

HIDALGO COUNTY

Professional Engineering Services

Contract # C-10-340-10-19

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, HALFF ASSOCIATES, INC., professional engineers of McALLEN, TEXAS, hereinafter called the "Engineer".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide A/E design services necessary to produce construction documents for (1) improvements to the existing 3,000 sf cage area on the west side of Elections Warehouse and (2) a new approximately 66' x 40' structure for storage of cages. See attached Task Order Proposal (Work Auth. #1

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 \$34,500.00. 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_____ of the Agreement.

PART 4. FUNDING

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

Account No. _____

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.

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 #4, Commissioner Joseph Palacios and/or Valde Guerra, Executive Officer (P.O.C.) as to content and detail of this Work Authorization.

HIDALGO COUNTY PRECINCT # 4

HIDALGO COUNTY

By: _____
Joseph Palacios, Commissioner

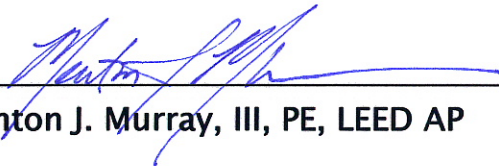
By: _____
Valde Guerra, Executive Officer (P.O.C)

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of ____ day of _____, 2011.

THE ENGINEER:
HALFF ASSOICATES, INC.

THE OWNER:
HIDALGO COUNTY

By: 
Menton J. Murray, III, PE, LEED AP

By: _____
Hon. Ramon Garcia, 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" - Cost Proposal

EXHIBIT "A"

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.

The OWNER will provide to the ENGINEER the following:

- (1) Authorization to the ENGINEER to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the ENGINEER and accepted by the OWNER in accordance with Section 6 of the Agreement.
- (3) 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.
- (4) Provide any available relevant data the OWNER may have on file concerning the project.
- (5) 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 prepared in accordance with Attachment "C" of this Agreement.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the ENGINEER.
- (7) 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.
- (8) Attend the Preliminary Concept Conference coordinated and conducted by the ENGINEER and more particularly identified in Attachment "B" of the Agreement.
 - (9) Assist the ENGINEER as required in the coordination with the USACE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity.
 - (10) Review and approve the Project design criteria.
 - (11) Review and approve change orders as required and prepared by the ENGINEER.

EXHIBIT "B"

Services to be provided by the Engineer

Halff Associates is pleased to submit this task order proposal under our existing Professional Services Agreement (C-10-340-00-00) with Hidalgo County for Building Repairs and/or Renovations to County Owned Buildings for projects located within Precinct 4. Specifically, this proposal is for the A/E design services necessary to produce construction documents for (1) improvements to the existing 3,000 sf cage area on the west side of the Elections Warehouse and (2) a new approximately 66' x 40' structure for storage of cages. We have been provided with a General Scope of Work for the project identified as Project No: 2011-147-00-00-MSS, Exhibit A. We have also toured the site to refine the scope of work and identify field conditions. In addition to the provided scope of work, a set of restrooms will be required to accommodate the building code requirements for number of occupants associated with the new training room. As such, I understand the following scope of work:

Existing Building:

Building Envelop and Interiors:

1. New roof coating system for entire structure.
2. New roof and wall insulation system for the entire structure.
3. Patch existing wall openings.
4. Install a new wall with a door immediately north of the existing garage door to create an enclosed space for the new shredding area. Provide a new "garage door" at the north wall to facilitate movement of large pallets. Finish of space to be exposed equipment.
5. Install a new wall with a door immediately south of the existing garage door to create an enclosed space for a new training area. Finish to be VCT flooring, sheetrock walls (taped, floated, textured, and painted), and lay-in ceiling.
6. Dimensioned existing floor plan drawings.
7. Plan for the addition of new men's and women's restrooms.

Structural:

1. New foundation slab for the building at a level even with existing building slab.
2. Analysis of existing roof structural supports elements.

HVAC:

1. Calculate and design two HVAC systems for the shredder and training areas, respectively.
2. New exhaust fan for restrooms.

Plumbing

1. Water and sanitary sewer plans for new restrooms.

Electrical:

1. Disconnection of existing warehouse from electrical service at District Court facility to east and design of new AEP service drop for Warehouse.
2. Electrical lighting and power for areas of remodel.
3. Extension of fire alarm system to area of remodel.
4. Raceway provisions for telecommunications system.
5. Extension of intrusion detection system to new doors.
6. Extension of CCTV system by addition of 2-3 fixed view cameras.

