

HIDALGO COUNTY
Professional Engineering Services
Contract # C-10-376-12-14
Work Authorization Form

Work Authorization No. 8

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Article 1. of the Agreement made by and between the **HIDALGO COUNTY**, acting herein by and through Commissioner's Court, hereinafter called the "**Owner**," and, **R. GUTIERREZ ENGINEERING CORPORATION**, professional engineers of Pharr, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide engineering and surveying services for the preliminary engineering, final design, and construction phase services for the improvement of an existing drain ditch. The project includes development of plans, specifications, and estimates (PS&E), right-of-way map and parcels preparation and construction phase services. The existing drain ditch begins at Minnesota Road approximately 0.25 miles east of Raul Longoria Road and runs north approximately 0.25 miles. It then runs east a distance of approximately 1.0 miles at which point it converges with an existing Hidalgo County Irrigation District No. 2 drain ditch. This project is intended to alleviate existing drainage problems in and around the area of Primavera No. 1 and No. 2 Subdivisions located off of Minnesota Road in northern San Juan.

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 included in **Attachment D – Proposed Fee**. The actual amount payable for services under this Work Authorization will be in accordance with Article 6.

PART 3. PAYMENT

Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article 9.

PART 4. FUNDING

This Work Authorization No. 8 shall be funded through funding source:

Account No. 1-1342-431-00-122-058-0-711/733

Requisition No. #204802 (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 shall terminate upon completion of the scope of services of the work as provided in Article 4.

PART 6. RESPONSIBILITIES AND OBLIGATIONS

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

PART 7. ACCEPTANCE AND ACKNOWLEDGEMENT

This Work Authorization is hereby accepted and acknowledged as indicated below and effective as of ___ day of _____, 2011.

ENGINEER:

R. Gutierrez Engineering Corporation

By: 
Name: Ramiro Gutierrez, P.E.
Title: President

OWNER:

COUNTY OF HIDALGO

By: 
Name: Hector "Tito" Palacios
Title: Commissioner Pct. No. 2

By: _____
Name: Ramon Garcia
Title: County Judge

LIST OF ATTACHMENTS

- EXHIBIT A – Services to be Provided by the Owner
- EXHIBIT B – Services to be Provided by the Engineer
- EXHIBIT C – Work Schedule
- EXHIBIT D – Proposed Fee

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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**.

General

The **Owner** will provide to the **Engineer** the following:

- (1) Payment for work performed by the **Engineer** and accepted by the **Owner** in accordance with Article 5 and Article 6, both of this Agreement.
- (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.
- (5) Attend and participate in progress meetings as required and as coordinated and conducted by the **Engineer**.
- (6) Assist **Engineer** with obtaining permission to enter on properties for the purpose of surveying and engineering investigations for the project.

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EXHIBIT B

Services to be Provided by the Engineer

The project consists of data collection, utility coordination, right-of-way map and parcels preparation, geotechnical investigations, preliminary engineering analysis, engineering design, bidding assistance, and construction administration services for the proposed improvements to an existing undersized drainage channel and for modifications to an existing storm sewer system.

The existing channel begins at Minnesota Road approximately 0.25 miles east of Raul Longoria Road and runs north approximately 0.25 miles. It then runs east a distance of approximately 1.0 miles at which point it converges with an existing Hidalgo County Irrigation District No. 2 drain ditch.

The existing storm sewer system to be modified is located at the Primavera No. 2 Subdivision. It will be modified by connecting to an existing manhole located approximately 0.25 miles south of Minnesota Road and running the storm sewer pipe northward approximately 0.50 miles to discharge into the improved drainage channel.

The **Engineer** will provide the following:

- Project Start-up & Coordination, Data Collection & Design Criteria, Topographical Survey & Right-of-Way Mapping, and Preliminary Engineering services to develop a Preliminary Engineering Schematic and an Engineer's Statement of Probable Cost for review with Hidalgo County Urban County Program to determine the proposed final course of action to take in providing drainage relief.
- Final Design & Plan Preparation services to develop improvements to an existing undersized drain ditch in accordance with the approved Preliminary Engineering Schematic and Engineer's Statement of Probable Cost.

