessment of the existing building.
3. Travel to San Antonio to visit the Bexar County Medical Examiner's Facility.
4. The Engineer will prepare a Draft Design Summary Report and conduct a Preliminary Design Concept Conference to consult with the Owner to determine:
 - a. User expectations;
 - b. Operating protocols;
 - c. Certification requirements;
 - d. Maintenance requirements; and,
 - e. Space adequacies and adjacencies.
5. Prepare a Preliminary Design Report in a typed, tabbed binder for review and approval by the Owner representatives.

C. Final Design Phase (Schematics).

After written authorization from the Owner to proceed with the Final Design Phase, the Engineer shall:

1. Prepare Draft Design Schematics (layouts) to incorporate the following into the Old Hidalgo County Juvenile Detention Center:
 - a. Autopsy Rooms – components of the renovation shall include four autopsy stations; each large enough to accommodate 20 people around one autopsy station.
 - b. Separate autopsy room with one autopsy station for highly decomposed cadaver.
 - c. One tissue-harvesting room.
 - d. One storage room sized to accommodate 5-year supply of autopsy materials.
 - e. One freezer large enough to accommodate 16 cadavers.
 - f. One freezer to store two highly decomposed cadavers.
 - g. One viewing area.
 - h. One x-ray room.
 - i. One handicap accessible bathroom.
 - j. Future expansion to include DNA Lab and Toxicology Lab.
2. Prepare Draft Opinion of Probable Costs.
3. Prepare a Draft Final Design Report in a typed, tabbed binder for review and approval by the Owner representatives

4. Conduct a Final Design Conference to present the Draft Design Schematics and Opinion of Probable Costs to the Owner for review and discussion.
5. Incorporate comments from the Final Design Conference (to the maximum extent allowable by industry standards, codes and regulations), update Final Draft Design Report, and prepare Final Design Schematics and Opinion of Probable Costs.

D. Bidding Documents: Plans, Specifications & Engineer’s Final Estimate (PS&E).

After written authorization from the Owner to proceed with the Bidding Documents, the Engineer shall:

1. The Engineer shall prepare Draft Plan Drawings, Technical Specifications, and Engineer’s Estimate as well as Draft Final Design Report, and submit to Owner for review and comment. **Note: Those portions of the work that will be performed or constructed by the Owner’s forces shall be labeled in the plan drawings as “By Others”.**
2. The Engineer shall incorporate Owner comments (to the maximum extent allowable by industry standards, codes and regulations), and prepare Final Plan Drawings, Technical Specifications, and Engineer’s Estimate as well as Final Design Report.

E. Bid Phase Services.

The Engineer shall provide assistance to the Owner during the bid advertisement and review periods for one construction contract. This shall include the following:

1. The Engineer shall prepare the Bid Proposal Documents.
2. The Engineer shall provide copies of the Bidding Documents to prospective bidders.
3. The Engineer shall prepare, attend, and conduct a pre-bid conference to discuss the requirements of the Project with prospective bidders, subcontractors and suppliers. The Engineer shall prepare and distribute minutes of the conference to the attendees thru electronic e-mail or posting.
4. The Engineer shall respond to bidder questions.
5. The Engineer shall assist in preparation of addenda (no more than 2) to the contract documents.
6. The Engineer shall assist at the bid opening, prepare an analysis of the bids, and prepare a recommendation regarding contract award.

F. Deliverables.

The Engineer shall provide the following:

ITEM	No. of Copies
Preliminary Design Phase:	
1. Draft Design Summary Report	3

2. Preliminary Design Report 3

Final Design Phase (Schematics):

3. Draft Design Schematics (11-inch x 17-inch) 3

4. Draft Opinion of Probable Costs 3

5. Draft Final Design Report-Initial 3

6. Draft Final Design Report-Update 3

Bidding Documents – Plans, Specifications, & Engineer’s Estimate:

7. Draft Plan Drawings, Technical Specifications & Engineer’s Estimate 3

8. Final Plan Drawings, Technical Specifications & Engineer’s Estimate 3

9. Final Design Report 3

Bid Phase Services:

10. Copies of Bid Documents As Required*

11. Addenda Electronic Copies Only**

12. Analysis of Bid / Recommendation of Award 3

13. Final Conformed / Awarded Bid Documents 3***

* Engineer shall obtain reimbursement for cost of printing bid documents from prospective bidders.

