

HIDALGO COUNTY
Professional Engineering Services
Contract # C-11-202-08-09
Work Authorization Form

WORK AUTHORIZATION NO. 001

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, **Guzman & Munoz Engineering and Surveying Inc.**, professional engineers of Mercedes, Texas, hereinafter called "**Engineer**".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the **Engineer** to provide On-site and off-site civil engineering design- to include, topography, right of way and easement surveying services, engineering design, drainage study, and field services during construction, as per Exhibit "B" for the new Hidalgo County Precinct I- Constables office.

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 **\$ 66,960.00**. 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 5 and 6 of the Agreement.

PART 4. FUNDING

This Work Authorization No.001 shall be funded through funding source:

Account No. 1-1336-421-00-220-042-0-720

Requisition Number 204623

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate on February 23, 2013 as indicated in the "Exhibit C-Preliminary Work Schedule".

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 #1, Commissioner as to content and detail of this Work Authorization No.001.

HIDALGO COUNTY PRECINCT # 1 JOEL QUINTANILLA.

BY: 
Joel Quintanilla, Commissioner



PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 10/25/11 as indicated below and effective as of 25th day of October, 2011.

THE ENGINEER:
Guzman & Munoz Engineering
& Surveying Inc.



By: Jose L. Muñoz, P.E., SIT

THE OWNER:
HIDALGO COUNTY


By: Ramon Garcia, County Judge

Approved by Commissioners' Court
on 10/25/11 *Ro*

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"

**Scope of Services
Provided by Owner**

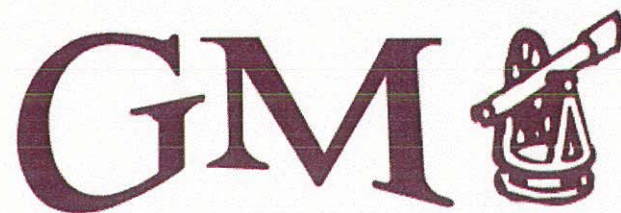


EXHIBIT "A"

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"

**Scope of Services
Provided by Engineer**



EXHIBIT B

“Further Description of Engineering Services and Related Matters: Services to be Provided by the Engineer”.

Scope of Engineering Services

Topography Surveying & Drainage Analysis and Report

The following specific Tasks will be included in the project:

TASK 1 – Project Management and Coordination – This task includes general project coordination and direction; kick off meeting; budget management and administrative services.

TASK 2 – Survey – This task includes surveying to establish horizontal and vertical control and to tie in all existing utilities and facilities. Surveying will also include a boundary survey and may require additional work for parcel plats for right of way acquisitions for the off-site storm sewer system. The survey will also include the determination of elevations in the existing watershed.

TASK 3 – Establish Baseline Conditions – This task includes reviewing the existing plans; and collected surveying information to determine existing conditions.

TASK 4 – Identify Potential Options – This task includes the development of potential options for the project. Options will be developed for the proposed improvements locations and other conditions that must be considered in the design.

TASK 5- Develop Projected Construction Costs – Opinions of probable construction cost will be developed for each component of the various options that were developed in Task 4. These costs will be one of the critical components of the evaluation process.

TASK 6 – Evaluate Options and Prepare Drainage Engineering Report – The various options and option components will be evaluated and a drainage engineering report will be prepared. GMES will present and review the Drainage Engineering Report at a project status meeting. The Hidalgo County Pct. 1 Staff/Constable Pct 1 will then be given the opportunity to review and provide comments on the report.

TASK 7 – Address Comments and Prepare Final Drainage Engineering Report – Staff comments will be addressed and the Final Drainage Engineering Report will be completed.

EXHIBIT B

“Further Description of Engineering Services and Related Matters: Services to be Provided by the Engineer”.

Scope of Engineering Services

Engineering Design Services

The following specific Tasks will be included in the Project:

TASK 1 – Project Management and Coordination – This task includes general project coordination and direction; plan submittal milestone review meetings; budget management and administrative services.

TASK 2 – Survey – This task includes surveying to establish final horizontal and vertical control and to tie in all existing utilities and facilities.

TASK 3 – Development of Design Plans – This task includes development of plans for the proposed improvements. Design shall include all on-site civil improvements including, Roadways, parking lot, storm sewer collection system, utilities, fencing and lighting. Off-site design shall include storm sewer collection system. Final design will include submittals at 60% and final completion. The Hidalgo County Pct. 1 Staff/Constable Pct 1 will then be given the opportunity to review and provide comments on the plans at the milestone review meeting. Staff comments will be incorporated into the design plans following the milestone review meetings.

TASK 4 – Development of Specifications – This task will include preparation of specifications of the project that will clearly define the standards of construction and plans that will present the typical construction details that will cover the variety of potential construction scenarios that may be encountered during the construction phase.