Task I. Project Start-Up and Coordination

The Engineer will coordinate the proposed project with Hidalgo County Urban County Program, Hidalgo County Precinct No. 2, the City of San Juan, Hidalgo County Drainage District No. 1, and Hidalgo County Irrigation District No. 2 to determine the initial project requirements, to discuss goals and objectives of the project and facilitate the development of the necessary agreements for the development of the proposed drainage improvement

project. The Engineer will obtain right-of-entry for properties to be surveyed. (Hidalgo County Pct 2 will assist the Engineer in obtaining written authorization from property owners to enter onto private property for the purposes of performing surveying and geotechnical investigation activities.)

Task II. Data Collection and Design Criteria

The Engineer will collect and review existing data pertinent to the proposed drainage improvement project. The Engineer will coordinate the project survey needs and prepare a project location map for use in developing the project. The Engineer will review the preliminary drainage discharge data with the Hidalgo County Drainage District No. 1 and other affected entities and develop the proposed project design criteria and objectives. The Engineer will meet with the City of San Juan, Hidalgo County Irrigation District No. 2, owners of any existing utilities, and other entities as needed to complete the work required for this phase.

Task III. Topographical Survey and R.O.W. Mapping

The Engineer will obtain cross-sections @ approximately 200-foot intervals along the existing undersized drain ditch to be improved (approximately 6,600-feet in length). Cross-sections shall extend approximately 100-feet either side of the existing ditch alignment where practical.

The Engineer will obtain cross-sections @ approximately 200-foot intervals along an approximately 1,200-foot section (600-feet upstream and downstream) of the existing Hidalgo County Irrigation District No. 2 drain ditch that will serve as the outfall for the proposed drainage improvements. Cross-sections shall extend approximately 100-feet either side of existing ditch centerline where practical.

The Engineer will also obtain topographic information along the proposed alignment of the proposed storm sewer modifications.

The Engineer will provide for a geotechnical engineering firm to perform a geotechnical investigation of the proposed drain ditch improvements site to obtain subsurface data for use in development of the project. Soil engineering properties and characteristics will be identified and subsurface water elevations will be obtained.

The Engineer will provide for a Registered Public Land Surveyor to provide surveying services for the development of the project right-of-way map. The Surveyor will develop a map of the existing property boundaries for use in the development of the project. The Surveyor will develop the required right-of-way parcels for acquisition by Hidalgo County Pct 2.

The Surveyor will collect topographical survey data to create a base map for use in the development of plans and specifications for the construction project. The topographical base map will include all identified features including: existing drain ditch top of banks and flow line, existing culverts with flow line elevations, existing sanitary sewer facilities with

flow line elevations, water lines, underground telephone, electrical, or gas lines, electrical poles, irrigation lines or wells with elevations, etc. The detailed topography will be developed only for an area covering the existing and proposed right-of-way. Other significant features in the immediate vicinity may be included.

Task IV. Preliminary Engineering

The Engineer will develop a project layout map for use in designing the proposed improvements to the existing undersized channel. The proposed channel improvements will be determined in coordination with Hidalgo County Urban County Program taking into account the input of Hidalgo County Pct 2 and City of San Juan officials as well as those of the Hidalgo County Drainage District No. 1 and Hidalgo County Irrigation District No. 2. A Preliminary Schematic of the proposed improvements to the existing outfall channel and storm sewer modifications will be developed and will include existing and proposed typical channel sections, locations and sizes of existing and proposed drainage structures. The Engineer will develop an Engineer's Statement of Probable Cost for the project and for review with Hidalgo County Urban County Program to determine the final course of action to take.

Task V. Final Design and Plans Preparation

The Engineer will develop detailed design drawings of the proposed improvements. The design drawings will be developed utilizing the approved Preliminary Engineering Schematic developed during the preliminary engineering phase of the project. The construction plans will include a Title Sheet, Existing and Proposed Channel Typical Sections, Plan & Profile Sheets, Culvert Crossing Details and Estimate & Quantity Sheets. The Engineer will prepare a Statement of Probable Costs for the proposed improvements. The construction documents will be submitted to Hidalgo County Urban County Program and other entities for review and approval. The final plans will be developed on 11"x17" bond paper.

