

Evangelina Garcia

From: Noe Montez [noe.montez@co.hidalgo.tx.us]
Sent: Wednesday, May 04, 2011 4:39 PM
To: evangelina.garcia@co.hidalgo.tx.us
Subject: FW:
Attachments: letter from pct1 Work Authorizations.pdf

Here is attachment letter from Comm Quintanilla requesting the 1st three work auth against the engineering contract...

From: Jeff Riviera [mailto:JRIVIERA@gmes.biz]
Sent: Wednesday, May 04, 2011 11:34 AM
To: noe.montez@co.hidalgo.tx.us; martha.mena@co.hidalgo.tx.us
Subject:

Enclosed is a copy of the letter that we received from the Commissioner via Ms. Mena Executive Assistant in reference to Scope of Work on Work Authorization 1,2and 3.

Thanks ,

Jeff

JOEL QUINTANILLA

County Commissioner

Hidalgo County PCT. 1



April 26, 2011

Mr. Jose L. Munoz, P.E. S.I.T.
President
Guzman & Munoz Engineering and Surveying Inc.
2020 East Expressway 83
Weslaco, Texas 78596

Mr. Munoz:

Enclosed is a list of Priority Projects that the Commissioner has identified for Precinct 1. Please review the Commissioners Recommended Scope of Work and Services for each Project and submit a Work Authorization for each Project for approval.

Work Orders /Scope of Services Description for Work Authorizations:

1. Work Order /Work Authorization No. 001

Project Description: Mile 17 North Road *(Road Improvements, Drainage Study and Drainage Improvements)*

Project Location: Mile 17 North, Between FM 3071 (Mile 4 West Road) and FM 1015 (Mile 3 West Road)

Scope of Services: Based on the Owner/Precinct Commissioners request for Improvements to Mile 17 North Road the Scope of Work will include, but not be limited to the following services:

- Topographic Surveying of the Project Site to be used in Engineering Design of the proposed improvements as per the owner/Precinct Commissioner.
- Provide plans and specifications for the proposed improvements defining R.O.W..
- Provide preliminary and final material cost estimates.
- Work with Precinct 1 Road and Bridge and Drainage Crews and Directors to provide construction phase services, including but not limited to project management, project scheduling during construction, conduct monthly status meetings and monthly reports to the Owner/Precinct Commissioner.

- Review project materials testing reports and implement quality control procedures.
- Review any proposed Road and Bridge and Drainage Division change orders when needed as additional services when approved by the owner/Precinct Commissioner.
- Provide daily construction oversight and inspection by a qualified inspector.
- Provide easements descriptions as necessary which include metes and bounds descriptions and survey sketches, provide engineering studies as requested and approved.
- Provide Drainage, Traffic study, and Planning Study as needed.
- Provide assistance in obtaining project closeout documents. Conduct a final walk through inspection of the project, and provide the owner/Precinct Commissioner all final Documentation Requested verifying completion.

2. Work Order / Work Authorization No. 002

Project Description: Mile 12 ½ North Road *(Drainage Study and Drainage Improvements Project)*

Project Location: Mile 12 ½ North Road, Between FM 88 (Mile 5 West Road) and (Mile 4 West Road)

Scope of Services: : Based on the Owner/Precinct Commissioners request for Improvements to Mile 12 ½ North Road the Scope of Work will include but not be limited to the following services:

- Topographic Surveying of the Project Site to be used in Engineering Design of the proposed improvements as per the owner/Precinct Commissioner.
- Provide plans and specifications for the proposed improvements defining R.O.W..
- Provide preliminary and final material cost estimates.
- Work with Precinct 1 Road and Bridge and Drainage Crews and Directors to provide construction phase services, including but not limited to project management, project scheduling during construction, conduct monthly status meetings and monthly reports to the Owner/Precinct Commissioner.
- Review project materials testing reports and implement quality control procedures.

- Review any proposed Road and Bridge and Drainage Division change orders when needed as additional services when approved by the owner/Precinct Commissioner.
- Provide daily construction oversight and inspection by a qualified inspector.
- Provide easements descriptions as necessary which include metes and bounds descriptions and survey sketches, provide engineering studies as requested and approved.
- Provide Drainage, Traffic study, and Planning Study as needed.
- Provide assistance in obtaining project closeout documents. Conduct a final walk through inspection of the project, and provide the owner/Precinct Commissioner all final Documentation Requested verifying completion.

3. Work Order / Work Authorization No. 003

Project Description: Mile 6 North Road, Anastacia Road (Sunrise Subdivision) and Adjoining Areas *(Drainage Study and Drainage Improvements Project)*

Project Location: Mile 6 North Road and Anastacia Road (Sunrise Subdivision) Intersection and adjoining between Mile 2 East Road and Mile 2 ½ East Road. From Mile 6 North Road and Anastacia water flows north and floods various homes in the area. There is a sanitary sewer line in the County R.O.W. on Anastacia Road plans will have to be obtained from the City of Mercedes.

Scope of Services: Based on the Owner/Precinct Commissioners request for the improvements to Mile 6 North Road, Anastacia Road (Sunrise Subdivision) and Adjoining Areas the Scope of Work will include but not be limited to include the following services:

- Topographic Surveying of the Project Area to be used for the Drainage Study and Engineering Design.
- Engineering Design of the proposed improvements as per the Drainage Study recommendations approved by owner/Precinct Commissioner.
- Provide plans and specifications for the approved improvements based on Drainage Study.
- Provide preliminary and final material cost estimates.

- Work with Precinct 1 Road and Bridge and Drainage Crews and Directors to provide construction phase services, including but not limited to project management, project scheduling during construction, conduct monthly status meetings and monthly reports to the Owner/Precinct Commissioner.
- Review project materials testing reports and implement quality control procedures.
- Review any proposed Road and Bridge and Drainage Division change orders when needed as additional services when approved by the owner/Precinct Commissioner.
- Provide daily construction oversight and inspection by a qualified inspector.
- Provide easements descriptions as necessary which include metes and bounds descriptions and survey sketches, provide engineering studies as requested and approved.
- Provide Drainage, Traffic study, and Planning Study as needed.
- Provide assistance in obtaining project closeout documents. Conduct a final walk through inspection of the project, and provide the owner/Precinct Commissioner all final Documentation Requested verifying completion.

Please Submit the Work Authorizations for Commissioner and Commission approval to these projects as described above. Hurricane Season is here and it is imperative that work start on these projects ASAP.

Sincerely,



Martha Mena
Executive Assistant

cc: Commissioner Joel Quintanilla, Pct. 1
Noe Montez, Director of Management Support
Evangelina Garcia, Contracts Manager, Purchasing Department