TASK 5 – Develop of Projected Construction Costs – Opinions of probable construction costs will be developed for the improvements covered under Task 3 through 6 along with the required legal documents needed to complete the bidding document package prior to the project’s advertisement for bids.

TASK 6 – Preparation of Bidding Documents – This task will include the preparation of the final bidding documents for the project, incorporating Tasks 3 through 6 along with the required legal documents needed to complete the bidding document package prior to the project’s advertisement for bids.

EXHIBIT B

“Further Description of Engineering Services and Related Matters: Services to be Provided by the Engineer”.

Scope of Engineering Services

Services during Bidding and Construction

The following specific Tasks will be included in the project.

TASK 1 – Project Management and Coordination – This task includes general project coordination and direction; meetings with other consultants, Pct.1 Staff /Constable Pct 1 and Project Contractor; budget management and administrative services.

TASK 2 – Assistance During Bidding – This task includes the preparation and distribution of plans and specifications to prospective bidders; preparation of the project advertisement and; maintaining a bidders log of the prospective bidders; responding to all contractor’s pre bid Request for Information and Clarification, while responding to all bidders overall; conducting, with the County of Hidalgo, a pre bid conference; conducting, with the County of Hidalgo, the bid opening; evaluating with the County of Hidalgo, the bids and preparation of the recommendation for the selected bidder.

TASK 3 – Office Services During Construction – This task includes the reviewing all shop drawing and testing results; reviewing and responding to contractor’s Request for Information; reviewing and processing contractor’s request for payment and change orders; coordinating required geotechnical and materials testing.

TASK 4 – Field Services During Construction – This task includes providing daily site inspection visits by a qualified inspector and periodic inspection by the Engineer; Construction control staking, conduction Final Walk Through with Hidalgo County Pct. 1 staff /Constable Pct 1 and preparation of the final “Punch List”.

TASK 5 – Preparation of Record Drawings – This task includes “As Built” surveying for the preparation of record drawings for all civil engineering improvements to the constable’s office site. These drawings will reflect the actual conditions once the improvements are complete.

The fees for the specific Tasks are LUMP SUM and included in **Exhibit D**.

EXHIBIT "C"

Work Schedule



EXHIBIT "C"
 PROJECT WORK SCHEDULE
 HIDALGO COUNTY PRECINCT 1 - NEW CONSTABLE OFFICE

	October-11							November-11					December-11				January 2012 - December 2012				January-13				February-13					
	1	8	15	22	29	5	12	19	26	3	10	17	24	31	Jan - March	April - June	July - Oct.	Nov. - Dec.	5	12	19	26	2	9	16	23				
1																														
2																														
3																														
4																														
5																														
6																														
7																														
8																														
9																														

EXHIBIT "D"

Estimated Cost Proposal



EXHIBIT D

“Further Description of Engineering Services and Related Matters: Services to be Provided by the Engineer”.

Scope of Engineering Services

Additional or Special Services: If the OWNER elects to bid one or more alternate configurations of the proposed project, the additional engineering work shall be billed according to the hourly rate FEE SCHEDULE shown below.

Any additional services authorized in writing by Hidalgo County Precinct 1 for any on- site or off-site civil engineering work will be charged at the Rates shown on the FEE SCHEDULE shown below.

Any additional services authorized in writing by the Hidalgo County Precinct 1 Constable for the Constables office building only will be charged at the Rates shown on the FEE SCHEDULE shown below.

All basic engineering services for this project will also be billed according to the rates listed in the FEE SCHEDULE shown below.

FEE SCHEDULE

Fees for all work performed shall be billed under the following rates:

1. Principal Engineer	\$180.00/hr.
2. Project Engineer	\$120.00/hr.
3. Project manager	\$140.00/hr.
4. Registered Professional Land Surveyor	\$120.00/hr.
5. Engineer, EIT	\$100.00/hr.
6. Designer/Technician	\$90.00/hr
7. CADD Draftsmen	\$75.00/hr.
8. Bookkeeping	\$50.00/hr.
9. Clerical	\$45.00/hr.
10. Metes and Bounds	\$250.00 ea.
11. GPS Surveying	\$200.00/hr.
12. Inspector	\$70.00/hr.
13. 2 person Survey Crew	\$120.00/hr.
14. 3 Person Survey Crew	\$130.00/hr.
15. 4 Person Survey Crew	\$150.00/hr.
16. Topographic surveys	\$4.00/linear foot
17. Abstract Work	Cost plus 10%
18. Mileage	n/a
19. Third party costs /Reimbursable	Cost plus 15%

EXHIBIT D

“Further Description of Engineering Services and Related Matters: Services to be Provided by the Engineer”.