** Engineer shall provide hard-copies for conformed bid documents for award only; distribution of addenda during bidding shall be by electronic distribution only.

*** One hard-copy to awarded Construction Contractor, two hard-copies to Hidalgo County for files.

Unless otherwise noted, the number of copies specified above refers to hard copies. All plan drawings will be 11-inch x 17-inch. Final submittals will include electronic copies of all documents (reports and bid packages) in pdf only.

PART 2. Estimated Cost. The estimated cost for services under this Work Authorization is **\$115,983.44**. This amount is based upon the costs outlined in **Attachment “C”**.

PART 3. Payment. Compensation and payment to the **Engineer** for the services established under this Work Authorization shall be made in accordance with Articles 5, 6, and 7 of the **Agreement**.

PART 4. Funding. This work authorization shall be funded through the following funding source:

Account No. _____

Requisition No. _____

PART 5. Period of Service. This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon the scopes of services of the work authorization.

PART 6. Responsibilities and Obligations. This Work 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 #4, Commissioner Oscar L. Garza** as to content and detail of this Work Authorization.

HIDALGO COUNTY PRECINCT #4:

BY: _____
Oscar L. Garza, Commissioner

PART 8. Acceptance and Approval. This Work Authorization is hereby accepted, approved by Hidalgo County Commissioner's Court on _____ as indicated below, and effective as of ____ day of _____ 2010.

THE ENGINEER:
S&B INFRASTRUCTURE, LTD.

BY: 

Sharlotte L. Teague, PE
Senior Project Manager

THE OWNER:
HIDALGO COUNTY

BY: _____
Rene A. Ramirez
County Judge

ATTEST:

BY: _____
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A"	CONCEPTUAL OVERLAY OF EXISTING BUILDING
ATTACHMENT "B"	EXAMPLE OF REQUESTED REQUIREMENTS FOR MORGUE FACILITY
ATTACHMENT "C"	COST PROPOSAL

