

**HIDALGO COUNTY**  
**Professional Consulting Services**  
**Contract # C-11-117-08-02**

**WORK AUTHORIZATION No.2**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Service Contract made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, "**GODINEZ COMMUNICATIONS**," professional consultant of McAllen, Texas , hereinafter called "**Consultant**."

**PART 1. SCOPE OF WORK**

The purpose of this Work Authorization is for the CONSULTANT to provide professional consulting services as it pertains to the following:

Provide planning, organization, facilitation, communications and reporting services and support for the Hidalgo County Judge Ramon Garcia's Office and any other County departments or groups related to the County's indigent defense and jail overcrowding.

The scope of services to be provided by the **CONSULTANT** is identified in **EXHIBIT "B"- Scope of Services to be Provided by the Consultant** attached hereto. The project work schedule is identified in **EXHIBIT "C" – Project Work Schedule** attached hereto.

**PART 2. ESTIMATED COST**

The estimated cost for services under this Work Authorization is \$ 36,815. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as **EXHIBIT "C" – Project Work Schedule and EXHIBIT "D" - Consultant Cost/Rates** attached hereto.

**PART 3. PAYMENT**

Compensation and payment to the **CONSULTANT** for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 3 of the Agreement.

**PART 4. FUNDING**

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

Account No. **(DBM WILL DETERMINE FUNDING SOURCE AT THIS AGENDA)**

Requisition Number **(REQUISITION # WILL BE PROVIDED ONE FUNDING SOURCE IS DETERMINED)**

**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.

**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 Judge Ramon Garcia as to content and detail of this Work Authorization No. 2.

HIDALGO COUNTY JUDGE's Office

BY: \_\_\_\_\_

**Ramon Garcia, County Judge**

**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 CONSULTANT:  
GODINEZ COMMUNICATIONS**

**THE OWNER:  
HIDALGO COUNTY**

BY: \_\_\_\_\_  
Brian Godinez

BY: \_\_\_\_\_  
Ramon Garcia, County Judge

**ATTEST:**

BY: \_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**LIST OF ATTACHMENTS**

- ATTACHMENT "A" - Services to be Provided by the Owner
- ATTACHMENT "B" - Scope of Services to be Provided by the Consultant
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Consultant Cost/Rates
- ATTACHMENT "E" - Insurance Requirements Provided by the Consultant

**ATTACHMENT "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 **CONSULTANT** the following:

- (1) Authorization to the **CONSULTANT** to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the **CONSULTANT** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.
- (3) Assistance to the **CONSULTANT**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **CONSULTANT** 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 **CONSULTANT'S** request for information and/or required submittals and deliverables, in order for the **CONSULTANT** 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 **CONSULTANT**.
- (7) Assist the **CONSULTANT** 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 **CONSULTANT** and more particularly identified in Attachment "B" of the

## **ATTACHMENT "B"**

### **Scope of Services to be Provided by the Consultant**

The project will consist of working closely (daily, weekly and/or monthly) with the Hidalgo County Judge's Office and County Officials/Representatives for Hidalgo County, and provide planning, organization, facilitation, presentation, communications and reporting professional consulting services to focus on issues, strategies and solutions related to indigent defense and jail overcrowding, including:

- Discover and evaluate the current issues, conditions, impact and plans for addressing the County's indigent defense and jail overcrowding;
- Assist, plan, prepare, organize, facilitate, communicate and/or coordinate meetings, workshops, work sessions, briefings, presentations, materials and/or reports on a weekly, monthly and/or quarterly basis for the Hidalgo County Judge's Office and County Officials/Representatives for Hidalgo County related to indigent defense and jail overcrowding (or as requested by County Commissioner's Court);
- Coordinate with the County to jointly develop plans, strategies and actions for indigent defense and jail overcrowding;
- If needed, submit a proposed plan, schedule and tasks required to implement any recommended strategies that may develop;
- Assist the Hidalgo County Judge's Office and County Officials/Representatives with developing appropriate action addressing indigent defense and jail overcrowding;
- Cooperate and coordinate fully with the County Commissioners' Court, as well as with the professional and administrative staffs of the County;
- Report and consult to the County Judge's Office and County Commissioners' Court as often as reasonably necessary;
- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County.

Agreement.

(9) Review and approve the Project design criteria.

(10) Review and approve change as required and prepared by the CONSULTANT.

**ATTACHMENT "D"**  
**Consultant Cost/Rates**

For and in consideration of the **Services** attached to this Agreement and to be rendered by the **Consultant**, the **Owner** shall pay the **Consultant** the **fee** as defined in this Agreement, and as more particularly identified as follows:

<b>Description - All Inclusive</b>		<b>Hourly Fees</b>
Principal-in-Charge		\$135
Graphic Design		\$65
Copy Writing		\$55
Administrative Support		\$45
<b>Material Rates</b>		
<b>Item</b>	<b>Unit Rate</b>	
Mileage (outside of Hidalgo County)	IRS Allowable Rate	
Sub-consultant Fees	Billable Hourly Rate + 10%	
Reimbursement expenses (e.g. travel out of area, printing)	At cost plus 10% (pre-approved by the County)	

**ATTACHMENT "E"**

Insurance Requirements Provided by the Consultant