New Storage Building:

Structural:

1. Foundation design for the new structure.
2. Performance specification for the new pre-engineered metal building.

HVAC:

1. Ventilation design for the storage building.

Electrical:

1. Electrical lighting and power for storage building.
2. Extension of fire alarm system to storage building.
3. Extension of intrusion detection system to storage building.
4. Extension of CCTV system to storage building

Site:

Civil:

1. Design of grading and drainage improvements to accommodate construction of new building
2. Design of drainage modifications to re-route existing drainage from facility.
3. Determination of outfall location for storm water system

Bid Phase Service:

General:

1. Clarification of any items as needed from J.O.C..
2. Evaluation of J.O.C. proposal.

Construction Phase Service:

General:

1. Monthly site observations during construction with observation reports.
2. Evaluation of contractor's pay applications.
3. Response to any contractor RFI's.
4. Review of submittals.
5. Final punch list report.
6. Back punch list.

Exclusions:

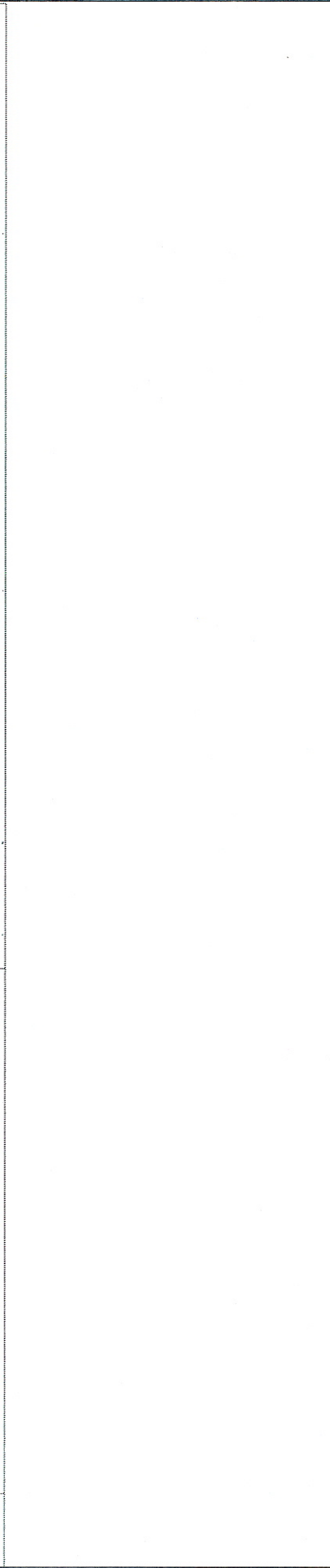
1. ADA/TAS registration and fees.
2. Telecommunications design.
3. Reproduction costs.

The above listed exclusions can be provided to the County as a reimbursable expense.

EXHIBIT "C"
Work Schedule

See attached Schedule (2 pages)

ID	Task Name	Start	Finish	June				July				August					
				5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14		
1	NTP	Fri 6/17/11	Fri 6/17/11														
2	Geotechnical Phase	Mon 6/13/11	Fri 7/1/11														
3	Site Survey	Mon 6/13/11	Fri 6/24/11														
4																	
5	Floor Plan Measurements	Mon 6/13/11	Fri 6/17/11														
6	Existing Conditions CAD	Mon 6/20/11	Fri 6/24/11														
7																	
8	New Floor Plan	Mon 6/27/11	Thu 7/14/11														
9	Owner Review/Approval	Fri 7/15/11	Fri 7/15/11														
10																	
11	Civil Engineering	Mon 7/18/11	Fri 8/12/11														
12	Building Interiors	Mon 7/18/11	Fri 8/12/11														
13	MEP Engineering	Mon 7/18/11	Fri 8/12/11														
14	Structural Engineering	Mon 7/18/11	Fri 8/12/11														
15																	
16	Owner Review/Approval	Mon 8/15/11	Fri 8/19/11														
17																	
18	Issuance of Plans to JOC	Mon 8/22/11	Mon 8/22/11														
19	JOC Pricing and Approval	Tue 8/23/11	Fri 9/16/11														
20																	
21	Construction Admin	Mon 8/22/11	Fri 12/30/11														

