



County of Hidalgo Pct. 4

Commissioner Joseph Palacios
1051 N. Doolittle Road
Edinburg Texas 78542-0337

MEMO

DATE: JANUARY 09, 2012
TO: PURCHASING DEPARTMENT
C/O LETICIA "LETTY" SAENZ CPPB/CONTRACTS MANAGER
FROM: HIDALGO COUNTY PCT. #4
REF: INV. 7723: CONTRACT #C-08-477-12-09

HIDALGO COUNTY PRECINCT #4 IS HEREBY REQUESTING THE FOLLOWING INVOICE #7723 IN THE AMOUNT OF \$2,500.00 FOR QUINTANILLA, HEADLEY AND ASSOCIATES, INC., BE PLACED ON THE NEXT COMMISSIONERS' COURT FOR APPROVAL.

FUNDING FOR THIS INVOICE WILL BE FROM PURCHASE ORDER #668163,
ACCOUNT: 1-1342-431-00-124-039-0-711

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE, THANK YOU.

RUMALDO MUNOZ JR
ACCOUNTS PAYABLE SPECIALIST III

CC: COUNTY FILES

ATTACHMENTS: Inv. # 7723
P.O. 668163



Purchase Order COUNTY OF HIDALGO

PO#: 668163

DATE: 12/29/11

Page No 1 Of 1

VENDOR: 154024

REQ:00206775

Email:

BUYER:

Phone:

QUINTANILLA, HEADLEY AND ASSOCIATES, INC
124 EAST STUBBS STREET
EDINBURG TX 78539

SHIP TO: HIDALGO CO. PCT 4
1051 N. DOOLITTLE
EDINBURG TX 78542

Vendor Acct:

CONTACT:

SITE: COMMISSIONER, PRECINCT 4

Special Instructions:

Contract No: C-08-477-12-09

PCT. REQ. #1683

VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1	EACH	DO NOT DUPLICATE ORDER CONTRACT C-08-477-12-09 CC WORK AUTHORIZATION #7 FOR ENGINEER TO PROVIDE FIELD SURVEYING FOR: SAN CARLOS DRAINAGE IMPROVEMENTS (FIKE PUMP STATION) . APPROVED COMMISSIONERS' COURT OF 12/6/2011 UNDER AGENDA ITEM AI-29946 REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233 <p style="text-align: right;">Total</p>	2,500.00	2,500.00
		***** For Hidalgo County use only 1-1342-431-00-124-039-0-711		2,500.00
		Approved -----		

Authorized by: _____

Martha L. Salazar mew

HIDALGO COUNTY
Professional Engineering Services
Contract # C-08-477-12-09
Work Authorization Form

WORK AUTHORIZATION No. 7

THIS WORK AUTHORIZATION No.7 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, **Quintanilla, Headley and Associates, Inc.**, professional engineer of Edinburg, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization No.7 is for the **Engineer** to provide field surveying for: **San Carlos Drainage Improvements (Fike Pump Station)**

The scope of services to be provided by the **Engineer** is identified in **EXHIBIT "A" – Scope of Services to be Provided by the Engineer** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization No.7 is **\$ 2,500.00**. This amount is based upon the costs outlined in the Estimated **Cost Proposal** attached hereto as **EXHIBIT "E"**.

PART 3. PAYMENT

Compensation and payment to the **Engineer** for the services established under this Work Authorization No.7 shall be made in accordance with **Article/Part/Section 6** of the Agreement.

PART 4. FUNDING

This Work Authorization No.7 shall be funded through funding source:
Account No. 1-1342-431-00-124-039-0-74
Requisition Number 206775 (MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE

This Work Authorization No.7 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 Work Authorization No.7 does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by **Hidalgo County Precinct No.4, Commissioner Joseph Palacios** as to content and detail of this **Work Authorization No.7**.

**HIDALGO COUNTY
COMMISSIONER PRECINCT No.4**

BY: Joseph Palacios
Joseph Palacios., County Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization No.7 is hereby accepted, approved by Hidalgo County Commissioners' Court on 12/6/11 as indicated below and effective as of 6th day of December, 2011.

THE ENGINEER:
Quintanilla, Headley and Associates, Inc.

Alfonso Quintanilla
By: Alfonso Quintanilla, P.E.

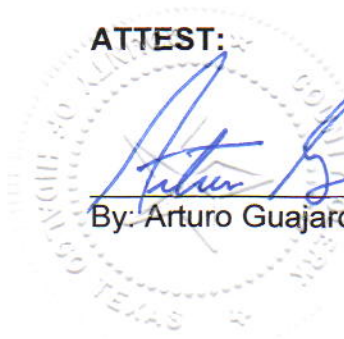
THE OWNER:
Hidalgo County

Ramon Garcia
By: Ramon Garcia, County Judge

Approved by Commissioners' Court
on 12/6/11 RU

ATTEST:

Arturo Guajardo, Jr.
By: Arturo Guajardo, Jr., County Clerk



LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be Provided by the Engineer
- ATTACHMENT "B" - Service to be Provided by the Owner
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Engineering Hourly Rates
- ATTACHMENT "E" - Cost Proposal (Fee Breakdown Schedule)