Scope of Engineering Services

PAYMENT SCHEDULE

Hidalgo County shall reimburse GMES for engineering services provided upon submission of a monthly request for payment in accordance with the terms and provisions of Article 6 of the agreement. The engineer (GMES) shall request and be paid in proportion to the percentage completed of each work tasks as shown in Exhibit “B” of this agreement.

EXHIBIT D

ENGINEERING & SURVEYING FEE ESTIMATE
BASIC SERVICES

Hidalgo County Precinct 1 New Constables Office On and Off - Site Civil Engineering

GMS TASK	DESCRIPTION OF WORK TASK	PRINCIPAL HOURS	PROJECT ENGINEER HOURS	PROJECT MANAGER HOURS	EST HOURS	TECH / CAD HOURS	CERICAL HOURS	SURVEYOR HOURS	3 PERSON SURVEY CREW	INSPECTOR HOURS	TOTAL HOURS	TOTAL COST PER TASK
1 - Topography Surveying & Drainage Analysis and Report												
1.1	Project Management and Coordination	4	4	3	2	2		4			19	\$2,480.00
1.2	Survey		1	2	4	8		6	24		33	\$4,240.00
1.3	Establish Baseline Conditions		2	2	4	8		2			18	\$1,880.00
1.4	Identify Potential Options			2	5	8					15	\$1,500.00
1.5	Develop Projected Construction Costs		1	2	4	4					11	\$1,160.00
1.6	Evaluate Options and Prepare Drainage Engineering Report	1	2	4	8	2	8				25	\$2,320.00
1.7	Address Comments and Prepare Final Drainage Engineering Report			4	8	16	8				36	\$3,160.00
	TOTAL PRELIMINARY PHASE		5	10	19	31	16	12	24	0	157	
	HOURLY RATE		\$180.00	\$120.00	\$140.00	\$100.00	\$90.00	\$45.00	\$120.00	\$70.00		
	SUB-TOTAL 1	\$900.00	\$1,200.00	\$2,660.00	\$3,100.00	\$3,600.00	\$720.00	\$1,440.00	\$3,120.00	\$0.00		\$16,740.00
2 - Engineering Design Services												
2.1	Project Management and Coordination	4	4	8	5	8	4	4			37	\$4,200.00
2.2	Survey	2	2	2	2	12	2	8	33		59	\$7,060.00
2.3	Development of Design Plans	2	8	16	12	24	10	3			75	\$7,730.00
2.4	Development of Specifications	2	2	8	10	15	12				49	\$4,610.00
2.5	Develop of Projected Construction Costs	2	4	8	12	12	6	1			45	\$4,630.00
2.6	Preparation of Bidding Documents	2	8	8	8	16	10	1			53	\$5,250.00
	TOTAL DESIGN PHASE	14	26	50	47	87	44	17	33	0	318	
	HOURLY RATE	\$180.00	\$120.00	\$140.00	\$100.00	\$90.00	\$45.00	\$120.00	\$130.00	\$70.00		
	SUB-TOTAL 2	\$2,520.00	\$3,120.00	\$7,000.00	\$4,700.00	\$7,830.00	\$1,980.00	\$2,040.00	\$4,290.00	\$0.00		\$33,480.00
3 - Services during Bidding and Construction												
3.1	Project Management and Coordination	4	4	4	2	8	2	4		2	30	\$3,390.00
3.2	Assistance During Bidding	1	1	4	6	8	2				22	\$2,270.00
3.3	Office Services During Construction	1	1	4	4	6	4	1			21	\$2,100.00
3.4	Field Services During Construction	1	1	4	2	6	2	2	9	32	59	\$5,340.00
3.5	Preparation of Record Drawings	1	1	2	2	4	4	2	16		32	\$3,640.00
	TOTAL CONSTRUCTION PHASE	8	8	18	16	32	14	9	25	34	164	
	HOURLY RATE	\$180.00	\$120.00	\$140.00	\$100.00	\$90.00	\$45.00	\$120.00	\$130.00	\$70.00		
	SUB-TOTAL 3	\$1,440.00	\$960.00	\$2,520.00	\$1,600.00	\$2,880.00	\$630.00	\$1,080.00	\$3,250.00	\$2,380.00		\$16,740.00
	TOTAL ENGINEERING BASIC SERVICES LABOR COST	\$4,860.00	\$5,280.00	\$12,180.00	\$9,400.00	\$14,310.00	\$3,330.00	\$4,560.00	\$10,660.00	\$2,380.00		\$66,960.00
	TOTAL ENGINEERING BASIC SERVICES LABOR COST FOR ALL CLASSIFICATIONS	\$66,960.00										
	TOTAL COST	\$66,960.00										