Task VI. Bidding and Construction Phase Services

The Engineer will prepare bid packages for distribution of plans and specifications to prospective bidders and plan rooms. The Engineer will attend pre-bid conference and address contractor concerns regarding the plans and specifications. The Engineer will issue addenda as necessary to address comments and concerns by contractors. The Engineer will assist Hidalgo County Urban County Program in receiving and opening of bids. The Engineer will prepare a bid tabulation and make a recommendation for award of the project to the lowest responsive bidder.

The Engineer will prepare four (4) sets of construction contracts for signature by Hidalgo County Urban County Program and the Contractor. The Engineer will conduct a pre-construction conference with Hidalgo County Urban County Program and the Contractor. The Engineer will issue a notice to proceed on behalf of Hidalgo County Urban County

Program. The Engineer will provide one set of construction stakes for the Contractor's use in construction of the project. The Engineer will provide random weekly construction observation during construction of the project, for review of progress for Contractor payment requests. The Engineer will review monthly payment requests and change orders and provide recommendations. The Engineer will review submittals and provide approvals, as necessary. The Engineer will review final payment request and provide final walk-through with Contractor. The Engineer will issue and approve final contract close-out document and issue record drawings based on Contractor's mark-ups.

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EXHIBIT C
Work Schedule

The schedule for the work in this Work Authorization shall commence on the date of execution of this Work Authorization and continue for:

(1) a period which may reasonably be required for performing the Data Collection, Preliminary Engineering and Design, Final Design, Construction Phase Services, Right-of-Way Services, and Special Services for the proposed drainage channel and appurtenances called for as described in Exhibit B of this Work Authorization including any extra work and any required additions thereto; or

(2) a period extending 12 months after the completion of the services called for as described in Exhibit B of this Work Authorization.

The final acceptance by the Owner of the services called for as described in Exhibit B of this Work Authorization shall serve as evidence of completion of the work on this Work Authorization.

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EXHIBIT D
Fee Estimate

MINNESOTA DRAIN INTERIM DESIGN (W/O DETENTION)**

ITEM DESCRIPTION	COST	
MINNESOTA DRAIN		
LENGTH OF PROJECT = 1.25 MILES		
PROJECT ESTIMATED CONSTRUCTION COST		\$1,125,306.53
BASIC SERVICES FEE		
Engineering Services Fee (8% of Construction Cost)	\$90,024.52	
Topographic Survey Services Fee (2.5% of Construction Cost)	\$28,132.66	
Basic Fee (Prelim Eng, Design & Construction Services Fee)	\$118,157.18	
RIGHT-OF-WAY SERVICES COST (Add'l Service):		
Obtain Title Reports (Est 16 Parcels @ \$600.00/Parcel)	\$9,600.00	
Develop Parcels & R.O.W. Map (Est 16 Parcels @ \$2,200.00/Parcel)	\$35,200.00	
R.O.W. Map Services Fee	\$44,800.00	
GEOTECHNICAL INVESTIGATION (Add'l Services)		
Geotechnical Services	\$8,000.00	
Geotechnical Investigations Services Fee	\$8,000.00	
TOTAL PROJECT PROFESSIONAL SERVICES COST		\$170,957.18

NOTE: DRAIN DITCH DESIGN WITHOUT DETENTION WILL NOT HANDLE A 2-YEAR DESIGN FREQUENCY STORM AND MAY CAUSE WATER TO BE BACKED UP WITHIN THE SUBDIVISIONS AND LOW-LYING AREAS BEING SERVICED BY THIS DITCH.

R. Gutierrez Engineering Corporation

November 7, 2011

Hector "Tito" Palacios
County Commissioner
Hidalgo County Precinct No. 2
300 W. Hall Acres
Suite G
Pharr, TX 78577

RE: Work Authorization No. 8 – Minnesota Drain Improvements
Project No. ENG10.108

Dear Commissioner Palacios:

Enclosed are two original signature copies of a proposed Work Authorization No. 8 of the 2010 Road & Bridge Contract. This work authorization is for professional services associated with the engineering and surveying services to be provided to the county for the development of the Minnesota Drain Project.

If this Work Authorization No. 8 meets your approval, please place it before Commissioners Court for approval and signature. Please return one original signature copy for my files. If you have any questions, please call me so that we may discuss them. You can call me at 956-782-2557 or on my mobile at 956-227-2154.

Sincerely,



Ramiro Gutierrez, P.E.
President

encl

cc: Files