EXHIBIT "A"

**Project: Hidalgo County Precinct No. 4 – San Carlos Drainage
Improvements**

Contract No. C-08-477-12-09

Work Authorization No. 7

Scope of services to be provided by the Engineer

1. Perform parcel survey, prepare metes and bounds descriptions for Fike Pump Station Site.

EXHIBIT "B"

**Project: Hidalgo County Precinct No. 4 – "San Carlos
Drainage Improvements"**

Contract No. C-08-477-12-09

Work Authorization No. 7

Scope of services to be provided by the Owner

GENERAL

The Owner will provide the following:

- (1) Authorization to begin work.
- (2) Payment for work performed by the **Engineer**.
- (3) Provide any available relevant data on file concerning the project.

EXHIBIT "C"

Work Schedule

**Project: Hidalgo County Precinct No. 4 – San Carlos
Drainage Improvements**

Contract No. C-08-477-12-09

Work Authorization No. 7

The Engineer shall provide the deliverables for this project as follows:

5 days after the written notice to proceed.

EXHIBIT "D"

Engineer's Hourly Rates

**Project: Hidalgo County Precinct No. 4 – San Carlos Drainage
Improvements**

Contract No. C-08-477-12-09

Work Authorization No.7

1. Licensed Professional Engineer	\$ 150.00
2. Registered Professional Land Surveyor	\$ 150.00
3. Three Man Survey Crew	\$ 125.00
4. Computer Technician	\$ 85.00
5. Administrative	\$ 60.00
6. Research	\$ 50.00

EXHIBIT "E"

**Project: Hidalgo County Precinct No.4 – San Carlos Drainage
Improvements**

Contract No. C-08-477-12-09

Work Authorization No.7

Cost Proposal (Fee Breakdown)

1. Site survey parcel 1 @ \$ 2,500.00 = \$ 2,500.00

Total fee = \$ 2,500.00



**AGENDA
CC REGULAR
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
December 6, 2011
9:30 A.M.**

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a **SPECIAL MEETING** of the Commissioners' Court will be held at Edinburg Council Chambers, 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call** All Present
2. **Pledge of Allegiance** All
3. **Prayer** Com Quintanilla
4. **Approval of Consent Agenda** 11-h pulled approved +
5. **Open Forum**
6. **Executive Officer - Valde Guerra:**
 - A.
 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."
 2. Requesting engagement with the firm of _____ for the "Provision of Legal Services/Representation in connection with Litigation"
 - B. **AI-29864** Safety Division:
 Requesting authorization for Safety Officer Rene Parrao to travel to Mesquite, Texas on December 13, 2011 thru December 17, 2011 to attend the OSH503 - Update for General Industry Outreach Trainers hosted by TEEX/OSHA for recertification.
 - C. **AI-29886** Authority for County Judge to sign Certificate for Education Revenue Bonds (IDEA Public Schools) Series 2011 for the issuance of Education Revenue Bonds
 - D. **AI-29908** Discussion, consideration, and action regarding written Resolution and ballot selection of Appraisal District Board of Directors for 2012-2013
 - E. **AI-29893** Approval to accept a settlement check from Texas Farm Bureau Insurance Company in the amount of \$2,086.30 to settle auto accident with County vehicle. (Precinct 1)
 - F. **AI-29912** Elections (1100):
 Requesting approval to advertise/hire for the following vacant position:

approved

Slot No.	Position Title
0122	Field Service Specialist I

- 1. **AI-29950** County Wide (1100):
 - a. Approval to rescind action taken on 11/01/11 as follows:

approved

1. Discussion, consideration and approval of corrective compensation for various employees for successful completion of the six (6) month probationary period as listed on attached exhibit A.
2. Approval of interdepartmental transfer.

approved b-c

- b. Discussion, consideration and approval of corrective compensation for various employees as listed on attached exhibit A, as recommended by the Hidalgo County District Attorney's Office.
- c. Approval of interdepartmental transfers.

19. Purchasing Department - Marty Salazar:

Notes:

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. Hidalgo County

nothing to report

1. Current inter-local(s) and/or contract(s) for the "Housing of Inmates"

2. Presentation for discussion, consideration and action

Including, but not limited to, the following items in connection with New Adult Detention Center:

nothing to report a-c

- a) Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage
- b) Construction of additional pod(s)
- c) Selection and engagement of an architect for the construction of additional pods

3. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:

nothing to report a-c

- a) Renovations of administration building
- b) Other ongoing county owned building construction, renovation repair projects
- c) Emergency situations occurring since last agenda meeting

4. AI-29878 a. As requested by members of CC, discussion and action on options related to Request for Proposals for: Hidalgo County-Professional Auditing Services, including, but not limited to the following:

approved

1. Cancellation of the current format of a Request for Proposals and re-issuance (after re-advertising) as a Request for Qualifications (as customary for HC), utilizing basic qualifications, requirements, scope of services (drafted and developed by County Auditor utilizing the GFOA guidelines for professional auditing services) and changing the evaluation criteria to follow Texas Government Code 2254.004 basing the ranking on qualifications and thereafter entering into negotiations to determine fees; or,

D.