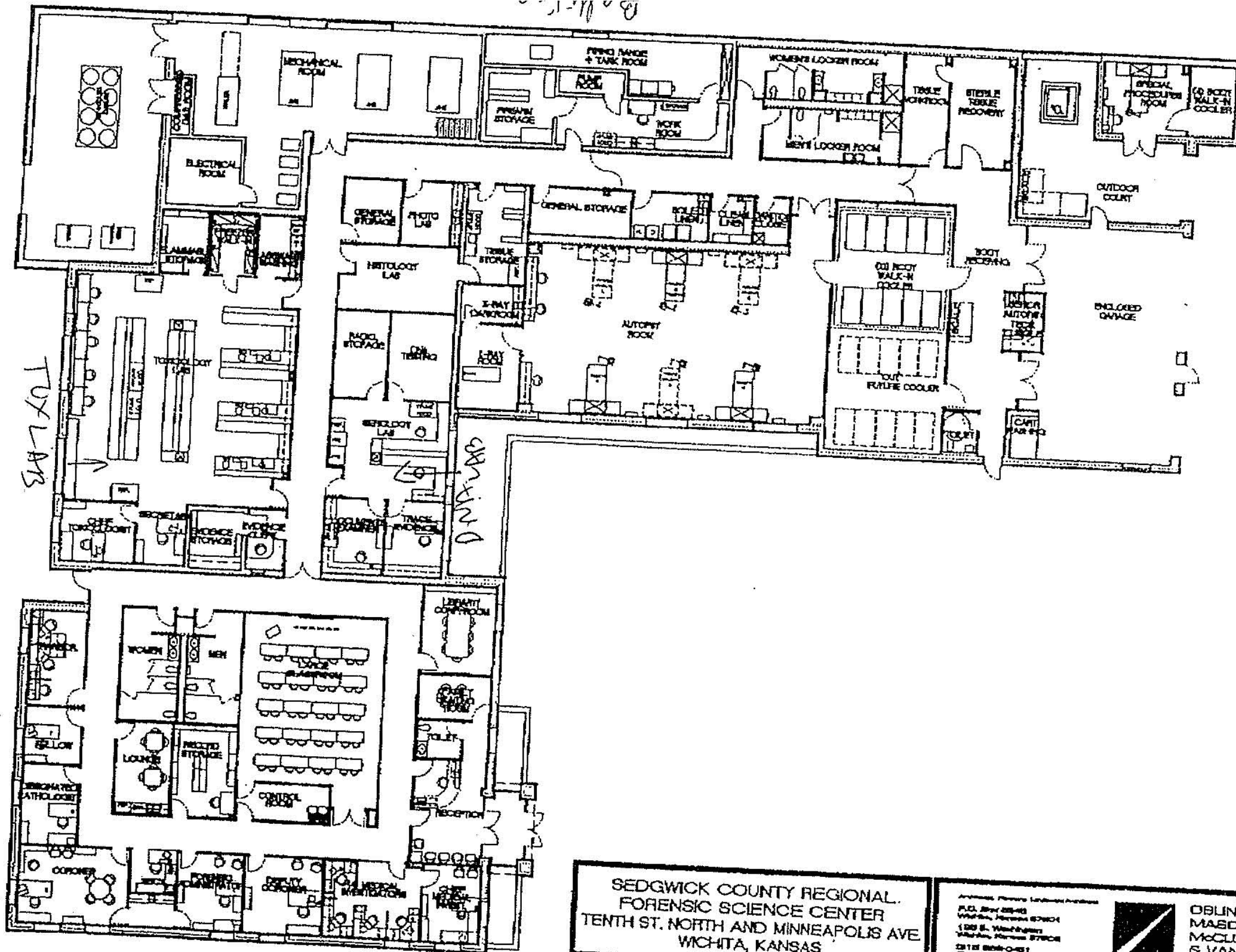
WORK AUTHORIZATION NO. 3
HIDALGO COUNTY MORGUE FACILITY
Attachment "B" - EXAMPLE OF REQUESTED REQUIREMENTS FOR MORGUE FACILITY


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<p>SEDGWICK COUNTY REGIONAL FORENSIC SCIENCE CENTER TENTH ST. NORTH AND MINNEAPOLIS AVE WICHITA, KANSAS</p>	<p>Architect: Planning Services Architects P.O. Box 28140 Wichita, Kansas 67204 100 S. Washington Wichita, Kansas 67202 316 268-0451 316 268-2-999 FAX</p>	 <p>OBLINGER MASON McELIGAGE & VAN SICKLE CORPORATION</p>
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Work Authorization No. 3

HIDALGO COUNTY MORGUE FACILITY

Attachment "C" - Cost Proposal

S&B JOB NO.:

TASK CODE	DESCRIPTION	FIRM	SERVICE	MAN-HOURS								ESTIMATED FEE	TOTALS	
				Project Manager	Engr (V) Struct	Engr (V) Civil	Engr (III,IV) Civil	Engring Asst. 2	Engring Asst. 1	CADD (I)	Admin			TOTAL
LABOR														
PRELIMINARY DESIGN PHASE														
	(1) Perform a building survey to determine the exact locations of walls and appurtenances of the existing building.	S & B	Basic			4			18		20		42	\$3,771.72
	(2) Perform a structural assessment of the existing building.	S & B	Basic		40						12	6	58	\$8,718.28
	(3) Travel to San Antonio to visit the Bexar County Medical Examiner's Facility.	S & B	SPECIAL			18		18					36	\$4,899.60
	(4) Prepare a Draft Design Summary Report and conduct a Preliminary Design Concept Conference.	S & B	Basic	3		2	6	12		4		6	33	\$3,709.56
	(5) Prepare a Preliminary Design Report.	S & B	Basic				9	8		9		6	32	\$3,081.09
	Sub Total (PRELIMINARY DESIGN)				3	40	24	15	56	0	45	18	201	\$24,180.25
FINAL DESIGN PHASE (SCHEMATICS)														
	(1) Prepare Draft Design Schematics (layouts).	S & B	Basic		20	2		20			20		62	\$7,422.24
	(2) Prepare Draft Opinion of Probable Costs.	S & B	Basic				20						20	\$3,082.40
	(3) Prepare a Draft Final Design Report.	S & B	Basic				20			9	6		35	\$3,994.97
	(4) Conduct a Final Design Conference to present the Draft Design Schematics and Opinion of Probable Costs to the Owner.	S & B	Basic	3		2	3			6	6		20	\$2,206.58
	(5) Incorporate comments from the Final Design Conference, update Final Draft Design Report, and prepare Final Design Schematics and Opinion of Probable Costs.	S & B	Basic		9		4	9		20	9		51	\$5,003.85
	Sub Total (FINAL DESIGN (SCHEMATICS))				3	29	4	47	29	0	55	21	188	\$21,710.04
BID DOCUMENTS: PLANS, SPECS, ESTIMATES														
	(1) Prepare Draft Plan Drawings.	S & B	Basic		9	4		40		40			93	\$8,947.97
	(2) Prepare Draft Technical Specifications.	S & B	Basic			2	40				18		60	\$7,475.76
	(3) Prepare Draft Engineer's Construction Estimate.	S & B	Basic				18						18	\$2,774.16
	(4) Incorporate Owner Comments and Prepare Final Plan Drawings, Tech Specs, and Estimate.	S & B	Basic		9	2	9	9		20	6		55	\$5,963.17

Work Authorization No. 3

HIDALGO COUNTY MORGUE FACILITY

Attachment "C" - Cost Proposal

S&B JOB NO.:

TASK CODE	DESCRIPTION	FIRM	SERVICE	MAN-HOURS								ESTIMATED FEE	TOTALS			
				Project Manager	Engr (V) Struct	Engr (V) Civil	Engr (III,IV) Civil	Engring Asst. 2	Engring Asst. 1	CADD (I)	Admin			TOTAL		
(5)	Prepare Final Design Report.	S & B	Basic				20				9	9	38	\$4,155.29		
Sub Total (BID DOCUMENTS)				0	18	8	87	49	0	69	33	264		\$29,316.35		
BID PHASE SERVICES																
(1)	Prepare the Bid Proposal Documents.	S & B	SPECIAL			2	24	20			24	20	90	\$8,648.80		
(2)	*Make and distribute copies of the Bidding Documents to prospective bidders.	S & B	SPECIAL										0	\$0.00		
(3)	Prepare, attend, and conduct a pre-bid conference to discuss the requirements of the Project with prospective bidders, subcontractors and suppliers; prepare and distribute minutes of the conference to the attendees thru electronic e-mail or posting.	S & B	SPECIAL	2		4						6	12	\$1,472.00		
(4)	Respond to bidder questions.	S & B	SPECIAL		4	2	9					4	19	\$2,710.72		
(5)	Prepare addenda (no more than 2) to the contract documents.	S & B	SPECIAL		6	2	4	18			18	4	52	\$5,262.64		
(6)	Assist at the bid opening, prepare an analysis of the bids, and prepare a recommendation regarding contract award.	S & B	SPECIAL	2		2	6					2	12	\$1,833.92		
* No charge; reimbursed to Engineer by Prospective Bidders																
Sub Total (BID PHASE SERVICES)				4	10	12	43	38	0	42	36	185		\$19,928.08		
MANAGEMENT																
(1)	Internal controls, budgeting, and invoicing (3 months).	S & B	BASIC	12								6	18	\$3,040.32		
(2)	Internal coordination and meetings (5 weeks).	S & B	BASIC	5		5	5					10	25	\$3,310.80		
(3)	QC-QA - Preliminary Design (DSR, Preliminary Design Report)	S & B	BASIC	13									13	\$2,946.32		
(3)	QC-QA - Schematics, OPC, Final Draft Design Report)	S & B	BASIC	12									12	\$2,719.68		
(3)	QC-QA - Bid Docs / Specs	S & B	BASIC	9									9	\$2,039.76		
(3)	QC-QA - Bid Proposal, Addenda	S & B	BASIC	9									9	\$2,039.76		
(4)	Client Meetings (2 coordination meetings).	S & B	BASIC	4		5						2	11	\$1,886.04		
(5)	Client Meetings (2 presentations to Commissioners Court).	S & B	BASIC	4		5						2	11	\$1,886.04		
Sub Total (MANAGEMENT)				68	0	15	5	0	0	0	0	20	108		\$19,868.72	