Requisition

Req # 00204623

PO #

Date: 10/18/11

Bill To: x
x

Vendor : 202754
 GUZMAN & MUNOZ ENGINEERING & SURVEYII
 2020 E. EXPRESSWAY 83
 MERCEDES TX 78570
 FAX (956)565-4636

Ship To: FACILITIES MANAGEMENT DEPARTMENT
 3100 S. BUSINESS HWY 281
 EDINBURG TX 78539

Contact: ALMA
 956-289-7851

Contract No:

Special Instructions:

REQ 984

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		C.C. 10/25/2011		
		CONTRACT # C-11-202-08-09		
		DO NOT DUPLICATE ORDER		
1.00		WORK AUTHORIZATION#.001(Field services for construction of New Pct 1 Constables Office)		.00
1.00	EACH	1- TOPOGRAHY SURVEYING&DRAINAGE ANALYSIS AND REPORT:	16,740.00	16,740.00
1.00		1.1, PROJECT MANAGEMENT AND COORDINATION (total 19hrs)		.00
1.00		1.2, SURVEY (total 33hrs)		.00
1.00		1.3, ESTABLISH BASELINE OPTIONS (total 18hrs)		.00
1.00		1.4, IDENTIFY POTENTIAL OPTIONS (total 15hrs)		.00
1.00		1.5, DEVELOPE PROJECTED CONSTRUCTION COSTS (total 11hrs)		.00
1.00		1.6, EVALUATE OPTIONS AND PREPARE DRAINAGE ENGINEERING REPORT (total 25hrs)		.00
1.00		1.7, ADDRESS COMMENTS AND PREPARE FINAL DRAINAGE ENGINEERING REPAORT (total 36hrs)		.00
1.00	EACH	2-ENGINEERING DESIGN AND COORDINATION:	33,480.00	33,480.00
1.00		2.1 PROJECT MANAGEMENT AND COORDINATION (total 37hrs)		.00
1.00		2.2, SURVEY (total 59hrs)		.00
1.00		2.3, DEVELOPMENT OF DESIGN PLANS (total 75hrs)		.00
1.00		2.4, DEVELOPMENT OF SPECIFICATIONS (total 49hrs)		.00
1.00		2.5, DEVELOP OF PROJECTED CONSTRUCTION COST(total45hrs)		.00
1.00		2.6, PREPARATION OF BIDDING DOCUMENTS (total 53hrs)		.00
1.00	EACH	3-SERVICES DURING BIDDING AND CONSTRUCTION:	16,740.00	16,740.00
1.00		3.1 PROJECT MANAGEMENT AND COORDINATION (total 30hrs)		.00
1.00		3.2, ASSISTANCE DURING BIDDING (total 22hrs)		.00
1.00		3.3, OFFICE SERVICES DURING CONSTRUCTION (total 21hrs)		.00
1.00		3.4, FIELD SERVICES DURING CONSTRUCTION (total 59hrs)		.00
1.00		3.5 PREPARATION OF RECORD DRAWINGS (total 32hrs)		.00
		Account No _____	Encumbrance	
		1-1336-421-00-220-042-0-720	66,960.00	
			Freight	.00

Authorized By: _____

Requisition

Req # 00204623

PO #

Date: 10/18/11

Bill To: X
X

Vendor : 202154
GUZMAN & MUNOZ ENGINEERING & SURVEYII
2020 E. EXPRESSWAY 83
MERCEDES TX 78570
FAX (956)565-4636

Ship To: FACILITIES MANAGEMENT DEPARTMENT
3100 S. BUSINESS HWY 281
EDINBURG TX 78539

Contact:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		REPORT ROAD HAZARDS 1-800-HCR-SAFE OR 1-800-421-1233	Total	66,960.00

Authorized By: _____

APPROVED

AI-29169

40. E. 1.

CC REGULAR

Meeting

10/25/2011

Date:

Submitted For: Martha Salazar

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

✓ Acceptance and approval for Work Authorization No. 001 in connection to Contract #C-11-202-08-09 in the amount of \$66,960.00 with Guzman & Munoz Engineering and Surveying Inc. for On-site and off-site civil engineering design to include topography, right of way and easement surveying services, engineering design, drainage study, and field services during construction, as per Exhibit "B" for the new Hidalgo County Precinct 1 Constable Office.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011

ACCT. #: 1336-421-00-220-042-0-720

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Attachments

WORK AUTHORIZATION DOCUMENTATION

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	10/19/2011 04:58 PM
Budget & Management	Merlen P. Munoz	10/19/2011 04:59 PM
Purchasing Department	Marty Salazar	10/19/2011 04:58 PM
Budget & Management	Merlen P. Munoz	10/19/2011 04:59 PM
Ivan Cantu		
Auditor's Office		
Form Started By: Vangie Garcia		Started On: 10/18/2011 08:54 AM