Pct. 4

1. **AI-29946** a. Pursuant to Article 14 of the current agreement-C-11-054-04-12 & WA#3 for: PROJECT: (Multi-Way Stop Control Warrant Study) Mile 17 1/2 and Depot Road (23rd Street) for Precinct #4, project engineer, L & G Engineering is requesting acceptance and approval to engage services by Sub-Contractor TEDSI INFRASTRUCTURE GROUP;

approved

approved

b. Acceptance and approval of Work Authorization #7 with a proposed fee of \$ 2,500.00 with Quintanilla, Headley & Associates, Inc. for "San Carlos Drainage Improvement Projects": FIKE PUMP STATION located within Hidalgo County Precinct No. 4, through Contract #C-08-477-12-09.

E.

District Courts

1. **AI-29923** Acceptance and approval of Work Authorization No.2 with Paul M. Vazaldua d/b/a Vazaldua & Associates in the amount of \$ 5,000.00 in connection to contract #C-11-269-10-18 for: "Professional Services Agreement" with PAUL M. VAZALDUA d/b/a VAZALDUA & ASSOCIATES for the purposes of providing "Consulting Services" in the categories which include specific grants and related areas for Judicial Court Functions and Efficiencies for the the following categories, but not limited to; a) Improving the Judicial System; b) Human Trafficking Programs and; c) Programs to Protect Women against Domestic Violence.

approved

F.

Sheriff's Office

1. **AI-29838** Presentation of sole bid received from Southern Tire Mart, LLC (as detailed in the tabulation sheet contained herein) meeting all specifications and/or requirements for the purpose of award and approval of contract for Request for Bid titled: Hidalgo County Sheriff's Office-Including all other Hidalgo County Law Enforcement Agencies-"Purchase of Tires-Including Installation and Other Related Services" through project No.: 2011-193-09-21-SGS.

approved

G.

Co. Wide

1. **AI-29867** Recommend award of bid and approval of contract to the sole bidder (CSS Technology, Inc.) meeting all specifications and/or requirements for "EN-1 Road Stabilizer Material" for Hidalgo County.(RFB No.: 2011-268-11-16-CGA)

approved

20.

Closed Session:

Commissioners' Court may go into Closed Session pursuant to Chapter 551, Texas Government Code, Sections 551.071 & 551.072 to discuss the following:

- A. Real Estate Acquisition
- B. Cause No. C-3123-03-I; Hidalgo County, Texas v. Landmark Organization, L.P. et al
- C. Pending and/or potential litigation
- D. **AI-29888** Claim of American Electric Power (AEP)
- E. **AI-29891** Claim of American Electric Power (AEP)
- F. **AI-29938** Cause No.: C-223-10-H; Samuel Zuniga v. County of Hidalgo
- G. **AI-29968** Claim of Joana Bernice Morales, et al

APPROVED

AI-29946

19. D. 1.

CC REGULAR

Meeting Date: 12/06/2011

Submitted For: Martha L Salazar

Submitted By: Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Pursuant to Article 14 of the current agreement-C-11-054-04-12 & WA#3 for: PROJECT: (Multi-Way Stop Control Warrant Study) Mile 17 1/2 and Depot Road (23rd Street) for Precinct #4, project engineer, L & G Engineering is requesting acceptance and approval to engage services by Sub-Contractor TEDSI INFRASTRUCTURE GROUP;



b. Acceptance and approval of Work Authorization #7 with a proposed fee of \$ 2,500.00 with Quintanilla, Headley & Associates, Inc. for "San Carlos Drainage Improvement Projects": FIKE PUMP STATION located within Hidalgo County Precinct No. 4, through Contract #C-08-477-12-09.

BACKGROUND

Letter of Subconsulting by L&G Engineering with TEDSI-C-11-054-04-12
WA#7-C-08-477-12-09-Quintanilla, Headley & Associates, Inc. (Fike Pump Station)-Pct 4

Fiscal Impact

FISCAL YEAR: 2011

ACCT. #: 1-1200-431-00-124-007-0-334

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO# 666236 available balance as of 12-1-11 \$5,900.00

FISCAL YEAR: 2011

ACCT. #: 1-1342-431-00-124-039-0-711

FUNDS AVAILABLE Y/N?: Y/Pending

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Funding pending approval of interdepartmental transfer (AI# 29899 12-6-11)

Attachments

Letter of Subconsulting-L&G for TEDSI-C-11-054-04-12
contract C-11-054-04-12-L&G Eng
WA#3-L&G Engineering-Pct 4
WA#7-QHA-C-08-477-12-09
Contract C-08-477-12-09-QHA-Pct 4 (San Carlos Dr Proj)

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/01/2011 10:45 AM
Budget & Management	Merlen P. Munoz	12/01/2011 10:48 AM
Manuel Chapa	Manuel Chapa	12/01/2011 02:22 PM
Auditor's Office	Angela Garcia	12/02/2011 04:15 PM
Form Started By: Letty Saenz		Started On: 11/30/2011 04:58 PM
Final Approval Date: 12/02/2011		