Work Authorization No. 3

HIDALGO COUNTY MORGUE FACILITY

Attachment "C" - Cost Proposal

S&B JOB NO.:

TASK CODE	DESCRIPTION	FIRM	SERVICE	MAN-HOURS								ESTIMATED FEE	TOTALS	
				Project Manager	Engr (V) Struct	Engr (V) Civil	Engr (III,IV) Civil	Engring Asst. 2	Engring Asst. 1	CADD (I)	Admin			TOTAL
Sub Total (LABOR)				78	97	63	197	172	0	211	128	946		\$115,003.44
	Total Hours	MULTIPLIER		78	97	63	197	172	0	211	128	946		
	CONTRACT RATES: (\$/MAN-HOUR)	2.9218		226.64	190.21	174.52	154.12	97.68	78.13	65.77	53.44			
	BASE RATES: (\$/MAN-HOUR)			77.57	65.10	59.73	52.75	33.43	26.74	22.51	18.29			
NON LABOR														
Courier														
	(1) FedEx Courier - Draft Plans and Specs - Agency Review (Austin)	S & B (nl)	Basic										\$80.00	
	(2) FedEx Courier - Draft Plans and Specs - Agency Review (Austin)	S & B (nl)	Basic										\$80.00	
	(3) Courier - Draft Plans and Specs - Dr. Farley Review (Harlingen)	S & B (nl)	Basic										\$50.00	
	(4) Courier - Draft Plans and Specs - Dr. Farley Review (Harlingen)	S & B (nl)	Basic										\$50.00	
	(5) Miscellaneous Courier to Edinburg for submittals.	S & B (nl)	Basic										\$90.00	
Travel														
Miscellaneous														
	(1) Project Site / Client Meetings (Edinburg)	S & B (nl)	Basic										\$90.00	
Bexar County Medical Facility														
	(2) Travel (Rental Car - lease: 2 days @ \$70 per day x 1 car)	S & B (nl)	Basic										\$140.00	
	(3) Travel (Rental Car - gas)	S & B (nl)	Basic										\$100.00	
	(4) Travel (Lodging: 2 people @ \$100 per night for 1 nite)	S & B (nl)	Basic										\$200.00	
	(5) Travel (Meals: 2 people @ \$50 / day)	S & B (nl)	Basic										\$100.00	
Miscellaneous - Reproduction														
	* Outside reproduction (Bid Documents)	S & B (nl)	Basic										\$0.00	
	* No charge; reimbursed to Engineer by Prospective Bidders													
Sub Total (NON-LABOR)														\$980.00
PROJECT TOTAL													\$115,983.44	