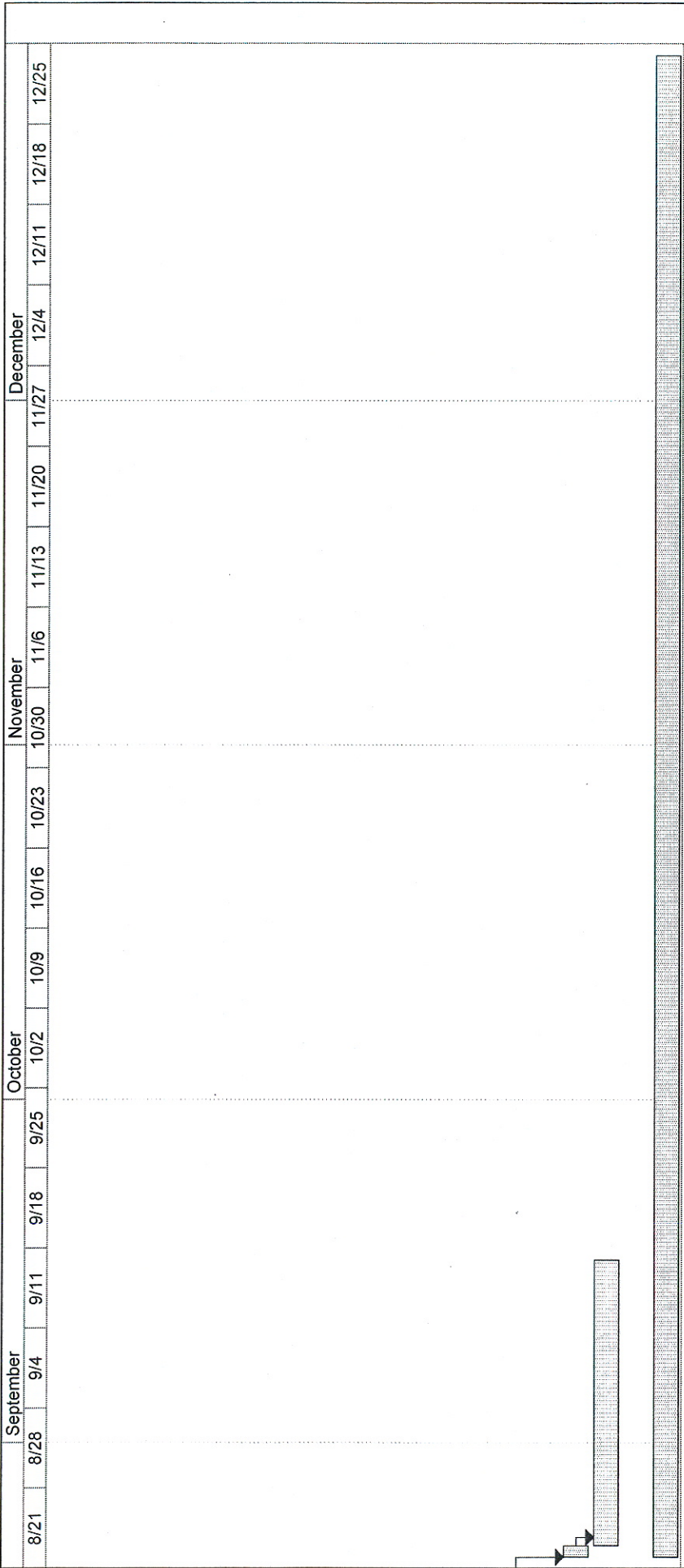


Project: Hidalgo Elections Warehouse
Date: Thu 6/9/11

Legend:

- Task: [Hatched bar]
- Milestone: [Diamond]
- Summary: [Dotted bar]
- Project Summary: [Thick black bar]
- External Tasks: [Hatched bar]
- External Milestone: [Diamond]
- Deadline: [Arrow]
- Split: [Thin black bar]
- Progress: [Thick black bar]

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Project: Hidalgo Elections Warehouse
 Date: Thu 6/9/11

Task		External Tasks	
Split		External Milestone	
Progress		Deadline	
		Milestone	
		Summary	
		Project Summary	

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EXHIBIT "D"
COST PROPOSAL

Improvements to Elections Warehouse

Professional Fee:

Geotechnical Report:	\$3,000
Survey for Design (with Topo)	\$2,000
Civil Engineering	\$5,000
Building Envelop and Interiors	\$6,000
Structural Engineering:	\$5,500 (See Attached Proposal)
HVAC/Plumbing Engineering	\$3,000
Electrical Engineering	\$5,500
Bid Phase Service	\$1,000
Construction Phase Service	\$3,500
Total Fee (as listed):	\$34,500



PROPOSAL AGREEMENT (STRUCTURAL)

May 19, 2011

Trey Murray, P.E.
HALFF Associates, Inc.
5000 West Military, Suite 100
McAllen, Texas 78503

Re: Hidalgo County Precinct 4 Elections Building in Edinburg, Texas

Project No.: 11-047

Attn: Mr. Murray

This proposal provides for the performance of professional work for basic services as described in the Scope of Services for an Engineering Fee of:

Structural Engineering Fee = \$5,500.00

SCOPE OF SERVICES

The scope of work that this project entails is:

1. Foundation Design for existing Building

